



Standard Operating Guidelines and Procedures Training & Certification

Revised 08.26.26

Boise, Idaho

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

Table of Contents

.....	2
Table of Contents	2
MISSION.....	6
CERTIFICATION GOALS	6
Chapter 1: GENERAL	7
A. INTRODUCTION	7
B. STANDARDS	8
C. DEFINITIONS.....	8
D. SAFETY.....	9
E. FACILITIES AND EQUIPMENT	11
F. NON-DISCRIMINATION STATEMENT	11
G. ACADEMIC HONESTY	11
H. NOTIFICATION OF POLICY AND PROCEDURES	11
Chapter 2: TRAINING	11
A. INTRODUCTION	11
B. PURPOSE.....	11
C. COURSE REQUESTS	12
D. INSTRUCTOR INFORMATION	12
a. Instructor Levels – Definitions and Qualifications	12
b. In-House Instructor Requirements	12
c. Idaho Statewide Level 1 Instructor Requirements	13
d. Idaho Statewide Level 2 Instructor Requirements	14
e. Specialty or Consultant Instructor Requirements.....	14
f. Requalification Requirements	14
g. Acquiring Approval to Instruct Additional Courses	15
h. FST Training Mentoring Program	15
i. Revocation of Instructor and/or Evaluator	16
j. Appeals Process.....	16
E. LIVE FIRE TRAINING.....	16
Chapter 3: CERTIFICATION TESTING	17
A. INTRODUCTION	17

B.	GOALS OF IDAHO'S CERTIFICATION PROCESS	17
C.	IFSAC / IDAHO DELEGATION OF AUTHORITY	18
D.	CERTIFICATION PARTICIPATION REQUIREMENTS	18
E.	CERTIFICATION PROCESS OVERVIEW	19
F.	IDAHO IFSAC CERTIFICATION LEVELS	19
a)	Hazardous Materials Awareness	19
b)	Hazardous Materials Operations – CORE	20
c)	Hazardous Materials Operations – Mission Specifics.....	20
d)	Firefighter I	21
e)	Firefighter II	22
f)	Fire Apparatus Driver/Operator – General	22
g)	Fire Apparatus Driver/Operation – Pumper	23
h)	Fire Apparatus Driver/Operator – Aerial.....	24
i)	Fire Apparatus Driver/Operator – Mobile Water Supply.....	25
j)	Fire and Emergency Services Instructor I	26
k)	Fire Officer I	27
l)	Fire Officer II	28
m)	Fire Officer III	29
G.	IFSAC APPLICATION PROCESSES	30
a)	Testing Host Application Process.....	30
b)	Candidate Application Process	31
c)	NFPA Pre-Requisites Competency Review	31
d)	Equivalency Review Criteria	34
e)	IFSAC Certification Testing Intent	37
H.	STUDENT TRANSCRIPTS AND RECORDS	37
I.	NON-DISCRIMINATION AND REASONABLE ACCOMMODATIONS	38
a.)	Written Examination Accommodations	38
b.)	Skills Examination Accommodations	39
J.	WRITTEN TESTS	40
a)	Written In-person and Online Shared Testing Exam Information	41
b)	In-Person Written Exams Information.....	42
c)	Online Written Exams Information	42
K.	MANIPULATIVE SKILLS TEST OR PORTFOLIO PROJECT	44

a)	Correlation to the NFPA Standard.....	44
b)	Skill Sheets.....	44
c)	Testing Materials.....	45
d)	Test Site Setup.....	45
e)	Foundational Certifications	46
f)	Advanced Certification Skills Testing	47
g)	Tester Identification Requirement and Test Event Security.....	48
h)	Fire Officer Practical Examination – Key Principles	48
i)	Fire Officer Skills Testing Process.....	48
j)	Testing Event Roles and Responsibilities	50
L.	SKILL SHEET-BASED TESTING.....	51
a)	Standard Procedure For In-Person Skills Sheet-Based Testing.....	51
b)	Standard Procedure For Online Skills Sheet-Based.....	51
c)	Failure of a Skill	54
d)	Lead Evaluator Review of the Candidate.....	54
e)	Retesting.....	54
M.	ARTIFICIAL INTELLIGENCE (AI) USE IN TRAINING, CERTIFICATION TESTING, AND TEST DEVELOPMENT	54
N.	ACADEMIC INTEGRITY AND PLAGIARISM.....	57
O.	IFSAC CERTIFICATES	58
P.	PROCTORS AND EVALUATORS.....	59
a)	Testing Personnel Performance Evaluations	60
b)	Proctors.....	61
c)	Lead Evaluators	61
d)	Evaluators	62
Q.	APPEALS PROCESS	63
R.	TEST RETENTION OF EXAMINATION RESULTS AND MATERIALS	64
S.	NOTIFICATION OF TESTING TO IFSAC	65
	Chapter 4: ADVISORY COUNCIL.....	65
A.	PURPOSE.....	65
B.	STRUCTURE.....	65
	Chapter 5: CONFLICT OF INTEREST	66
	IDAHO DIVISION OF CAREER TECHNICAL EDUCATION FIRE SERVICE TRAINING STAFF	68

MISSION

The Idaho Fire Service Training (FST) program is committed to partnering with Idaho fire departments, fire districts, and Authorities Having Jurisdiction (AHJs) to provide Idaho firefighters with quality training and safety practices consistent with National 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.

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.

Chapter 1: GENERAL

A. INTRODUCTION

Idaho Fire Service Training (FST) is administered by the Idaho Division of Career Technical Education (IDCTE), an agency of the Idaho State Board of Education. IDCTE provides statewide leadership, advocacy, and technical assistance for Career Technical Education (CTE) programs in accordance with Idaho law and applicable federal legislation. As a program within IDCTE, FST operates under the Division's administrative authority and is funded in accordance with the applicable provisions of Idaho Code and the Idaho Administrative Procedures Act (IDAPA), including IDAPA 55, which governs the administration of the Division of Career Technical Education.

Idaho's fire protection services are provided for career, volunteer, and combination fire departments that operate on limited budgets and with limited staffing. Idaho has no state-mandated minimum training requirements for firefighters. As a result, each department is responsible for establishing its 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 the 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 standards in its by-laws that FST supports. FST coordinates the delivery of National Fire Academy (NFA) courses, emergency services training, and 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 the development and credentialing of instructors, IFSAC evaluator development and qualification standards, centralized student and instructor transcripts

and certification records, and coordination of a state-wide multi-agency training and testing calendar. FST also 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.

B. 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 years. When FST receives accreditation to a more recent edition of a standard, candidates are required to meet all provisions of the revised standard.

C. 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 an assessment of an organization's mission, as well as a site visit to determine the organization's achievement in meeting the standards.

Authority Having Jurisdiction (AHJ): An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

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

Equivalency: Equivalency is the process of recognizing an applicant's previous training and experience as meeting the requirements of the applicable NFPA standard for a specific certification level. An applicant may demonstrate that their education, training, and documented experience are equivalent to the prerequisites for the corresponding IFSAC certification level requested. The granting of equivalency does **not** constitute IFSAC certification. Rather, equivalency authorizes the applicant to challenge the IFSAC certification examination at the applicable level or to enter the IFSAC testing process at the next eligible certification level.

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.

NFPA Pre-Requisites: Certain NFPA positions require the candidate to meet pre-requisite knowledge and skills before certification at that level. Pre-requisites of each certification level are listed in Chapter 3 Section F–Certification. FST's preferred

method of meeting prerequisites is IFSAC Certification to those levels. Because Idaho does not mandate certification, FST has a competency review process that allows an AHJ two additional options to verify the candidate has met the prerequisites.

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 (JPRs) by 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

Competency (Equivalency) Review: If an AHJ has a candidate who 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 NFPA Pre-Requisite Competency Review).

Subject Matter Expert (SME): An individual with deep knowledge and expertise in firefighting, often recognized for their qualifications, training, and years of experience in the field. SMEs play a crucial role in providing guidance, training, and support within firefighting operations, ensuring they are well-equipped to handle complex situations and make informed decisions. Their expertise is vital for problem-solving, decision-making, and enhancing the overall effectiveness of firefighting efforts

D. SAFETY

Safety is of primary importance, and all instructors, proctors, and evaluators will ensure that training and testing activities are conducted safely. The following are minimum safety standards for testing and training events:

- Any individual participating in, observing training, or testing activities shall stop any operation that places personnel in jeopardy.
- Live fire training and testing will be conducted by the current edition of NFPA 1400, Standard on Fire Service Training. Additional information and procedures regarding Live Fire Training and testing are contained in Chapter 2 – Training Section E.
- Documentation of Prescribed Minimum Training.
- All participants in a live fire training evolution who have received the required minimum training from other than the AHJ shall not be permitted to participate in any live fire training evolution without first presenting documentation of having successfully completed the prescribed minimum training to the levels specified in NFPA 1400 Chapter 16.3.1.
- Personal Protective Clothing NFPA 1400 Chapter 16.9.1

All students, instructors, safety personnel, and other personnel shall wear all protective clothing and equipment specified in this chapter according to manufacturer's instructions whenever they are involved in any evolution or fire suppression operation during the live fire training evolution.

16.9.2 The safety officer shall ensure that all participants' PPE has been inspected in accordance with NFPA 1850 prior to entry into a live fire training evolution to verify that the protective clothing and SCBA are being worn correctly and are in serviceable condition.

16.9.3

Protective coats, trousers, hoods, footwear, helmets, and gloves shall have been manufactured to meet the requirements of NFPA 1970.

16.9.4

SCBA shall have been manufactured to meet the requirements of NFPA 1970.

16.9.5*

Where station or work uniforms are worn by any participant, the station or work uniform shall have been manufactured to meet the requirements of NFPA 1970.

16.9.6

Personal alarm devices shall have been manufactured to meet the requirements of NFPA 1970.

➤ 16.9.7*

The fire department shall provide and require all students, instructors, safety personnel, and other personnel participating in any evolution or operation of fire suppression during the live fire training evolution to use SCBA when engaged in any operation where they could encounter atmospheres that are IDLH or potentially IDLH or where the atmosphere is unknown.

➤ Test candidates should wear appropriate NFPA-compliant PPE when involved in manipulative skill evaluation instructions as outlined on each skill sheet.

- Evaluators and support staff should use appropriate PPE to conduct or observe the testing event.
- All candidates will be fit tested with their SCBA by the organization which they are representing.
- Individuals with facial hair that interfere with the seal of the SCBA facepiece will not be allowed to participate in an exam or Live Fire Training for certification that requires the use of a SCBA. This policy is based on the United States Department of Labor Occupational Safety & Health Administration (OSHA) regulations 29 CFR 1910.134(g)(1)(i)(A) and 29 CFR 1910.134(1)(i)(B) and NFPA 1550, Standard for Emergency Responder Health and Safety Chapter 9.15.

Compliance with these minimum safety standards is the responsibility of the individual and department they represent. Instructors or evaluators may deny training or testing to candidates not complying with these standards.

E. 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 on the condition that an alternate site will have to be used if a certain skill or type of skill is 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.

F. NON-DISCRIMINATION STATEMENT

FST does not discriminate or deny services based on age, race, religion, ethnic origin, sex, or disability. Reasonable accommodation will be provided for applicants with disabilities for written exams. Requests for accommodation are available on the website or by request. FST must receive the accommodation request at least 2 weeks before the event.

G. ACADEMIC HONESTY

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

H. NOTIFICATION OF POLICY AND PROCEDURES

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

Chapter 2: TRAINING

A. INTRODUCTION

Training by NFPA standards and nationally accepted 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 to maximize training resources. Students who complete an FST-approved course receive a certificate of course completion and the course information is recorded on the student's transcript.

B. PURPOSE

The firefighter training program provides 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 are responsible for providing fire service training. FST offers training in cooperation with these agencies that is consistent with its mission statement. Most approved training courses provide training 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 that 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 before delivery of the class. Course requests may originate from instructors, agencies, academies, technical colleges, or FST.

All course requests should include a Training Plan and must be sent to FST before the start of training. The Training Plan must appropriately demonstrate how the course content will be presented, the number of contact hours, and show that student/instructor ratios are maintained for the 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

a. 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 at a higher level, approval shall include applicable lower levels. (ex; Rope Rescue Tech also implies Ops and AW)

All instructor applicants must submit:

- An FST Instructor Application
- Current resume with a cover letter
- Copy of any certifications and/or Train-the-Trainer course completions not issued by FST
- Minimum of two (2) professional employment recommendations

b. In-House Instructor Requirements

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 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:

- **Section 1:** Successfully complete **one (1)** of the following:
 - Completion of a twenty-four (24) hour basic instructional skills/methodology course (G265, E141, or M410); 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.
- **Section 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 a Chief Officer. Where a Chief Officer is the In-House applicant, submit a Letter of Verification from the Chair of the Governing entity.
- **Section 3:** Meet **one (1)** of the following experiences and/or training categories:
 - Complete three (3) years of full-time, recent employment in the fire service, hazardous materials, or applicable subject 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 instructor training in the subject area in which they wish to instruct; or,
 - Possess a recognized certification in the area of expertise, an Associate’s or higher degree in the subject area they wish to instruct.

c. Idaho Statewide Level 1 Instructor Requirements

FST Statewide Level 1 instructors are eligible to receive instructor compensation from FST. They are authorized to deliver qualified FST approved training to agencies in the state of Idaho. Level 1 Instructor status is valid for three (3) years, rounded to the nearest assigned Recertification Cycle.

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

- **Section 1:** Successfully complete **one (1)** of the following:
 - Completion of a twenty-four (24) hour basic instructional skills/methodology course (G265, E141, or M410); 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.

- **Section 2:** Successfully complete **one (1)** of the following:
 - FST “Train-the-Trainer (TTT) course, or other nationally recognized TTT; or,
 - An approved FST Mentorship
 - Possess a certification as a course instructor
- **Section 3:** Meet **one (1)** of the following experiences and/or training categories:
 - Complete (5) years of full-time, recent employment in the fire service, hazardous materials, or applicable subject in which they wish to instruct; or,
 - Complete (5) years of applicable subject area experience (any combination of career, volunteer, or other full-time employment) plus 120 hours of FST or Department documented instructor training in the subject area in which they wish to instruct; or,
 - Possess a recognized certification in the area of expertise, an Associate’s or higher degree in the subject area they wish to instruct.

FST will evaluate qualifications on a case-by-case basis. Exceptions will be determined by FST Staff.

d. Idaho Statewide Level 2 Instructor Requirements

Candidates for Idaho Statewide Level 2 Instructors must meet the following **two (2)** requirements:

- Be a current FST Idaho Level 1 Instructor with a minimum of three (3) years of instruction (successfully complete one recertification cycle) and 120 hours of FST documented instruction; and,
- Submit a modified curriculum for review, demonstrating proficiency in Fire Instructor II JPRs OR participate in a FST IFSAC test validation process.

e. Specialty or Consultant Instructor Requirements

FST may approve Specialty or Consultant instructor status when expertise to deliver a 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 curricula taught by Specialty or Consultant instructors must be approved by FST before 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.

f. Requalification Requirements

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

- **In-House Instructor Requalification**
 - Submit an Instructor Recertification Application

- documented a minimum sixteen (16) hours of instruction in the FST Instructor Transcript for 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 Instructor Recertification**
- Submit an Instructor Recertification Application
 - Documented a minimum thirty-six (36) hours of instruction in the FST Instructor Transcript for FST Approved courses. FST will accept up to sixteen (16) hours of EMS training delivered toward the satisfaction of these 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 NFPA 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 recertification 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 must be mentored by an FST-qualified instructor for at least eight (8) hours, resulting in a reinstatement recommendation.

g. Acquiring Approval to Instruct Additional Courses

- Acquiring approval to instruct additional courses requires **one** (1) of the following:
- Complete a mentoring program; or,
 - Attend/Complete 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.

h. FST Training Mentoring Program

- The following are requirements for participation in FST mentoring:
- All mentoring shall be approved by FST and requested with a course request and training plan.
 - A qualified FST Mentor will be identified for the course.
 - Mentoring instructors must deliver and be evaluated on no less than 25% of the total class hours.
 - The mentoring form will include the section the mentored instructor will instruct. Mentoring forms are available from FST to be filled out and placed in the mentored instructor's file.

- Mentoring candidates must have a previous Certificate of Completion from the course.
- 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 approved FST Level 1 or Level 2 instructor or an approved outside agency instructor or consultant.
- Successful completion of the mentoring program will include a unanimous recommendation by the evaluating instructor(s) and an approval rating on instructor evaluations filled out by the students.

i. Revocation of Instructor and/or Evaluator

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

- The following are grounds for revocation of instructor and/or evaluator status:
 - Repeated unsafe training practices or failure to maintain or follow standards.
 - Excessive number of 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 promptly to requests for training and/or testing documents, evaluations, or payroll information.

j. Appeals Process

If an instructor and/or evaluator believes their instructor and/or evaluator status was unjustly revoked or denied because 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 the 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 people relevant 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

- The following are the requirements for delivery of live fire training:
 - FST will only recognize NFPA 1400-compliant live fire training.

- All FST live fire instructors must successfully complete the following:
 - 1400 Compliant Live Fire Training course for Fixed Facilities or Acquired Structure; and,
 - Train-the-Trainer for mobile live fire props specific to each prop used.
 - 1400 Compliant Live Fire Training course for Fixed Facilities or Acquired Structure must be completed before mentoring or attending a Train-the-Trainer for Flashover.
- If requested by an AHJ, Live Fire Training events offer Firefighter 1 NFPA 1010, 2024 edition, IFSAC testing on Skill Sheet 40: Interior Fire Attack Ground Level and Skill OR Sheet 41: Interior Fire Attack from a Protected Stairwell, Objective: 6.3.10, allowing for a portion of the IFSAC Firefighter 1 certification testing process to be completed. (An additional sixth (6th) skill will be provided at the testing event for the candidates that were unable to test at a Live Fire Training event).

Chapter 3: CERTIFICATION TESTING

A. INTRODUCTION

The Idaho FST IFSAC certification program exists to verify the competencies of firefighters as outlined in the NFPA Standards and national best practices, irrespective of department affiliation. The Idaho Certification Program is voluntary and there is no statutory requirement in Idaho for firefighters to become certified.

Idaho AHJs 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 to obtain 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 textbook or curriculum.
- Recognize the authority of Idaho AHJs to choose methods and tactics by which to meet NFPA objectives if they conform to approved methods and best practices.
- Maintain a certification program that will ensure complete impartiality, and 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 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 AHJs and firefighters.

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

FST permits a representative designated by the Certificate Assembly Board of Governors to observe any testing process upon receiving notice of intent to observe the test at least forty-eight (48) hours before the test. FST shall provide the dates, time, and location of any testing process upon request for such information from the IFSAC Administration.

Revocation of certificates- FST Idaho reserves the right, under certain circumstances, to revoke or suspend Idaho IFSAC certifications. A department or individual may bring to the attention of FST circumstances such as academic dishonesty, false statements concerning pre-requisites, or other factors that may cause a person's IFSAC certification to be revoked or suspended. The firefighter and the AHJ will be notified. FST maintains the sole right and final decision in this process, however, a person may appeal this decision. Refer to appeals in Chapter 3 Section N Appeals Process.

D. CERTIFICATION PARTICIPATION REQUIREMENTS

The certification system is open to Idaho Emergency Responders, members of associated Idaho emergency support agencies, and students currently enrolled in an approved Fire Service Program. The applicant must be 18 years of age to test and receive certification.

Candidates outside the State of Idaho are eligible for certification testing if an agreement between Idaho FST and their respective IFSAC entity has been documented before the administration of the test.

Candidates must represent their employer (volunteer or career) or academic institution while participating in the certification process with their approval.

Candidates must meet the current requirements of NFPA 1582, Standard on Medical Requirements for Fire Fighters, meet their local AHJ medical requirements, and be fully covered by the employer's workers' compensation insurance or health insurance for academic institutions. This will be documented on the test application.

E. CERTIFICATION PROCESS OVERVIEW

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

- AHJ Candidate Application Process –AHJ and/or Candidate Chief Officer will confirm eligibility in roster verification prior to the testing event.
- NFPA Pre-requisite competencies to be reviewed and approved by FST
- IFSAC Certification Testing
 - A written test/ Proctored by an FST approved Proctor
 - A manipulative skills test or project portfolio/ Evaluated by an FST Evaluator/Evaluators

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

F. 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.

FST Evaluators will be available to evaluate each objective or JPR at the level for which accreditation is being sought.

a) Hazardous Materials Awareness

- › NFPA 470, 2022 ed -Chapter 5 (NFPA 1072) JPRs 5.2, 5.3, 5.4
- **AHJ Candidate Certification Process**
 - Hazardous Materials Awareness Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 470, 2022 ed – Chapter 5 (NFPA 1072)
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ and NFPA 1582, Standard on Medical Requirements for Fire Fighters
 - NFPA Pre-Requisite competencies documentation reviewed and approved by FST.
 - None

- FST IFSAC Certification Testing
 - Written test – 25 questions
 - Seventy percent (70%) is required to pass
 - 60-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of one (1) random skill sheet

b) Hazardous Materials Operations – CORE

› NFPA 470 2022 ed Chapter 7 (NFPA 1072) JPRs 7.2, 7.3, 7.4, 7.5, 7.6

➤ AHJ Candidate Certification Process

- Hazardous Materials Operations Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 470, 2022 ed – Chapter 7 (NFPA 1072)
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ and NFPA 1582, Standard on Medical Requirements for Fire Fighters
- NFPA Pre-Requisite competencies documentation to be reviewed and approved by FST.
 - Hazardous Materials Awareness
- FST IFSAC Certification Testing
 - Written test – 50 questions
 - Seventy percent (70%) is required to pass
 - 60-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of one (1) random skill sheets

c) Hazardous Materials Operations – Mission Specifics

› NFPA 470, 2022 ed – Chapter 9 (NFPA 1072) JPRs 9.2, 9.3, 9.4, 9.6

Each Mission Specific is tested, graded, and applied for separately under the following guidelines:

➤ AHJ Candidate Certification Process

- Hazardous Materials Mission Specific Certification Application(s)
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Mass Decontamination (9.3)
 - Hazardous Materials Operations: Technical Decontamination (9.4)
 - Hazardous Materials Operations: Product Control (9.6)
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 470, 2022 ed – Chapter 9 (NFPA 1072)

- Certifying the applicant meets the medical and physical fitness requirements by the AHJ and NFPA 1582, Standard on Medical Requirements for Fire Fighters
- NFPA Pre-Requisite competencies documentation to be reviewed and approved by FST.
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
- FST IFSAC Certification Testing
 - Written test – 20 questions Per Mission Specific
 - Seventy percent (70%) is required to pass
 - 60-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of one (1) random skill sheet Per Mission Specific

d) Firefighter I

› NFPA 1010, Chapter 6, 2024 (NFPA 1001) ed. JPRs 6.1, 6.2, 6.3, 6.4, 6.5

➤ AHJ Candidate Certification Process

- Firefighter I Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1010, Chapter 6, 2024 ed. (NFPA 1001)
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ and NFPA 1582, Standard on Medical Requirements for Fire Fighters
 - Certifying that the candidate has completed Live Fire 1400 Training
- NFPA Pre-Requisite competencies documentation is to be reviewed and approved by FST.
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Product Control (9.6)
- FST IFSAC Certification Testing
 - Written test – 100 questions
 - Seventy percent (70%) is required to pass
 - 90-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of six (6) random skill sheets
 - ❖ Skill sheets including three (3) mandatory categories:
SCBA (#8 through #12),
Ladders (#24 through #27),

Hose (#33 through #36)

- ❖ AHJs can request to test Skill sheet #40 or #41 at a Live Fire Training event prior to an IFSAC Firefighter 1 testing event. A candidate who has passed skill sheet #40 or #41 will have a remaining five (5) random skills sheets.

e) Firefighter II

› NFPA 1010, Chapter 7, 2024 ed. JPRs 7.1, 7.2, 7.3, 7.4, 7.5

➤ **AHJ Candidate Certification Process**

- Firefighter II Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1001, Chapter 7, 2019 ed.
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ and NFPA 1582, Standard on Medical Requirements for Fire Fighters
- NFPA Pre-Requisite competencies documentation is to be reviewed and approved by FST.
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Product Control (9.6)
 - Firefighter I
- FST IFSAC Certification Testing
 - Written test – 100 questions
 - Seventy percent (70%) is required to pass
 - 90-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of four (4) random skill sheets
 - ❖ Skill sheets include four (4) mandatory categories:
 - Fire Department Operations** (#1 through #8)
 - Technical/Investigation** (#9 through #13)
 - Coordinate Attack** (#14 through #17)
 - Extrication** (#18 through #31)

f) Fire Apparatus Driver/Operator – General

› NFPA 1002, Chapter 11, 2024 ed. JPRs 11.2, 11.3

➤ **AHJ Candidate Certification Process**

- Driver/Operator – General Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1002, Chapter 11, 2024 ed.

- Certifying the applicant and AHJ are aware that the fire department driver/operator shall be subject to periodic medical evaluations, as required by NFPA 1002, Section 4.2, Medical Requirements, to determine that the driver/operator is medically fit to perform the duties of a fire department vehicle driver/operator in accordance with AHJ policies.
- Certifying the applicant meets the medical and physical fitness requirements by the AHJ and NFPA 1582, Standard on Medical Requirements for Fire Fighters
- Certifying that the applicant has a valid driver's license to drive all vehicles they are expected to operate.
- NFPA Pre-Requisite competencies documentation is to be reviewed and approved by FST
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Product Control (9.6)
 - Firefighter I
- FST IFSAC Certification Testing
 - Written test – 40 questions
 - Seventy percent (70%) is required to pass
 - 60-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of three (3) skill sheets in the following areas.
 - ❖ Preventative Maintenance **Skill Sheet 1**
 - ❖ One (1) random **Skill Sheet: 2, 3, 4, 5, 6, or 7**
 - ❖ Fixed Systems and Equipment Operations **Skill Sheet 8**, one (1) fixed system and scenario will be chosen at random
 - Generator and scene lights
 - Light tower
 - Cascade system
 - Air compressor
 - Winch
 - Mobile radio system
 - Inverter/shoreline power
 - Camera system

g) Fire Apparatus Driver/Operation – Pumper

› NFPA 1002, Chapter 12, 2024 ed. JPRs 12.2, 12.3, 12.4

➤ AHJ Candidate Certification Process

- Driver/Operator – Pumper Certification Application

- Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1002, Chapter 12, 2024 ed.
 - Certifying the applicant and AHJ are aware that the fire department driver/operator shall be subject to periodic medical evaluations, as required by NFPA 1002, Section 4.2, Medical Requirements, to determine that the driver/operator is medically fit to perform the duties of a fire department vehicle driver/operator in accordance with AHJ policies.
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ and NFPA 1582, Standard on Medical Requirements for Fire Fighters
 - Certifying that the applicant has a valid driver's license to drive all vehicles they are expected to operate.
- NFPA Pre-Requisite competencies documentation to be reviewed and approved by FST.
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Product Control (9.6)
 - Firefighter I
 - Fire Apparatus Driver/Operator - General
 - FST IFSAC Certification Testing
 - Written test – 45 questions (includes math pumping questions)
 - Seventy percent (70%) is required to pass
 - 90-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of three (3) skill sheets in the following areas.
 - ❖ Preventative Maintenance **Skills Sheet 2**
 - ❖ One (1) random **Skill Sheet: 1 or 3**
 - ❖ One (1) random **Skill Sheet: 4, 5, 6, 7, or 8**

h) Fire Apparatus Driver/Operator – Aerial

› NFPA 1002, Chapter 13 JPRs 13.2, 13.3

➤ AHJ Candidate Certification Process

- Driver/Operator – Aerial Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in in NFPA 1002, Chapter 13 2024 ed.
 - Certifying the applicant and AHJ are aware that the fire department driver/operator shall be subject to periodic medical evaluations, as required by NFPA 1002, Section 4.2, Medical Requirements, to determine that the driver/operator is medically fit to perform the duties

- of a fire department vehicle driver/operator in accordance with AHJ policies.
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ and NFPA 1582, Standard on Medical Requirements for Fire Fighters
 - Certifying that the applicant has a valid driver's license to drive all vehicles they are expected to operate.
- NFPA Pre-Requisite competencies documentation to be reviewed and approved by FST.
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Product Control (9.6)
 - Firefighter I
 - Fire Apparatus Driver/Operator - General
- FST IFSAC Certification Testing
 - Written test – 40 questions
 - Seventy percent (70%) is required to pass
 - 60-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of two (2) Skills Sheets:
 - ❖ One (1) random **Skill Sheet 1 or 2**
 - ❖ One (1) random **Skill Sheet 3, 4, 5, 6, 7, 8, or 9**

i) Fire Apparatus Driver/Operator – Mobile Water Supply

› NFPA 1002, Chapter 17, 2024 ed. JPRs 17.2, 17.3, 17.4

➤ AHJ Candidate Certification Process

- Driver/Operator – Mobile Water Supply Apparatus Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1002, Chapter 17, 2024 ed.
 - Certifying the applicant and AHJ are aware that the fire department driver/operator shall be subject to periodic medical evaluations, as required by NFPA 1500, Section 10.1, Medical Requirements, to determine that the driver/operator is medically fit to perform the duties of a fire department vehicle driver/operator in accordance with AHJ policies.
 - Certifying the applicant meets the medical and physical fitness requirements by NFPA 1002, Section 4.2, Standard on Medical Requirements for Fire Fighters
 - Certifying that the applicant has a valid driver's license to drive all vehicles they are expected to operate.

- NFPA Pre-Requisite competencies documentation to be reviewed and approved by FST.
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Product Control (9.6)
 - Firefighter I
 - Fire Apparatus Driver/Operator - General
- FST IFSAC Certification Testing
 - Written test – 40 questions
 - Seventy percent (70%) is required to pass
 - 60-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of three (3) Skills Sheets:
 - ❖ One (1) random **Skill Sheet 1 or 2**
 - ❖ Preventive Maintenance **Skill Sheet 3**
 - ❖ One (1) random **Skill Sheet 4, 5, or 6**

j) Fire and Emergency Services Instructor I

› NFPA 1041, Chapter 4, 2019 ed. JPRs 4.2, 4.3, 4.4, 4.5

➤ AHJ Candidate Certification Process

- Fire Instructor I Certification Application
 - Certifying the applicant has successfully demonstrated to the AHJ the knowledge and skills competencies as defined in NFPA 1041, Chapter 4, 2019 ed.
 - Certifying the applicant meets the medical and physical fitness requirements by the AHJ and NFPA 1582, Standard on Medical Requirements for Fire Fighters
- NFPA Pre-Requisite competencies documentation to be reviewed and approved by FST.
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Product Control (9.6)
 - Firefighter I
- FST IFSAC Certification Testing
 - Written test – 100 questions
 - Seventy (70%) percent is required to pass
 - 90-minute time limit
 - Manipulative Skills test
 - Achieves 100% competency of three (3) skills sheets

- ❖ Objective 4.4.3: Presentation (Skill Sheet 5). Candidate will present a prepared lesson on a **topic of their choice** utilizing skill sheet #5
- ❖ Two (2) additional random skill sheets (Skill sheets 1, 2, 3, 4, 6, 7, 8, 9)

k) Fire Officer I

› NFPA 1021, Chapter 4, 2020 ed, JPRs 4.2, 4.3, 4.4, 4.5, 4.6, 4.7

➤ AHJ Candidate Certification Process

- Fire Officer I Certification Application (2 separate applications)
 - Written Application
 - Certifies the applicant has successfully completed an approved Fire Officer I training program (instructor led or self-study) and has demonstrated the required knowledge competencies contained in NFPA 1021, Chapter 9, 2025 ed.
 - Skills Application
 - Certifies the applicant has:
 - ❖ Successfully completed all required Fire Officer I skill station preparation activities.
 - ❖ Successfully completed all assigned scenario preparation.
 - ❖ Demonstrated the required knowledge and skills to the Authority Having Jurisdiction (AHJ).
 - ❖ Submitted all required prerequisite documentation.
- NFPA Pre-Requisite competencies documentation to be reviewed and approved by FST.
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Product Control (9.6)
 - Firefighter I
 - Firefighter II
 - Fire and Emergency Services Instructor I
- FST IFSAC Certification Testing
 - Written test – 100 questions
 - Seventy (70%) percent is required to pass
 - 90-minute time limit
 - Scenario-Based Practical Skills Examination
 - **Candidates shall:**
 - Develop responses using their AHJs SOPs, SOGs, policies, and administrative procedures. (If the candidate's department does not maintain a required policy, the candidate may utilize another **Idaho AHJ policy** and shall identify its source during the examination.)
 - Be prepared to explain how department policies support their decisions.

- Present and defend their solution during the practical examination.
- Defend their decisions using accepted fire service practices.
- Provide any outside policies utilized during testing.
- Achieves 100% competency of four (4) random **Skills Sheets 1-22**
 - Idaho FST will randomly select **four (4) of the six (6) JPR categories** for evaluation.
 - No JPR category shall be duplicated during the examination.
 - Within each selected JPR category, an instructor or evaluator will randomly select **one (1) scenario** from the available scenarios contained within the official Fire Officer I Skill Sheets prior to testing.
 - Candidates shall defend only the selected scenario(s).

I) Fire Officer II

› NFPA 1021, Chapter 10, 2020 ed. JPRs 10.2, 10.3, 10.4, 10.5, 10.6, 10.7

➤ AHJ Candidate Certification Process

- Fire Officer II Certification Application (2 separate applications)
 - Written Application
 - Certifying the applicant has successfully completed an approved Fire Officer II training program (instructor led or self-study) and has demonstrated the required knowledge competencies contained in NFPA 1021, Chapter 9, 2025 ed.
 - Skills Application
 - Certifies the applicant has:
 - ❖ Successfully completed all required Fire Officer II skill station preparation activities.
 - ❖ Successfully completed all assigned scenario preparation.
 - ❖ Demonstrated the required knowledge and skills to the Authority Having Jurisdiction (AHJ).
 - ❖ Submitted all required prerequisite documentation.
- NFPA Pre-Requisite competencies documentation to be reviewed and approved by FST.
 - Hazardous Materials Awareness
 - Hazardous Materials Operations: CORE
 - Hazardous Materials Operations: Personal Protective Equipment (9.2)
 - Hazardous Materials Operations: Product Control (9.6)
 - Firefighter I
 - Firefighter II
 - Fire and Emergency Services Instructor I
 - Fire Officer I
- FST IFSAC Certification Testing
 - Written test – 100 questions

- Seventy (70%) percent is required to pass
- 90-minute time limit
- Scenario-Based Practical Skills Examination
 - **Candidates shall:**
 - Develop responses using their AHJs SOPs, SOGs, policies, and administrative procedures. (If the candidate's department does not maintain a required policy, the candidate may utilize another **Idaho AHJ policy** and shall identify its source during the examination.)
 - Be prepared to explain how department policies support their decisions.
 - Present and defend their solution during the practical examination.
 - Defend their decisions using accepted fire service practices.
 - Provide any outside policies utilized during testing.
 - Achieves 100% competency of four (4) random **Skills Sheets 1-17**
 - Idaho FST will randomly select **four (4) of the six (6) JPR categories** for evaluation.
 - No JPR category shall be duplicated during the examination.
 - Within each selected JPR category, an instructor or evaluator will randomly select **one (1) scenario** from the available scenarios contained within the official Fire Officer II Skill Sheets prior to testing.
 - Candidates shall defend only the selected scenario(s).

m) Fire Officer III

› NFPA 1021, Chapter 11, 2025 ed. JPRs 11.2, 11.3, 11.4, 11.5, 11.5, 11.6, 11.7, 11.8

➤ AHJ Candidate Certification Process

- Fire Officer III Certification Application (2 separate applications)
 - Written Application
 - Certifying the applicant has successfully completed an approved Fire Officer III training program (instructor led or self-study) and has demonstrated the required knowledge competencies contained in NFPA 1021, Chapter 11, 2025 ed.
 - Skills Application
 - Certifies the applicant has:
 - ❖ Successfully completed all required Fire Officer III skill station preparation activities.
 - ❖ Successfully completed all assigned scenario preparation.
 - ❖ Demonstrated the required knowledge and skills to the Authority Having Jurisdiction (AHJ).
 - ❖ Submitted all required prerequisite documentation.
- NFPA Pre-Requisite competencies documentation to be reviewed and approved by FST.

- Hazardous Materials Awareness
- Hazardous Materials Operations: CORE
- Hazardous Materials Operations: Personal Protective Equipment (9.2)
- Hazardous Materials Operations: Product Control (9.6)
- Firefighter I
- Firefighter II
- Fire and Emergency Services Instructor I
- Fire Officer I
- Fire Officer II
- FST IFSAC Certification Testing
 - Written test – 100 questions
 - Seventy (70%) percent is required to pass
 - 90-minute time limit
 - Scenario-Based Practical Skills Examination
 - **Candidates shall:**
 - Develop responses using their AHJs SOPs, SOGs, policies, and administrative procedures. (If the candidate's department does not maintain a required policy, the candidate may utilize another **Idaho AHJ policy** and shall identify its source during the examination.)
 - Be prepared to explain how department policies support their decisions.
 - Present and defend their solution during the practical examination.
 - Defend their decisions using accepted fire service practices.
 - Provide any outside policies utilized during testing.
 - Achieves 100% competency of five (5) random **Skills Sheets 1-22**
 - Idaho FST will randomly select **five (5) of the seven (7) JPR categories** for evaluation.
 - No JPR category shall be duplicated during the examination.
 - Within each selected JPR category, an instructor or evaluator will randomly select **one (1) scenario** from the available scenarios contained within the official Fire Officer II Skill Sheets prior to testing.
 - Candidates shall defend only the selected scenario(s).

G. IFSAC APPLICATION PROCESSES

a) Testing Host Application Process

- Any Idaho AHJ can request FST to hold a testing event at their location. There are separate applications for written and skill test events. The AHJ must complete and indicate desired testing dates, what level of skills testing they can host, and how many candidates per testing event they can occupy (for both written and skills).
- See specific outlines of testing processes in sections I: Written Test and J: Manipulative Skills Test, prior to requesting a testing event.

- Any Idaho AHJ can request to IFSAC test on Firefighter 1 Skill Sheet 40: *Interior Fire Attack Ground Level, Standard: NFPA 1010, 2024 edition, Objective: 6.3.10* OR Firefighter 1, Skill Sheet 41: *Interior Fire Attack from a Protected Stairwell, Standard: NFPA 1010, 2024 edition, Objective: 6.3.10* at a Live Fire 1400 training event.
- By filling out a test event request form, the AHJ agrees to provide a suitable location, equipment used for testing and staffing when a skill sheet requires an assistant for the skill to be tested. FST will provide certain testing materials (ERGs, DOT 17 charts, Hazmat Equipment as specified on skills application, pencils, and calculators), Proctors, and/or Evaluators to administer the test.
- Candidates from the host jurisdiction will be given priority for admittance to the test. FST will post the testing event on the FST Calendar and begin the process of accepting candidate applications.
- Regional training associations are encouraged to work with FST representatives and regularly schedule testing events in their areas.
- Applications for certification tests must be submitted to FST at least forty-five days prior to the desired exam date.

b) Candidate Application Process

- Once a testing event requested by a host AHJ is approved, FST will email certification application links to the host contact and add the link to the testing event published on the FST calendar. AHJ verifications are completed once the final roster is created and sent to the training/chief officer listed on the candidate's application. The AHJ certifies the applicant has satisfactorily demonstrated the knowledge and skills in the required competencies for the NFPA standard they are testing for.
- The application deadline will be two (2) weeks before the testing event to allow FST enough time to complete the prerequisite reviews, compile testing materials, coordinate proctors, evaluators, and ship testing materials. Candidates who have not been approved by FST will not be eligible to take certification exams, and their testing materials will not be prepared or sent.
- Once accepted into a testing event, if a candidate is not going to be able to attend the event, the candidate, or Chief Officer, shall submit a written email request to withdraw. In general, illness and/or family emergencies will be acceptable reasons for withdrawing from a testing event. A No-Show on the day of the event may be counted as a failure. No-shows can 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.

c) NFPA Pre-Requisites Competency Review

- Certain NFPA positions require the candidate to meet pre-requisite knowledge and skill competencies before 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 issued an IFSAC Sealed Certification. FST has three (3) options to verify pre-requisites:

- **Option 1: IFSAC Certification**

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

- **Option 2: Reciprocity**

If an AHJ has a member with an IFSAC Sealed Certification from another state, they can fill out a reciprocity application and send a copy of their certification(s) with a legible seal number to FST at FST@CTE.idaho.gov. All validated IFSAC Sealed Certifications that meet or surpass Idaho's minimal IFSAC requirements are eligible for reciprocity from Idaho FST. The Reciprocity application and copied certificates will become a part of the student's permanent file.

Application Process

- Complete the FST Reciprocity Application found on FSTs web page.
 - Email a copy of the IFSAC certificate(s) to FST@CTE.idaho.gov.
 - The IFSAC seal information must be legible.
 - The certification must have been issued by an IFSAC-accredited entity.
 - Reciprocity is available only for certification levels for which Idaho FST is IFSAC accredited.
 - Retroactive certification may be considered after FST obtains accreditation for an applicable level.
 - The applicant must be affiliated with an Idaho emergency service entity.
 - FST validates the submitted certification against Idaho's requirements.
 - If reciprocity is granted, the individual receives a letter acknowledging eligibility to test at the next certification level.
- **Option 3- Equivalency Review**
An AHJ that has a candidate who does not have IFSAC Certification for pre-requisites but wishes to test at a higher level than currently working in, has two (2) options to verify a candidate meets NFPA pre-requisite qualifications.

Equivalency does NOT equate to an issuance of an IFSAC sealed certification but allows the candidate to apply for an IFSAC test event at a higher level. Upon request an AHJ may apply to verify training completed meets or exceeds the NFPA pre-requisites for IFSAC certification testing at the candidate's position.

Application Process

- The candidate completes the applicant portion of the Equivalency Review Application.
- The candidate identifies the certification level for which equivalency is requested.

- The Fire Chief or Training Officer completes and signs the AHJ portion, confirming the candidate's affiliation and that, based on the supporting documentation, the candidate has met the applicable NFPA requirements.
- The applicant provides supporting documentation, including certifications documenting training received from the department or state.
- The form instructs applicants to submit documentation as three separate PDF files: Application, State Certifications, and Supporting Documents.
- The completed package is emailed to FST or faxed using the information on the application.
- FST reviews and verifies the application and documentation to determine whether the candidate meets or surpasses the applicable NFPA requirements for IFSAC certification testing.
- Once FST makes its determination, the AHJ candidate is notified by email, and a copy of the decision is placed in the candidate's student file.

FST may accept nationally recognized certifications other than IFSAC, such as Pro-Board, or state-recognized certification.

- Upon request an AHJ may apply to verify training completed meets or exceeds the NFPA pre-requisites for IFSAC certification testing at the candidate's position.
Equivalency will not be granted for a requested level if the applicant has failed the test for that level within two years of the most recent failed attempt.

- **Retroactive Certifications:** FST may consider retroactive certification when accreditation is obtained for a certification level previously evaluated by FST. Retroactive certification will only be issued when FST can verify that the candidate met applicable prerequisites and successfully completed required evaluations consistent with the applicable NFPA standard and FST accreditation requirements. Training, experience, rank, time in service, or equivalency alone will not result in an accredited certification.

When FST is developing a certification level not yet included in FST's accreditation, an individual holding a recognized certification at that level may be approved as a Subject Matter Expert (SME), instructor, or evaluator. FST may use the individual's certification, training, and experience to establish subject-matter competency.

Approved SMEs may assist FST with developing Idaho qualifications, reviewing applicable NFPA standards and JPRs, developing and validating written and practical examinations, establishing instructor/evaluator requirements,

conducting pilot testing, and completing activities necessary to add the certification level to FST's accreditation scope.

Use of an outside certification for SME, instructor, evaluator, or test-validation purposes does not automatically result in an Idaho FST certification or IFSAC seal.

FST will maintain documentation in the individual's student profile, including the existing certification, issuing entity, certification level, applicable standard/edition when available, SME/instructor/evaluator designation, and applicable test-development or validation activities.

Retroactivity Timeframe: FST does not establish a specific time limit for retroactive certification. Eligibility may be considered regardless of the original certification or evaluation date, provided the individual has remained active and current with the applicable NFPA objectives and competencies.

If a retroactive certification is subsequently approved, the student profile will document the original evaluation date, approval/issuance date, supporting documentation, and applicable IFSAC seal or certification information.

d) Equivalency Review Criteria

- In the case that FST utilizes the Equivalency Review option to verify prerequisites, the following criteria must be used:

Hazardous Materials Awareness

- Meet the training and JPR requirements for NFPA 470, (NFPA 1072) Chapters 5
- A minimum of one (1) year at or above the Hazardous Materials Awareness level in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications.

Hazardous Materials Operational – CORE

- Meet the training and JPR requirements for NFPA 470, (NFPA 1072) Chapter 7
- A minimum of one (1) year at or above the Hazardous Materials Operations - CORE level in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications.

Hazardous Materials Operational – Personal Protective Equipment 9.2

- Meet the training and JPR requirements for NFPA 470, Chapters 9.2 - 1072

- A minimum of one (1) year at or above the Hazardous Materials Operations – 9.2 level in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications.

Hazardous Materials Operational – Mass Decontamination 9.3

- Meet the training and JPR requirements for NFPA 470, Chapters 9.3 - 1072
- A minimum of one (1) year at or above the Hazardous Materials Operations – 9.3 level in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications.

Hazardous Materials Operational – Technical Decontamination 9.4

- Meet the training and JPR requirements for NFPA 470, Chapters 9.4 - 1072
- A minimum of one (1) year at or above the Hazardous Materials Operations – 9.4 level in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the Fire Chief and/or Training Officer attesting to the candidate's qualifications.

Hazardous Materials Operational – Product Control 9.6

- Meet the training and JPR requirements for NFPA 470, Chapters 9.6 - 1072
- A minimum of one (1) year at or above the Hazardous Materials Operations – 9.6 level in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application 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 1010, Chapter 6
- A minimum of one (1) year at or above the Firefighter I level in the fire service (If not providing out-of-state or nationally recognized certification).
- A signed application 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 1010, Chapter 7.
- A minimum of two (2) years at or above the Firefighter II level in the fire service (If not providing out-of-state or nationally recognized certification).
- A signed application 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
- A minimum of three (3) years as a qualified fire service instructor (If not providing out-of-state or nationally recognized certification)
- A signed application 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 9
- A minimum of three (3) years as a qualified Fire Officer I in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application 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 10
- A minimum of three (3) years as a qualified Fire Officer II in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application 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 11
- A minimum of three (3) years as a qualified Fire Officer III in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the AHJ attesting to the candidate's Meet the training and JPR requirements for NFPA 1041, Chapter 4

Fire Apparatus Driver/Operator - General

- Meet the training and JPR requirements for NFPA 1002, Chapter 11
- A minimum of two (2) years as a qualified Driver/Operator - General in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the AHJ attesting to the candidate's qualifications.

Fire Apparatus Driver/Operator - Pumper

- Meet the training and JPR requirements for NFPA 1002, Chapter 12
- A minimum of two (2) years as a qualified Driver/Operator - Pumper in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the AHJ attesting to the candidate's qualifications.

Fire Apparatus Driver/Operator - Aerial

- Meet the training and JPR requirements for NFPA 1002, Chapter 13

- A minimum of two (2) years as a qualified Driver/Operator - Aerial in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the AHJ attesting to the candidate's qualifications.

Fire Apparatus Driver/Operator - Mobile Water Supply

- Meet the training and JPR requirements for NFPA 1002, Chapter 17
- A minimum of two (2) years as a qualified Driver/Operator - Mobile Water Supply in the fire service (If not providing out-of-state or nationally recognized certification)
- A signed application form from the AHJ attesting to the candidate's qualifications.

e) IFSAC Certification Testing Intent

- Certification testing intends to verify the candidate's ability to perform the essential job performance requirements (JPRs) listed in the corresponding NFPA chapters for the level of qualification being tested.
- **Each JPR consists of three components:**
 - The task (a brief description, often with an incident assignment)
 - Tools, equipment, or materials (what the candidate will be provided or needs to accomplish the task)
 - Evaluation parameters and performance outcomes (key objectives required to safely achieve the task)
- **Following the JPR format are two sub-sections:**
 - Requisite Knowledge (what the candidate must know to perform the task)
IFSAC written tests are designed to validate this knowledge.
 - 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.
- FST will periodically audit test events to ensure the credibility of testing procedures.

H. STUDENT TRANSCRIPTS AND RECORDS

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

➤ **RELEASE OF TEST RECORDS**

Student test records are released to the AHJ listed on the test application.

➤ **RECORD DISPOSITION**

Records storage and release are under Idaho Public Records Law Manual Idaho Code §§ 74-101 through 74-127

I. NON-DISCRIMINATION AND REASONABLE ACCOMMODATIONS

a.) Written Examination Accommodations

FST does not discriminate or deny services based on age, race, religion, ethnic origin, sex, or disability. FST will provide reasonable accommodation for candidates with disabilities during in-person and online written certification examinations when the accommodation does not alter the knowledge or competency being measured or compromise the validity, integrity, or security of the certification examination.

➤ **Requesting an Accommodation**

Candidates who require a reasonable accommodation shall indicate the need for an accommodation on their FST certification application. The candidate is responsible for notifying FST of the requested accommodation so that appropriate arrangements can be made before the examination.

Requests for accommodation must be received by FST at least two (2) weeks before the testing event. FST will review each request and determine the appropriate reasonable accommodation based on the candidate's needs, the testing format, and the requirements of the certification examination.

FST may contact the candidate for additional information necessary to determine and arrange an appropriate accommodation. Approved accommodations will be communicated to the candidate and applicable FST testing personnel before the examination.

➤ **Approved Accommodations**

Approved accommodations may include:

- A separate testing room with an FST-provided reader and FST-approved proctor.
- A separate testing room where the candidate may read examination questions aloud to themselves, with an FST-approved proctor present to observe and maintain examination security.
- Examination questions printed in a larger font, approximately 20% larger than the standard examination.
- Examination materials printed on off-white paper, such as cream-colored paper.
- Additional testing time of 25% beyond the standard examination time.
- For online written examinations, approved accessibility features may be used, including the computer or approved testing platform's text-to-speech/read-aloud function to read examination questions and available responses to the candidate.

- Other reasonable accommodations may be considered by FST on a case-by-case basis, provided they do not alter the competency being assessed or compromise examination security or integrity.

➤ **Online Testing Accommodations**

Candidates approved for accommodations may participate in FST online written certification examinations when the approved accommodation can be provided through the online testing environment without compromising examination security or the competency being assessed.

When reading assistance is approved for an online examination, FST may authorize an approved computer-based text-to-speech or read-aloud function. The function may read examination questions and available responses but shall not interpret, explain, summarize, answer, or otherwise assist the candidate in determining the correct response.

The candidate shall continue to be monitored by an FST-approved proctor in accordance with FST online written examination procedures. The use of accessibility technology does not change examination-security requirements or the candidate's responsibility for independently selecting and submitting answers.

FST-Provided Readers

When human reading assistance is approved, the reader will be provided or approved by FST. Readers will be selected from individuals who meet FST's requirements for examination proctors or other individuals specifically approved by FST to provide the accommodation. The reader shall not have a conflict of interest with the candidate and shall maintain the confidentiality and security of examination materials. Before administering an examination, the reader will be instructed by FST regarding the approved accommodation, examination-security requirements, candidate interaction, and the limits of the reader's role.

Readers shall read each examination question and available response exactly as written and may repeat a question or response when requested. Readers shall not define, interpret, explain, rephrase, emphasize, coach, prompt, or otherwise assist the candidate in determining an answer. Readers shall maintain examination confidentiality and follow all FST examination-security requirements. The candidate remains responsible for independently selecting and submitting their answers.

b.) Skills Examination Accommodations

Reasonable accommodations may be considered for candidates participating in a manipulative skills examination when the accommodation does not alter the Job Performance Requirement (JPR), skill being evaluated, required performance criteria, or competency being measured.

To participate in a manipulative skills examination, the candidate must:

- Meet the current requirements of NFPA 1582, Standard on Medical Requirements for Fire Fighters, or meet the medical requirements established by their local Authority Having Jurisdiction (AHJ); and
- Be fully covered by the employer's workers' compensation insurance, or health insurance for candidates representing an academic institution.

An accommodation shall not eliminate, modify, or waive an essential skill, critical performance step, safety requirement, or competency required by the applicable NFPA standard or FST skill sheet.

FST will review requests for skills examination accommodations on a case-by-case basis to determine whether the requested accommodation can be provided without altering the competency being evaluated or compromising candidate, evaluator, or testing-event safety.

Candidates requiring an accommodation for a skills examination shall identify the need for an accommodation on their FST certification application and provide sufficient notice to FST to allow the request to be reviewed before the testing event.

J. WRITTEN TESTS

➤ CORRELATION TO THE IFSAC NFPA STANDARD REQUIREMENTS

IFSAC provides a correlation sheet to FST for each level of qualification. FST creates a test bank that will ensure our administered tests address each requisite knowledge component section (A) of the standard/edition being tested.

Test bank questions are identified on the correlation sheet provided by IFSAC. FST maintains a test bank for each level of certification. Test banks are supplied by textbook vendors IFSTA and Jones & Bartlett. FST staff and fire subject matter experts from Idaho validate the content and applicability for use in Idaho.

➤ TEST BANK VALIDATION GUIDELINE

Test bank questions are validated in the following manner:

- Questions must directly correlate to the NFPA requisite knowledge.
- Questions should be based on nationally accepted best practices.
- Questions should be referenced in both publications (IFSTA and Jones & Bartlett).
- The incorrect answers to each test question should also be determined to indeed be incorrect.

➤ TEST BANK ASSURANCES

The following practices assure test security and alignment:

- Separate test banks will be maintained for each level within the standard.
- Each test bank shall be at least twice as large as the number of questions used per test generated.

- Each test bank shall include a reference to the standard, edition being measured, and the referenced source.
- Test banks are located digitally on a secured network and paper copies are secured behind locked doors, access is limited to FST and CTE Staff.

➤ **TEST ITEM VALIDITY AND RELIABILITY**

IFSTA and Jones & Bartlett test banks meet the NFPA JPRs and ensure the test banks meet IFSAC's accreditation requirements.

FST reviews and analyzes new test banks when NFPA standards change to ensure all written and skills tests are in compliance with updated JPRs. The following practices ensure test item validity and reliability:

- Test bank items are analyzed for face validity by qualified Subject Matter Experts (SME) to ensure all items reflect the concept being measured.
- Test bank items are referenced to current NFPA standards and other current training materials. (IFSTA and Jones & Bartlett texts).
- 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.
- FST reviews each test for validity before it is published. After each test, statistical data is gathered to show the average passing score, average time taken to complete the test and failure rate.
- FST documents how many times a question is challenged from Individual Certification Tests.
- Certification tests are created by the FST Testing coordinator from the questions outlined through the validation process by FST and SME.
- FST creates multiple tests for each certification level to provide an opportunity to retest on a different versions of the test.
- Test booklets are secured in the FST Testing Coordinators office behind locked doors.

a) **Written In-person and Online Shared Testing Exam Information**

- 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 the written test will be well-lit, temperature-controlled, and quiet. A suitable seating and writing surface with appropriate space between candidates will be provided.
- The proctor shall not leave the room unattended at any time.
- On-shift personnel are allowed to test, however, having to leave a written test is considered the completion of the test and they will not be allowed to return.
- Attendance and grades will be recorded for each testing event.
- Candidates who score *above* 70% are considered passing.
- 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).

b) In-Person Written Exams Information

- The primary method of administering Idaho Fire Service Training (FST) written certification examinations is through scheduled in-person testing events.
- An in-person written examination should have five (5) or more candidates testing during the event.
- Requests involving fewer than five candidates will be directed to the online testing process or combined with another scheduled testing event, as determined by Idaho FST.
- Individual testing packets are compiled at FST. Packets include the test booklet, an answer sheet for candidates to record their answers with the enrolment form, question challenge form, and a blank scratch paper.
- FST supplies pencils and any reference material the candidate would need to use for the test. (ERG, Safety Data Sheets, simple calculator, etc.) The test packets are securely boxed and given directly to the proctor/lead evaluator or sent to the proctor/lead evaluator via courier service with a tracking number.
- The box will include the proctor/lead evaluator instructional script, written and/or skill roster of approved candidates, IFSAC written test time tracker worksheet to track candidates' times to ensure each candidate completes the test within the allotted time, lead evaluator worksheet for each skill test area, any applicable skill scenario approved by FST and a pre-paid shipping return label. The proctor/lead evaluator will ensure the security of the materials throughout the testing process and return the materials to FST in the same manner.
- The contents of the test packet are the only things allowed at the candidates' testing station. The proctor will monitor test time limits and update candidates as per the testing instructions.
- Restroom breaks are permitted as per the proctor guidelines, the test will be paused to allow the restroom break.
- While taking the test, if a candidate believes a question needs review for any reason, they will explain on the challenge question form 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.
- In-Person Written test grading procedures are as follows:
 - Answer sheets are physically graded by FST staff using an answer key.
 - Individual review will be done on tests with a failing grade or as circumstances demand.
 - Results will be sent to the candidate's AHJ within three weeks of the return of the test to FST.

c) Online Written Exams Information

- Online testing is intended to supplement, not replace, traditional Idaho Fire Service Training written testing events.

- The purpose is to establish standardized procedures for administering Idaho Fire Service Training (FST) online IFSAC written certification examinations. These procedures ensure the integrity, security, fairness, and consistency of the online testing process while maintaining compliance with Idaho FST certification requirements.
- Online written certification testing is intended for the following situations:
 - Retesting for any Idaho FST IFSAC written certification examination.
 - Initial certification testing for scheduled examinations involving fewer than four (4) candidates and there are no scheduled exams in a 30-mile radius within 30 days.
 - Initial certification testing for the following certification programs regardless of class size, when approved by Idaho Fire Service Training:
 - Fire Instructor I
 - Fire Officer I
 - Fire Officer II
 - Fire Officer III
 - Driver/Operator – General
 - Driver/Operator – Pumper
 - Driver/Operator – Aerial
 - Driver/Operator – Mobile Water Supply
- Online written certification examinations shall only be administered under the following conditions:
 - Testing shall occur at an approved Authority Having Jurisdiction (AHJ) facility.
 - Candidates shall use an AHJ-owned computer or laptop.
 - Personal computers, tablets, cell phones, or other personal electronic devices are prohibited.
 - Candidates shall be continuously monitored by an approved proctor throughout the examination.
 - Online testing can only be conducted on the date and time approved by Idaho Fire Service Training.
- After the candidate and AHJ have coordinated a testing date and time, the AHJ shall notify Idaho Fire Service Training by email.
- The notification shall include:
 - Candidate name
 - Certification examination(s)
 - Testing date
 - Testing start time
 - Fire department (AHJ)
 - Name of the assigned proctor
 - Proctor's position/title within the AHJ
- Idaho Fire Service Training shall provide secure examination links directly to the AHJ Training Officer or approved proctor. Testing links shall:

- Be unique to each candidate.
 - Be valid only for the scheduled testing date.
 - Be active only within a limited time window surrounding the scheduled testing appointment.
 - Be distributed to the candidate only after the candidate is seated and prepared to begin testing.
- When multiple examinations are scheduled, the proctor shall send only one testing link at a time. Additional testing links shall not be provided until the previous examination has been completed.
 - Restroom breaks are permitted as per the proctor guidelines, *HOWEVER* the test will not be able to be paused to allow the restroom break due to the online platform not having a pause function.
 - Upon successful submission of the examination:
 - The examination shall automatically be transmitted to Idaho Fire Service Training.
 - Idaho Fire Service Training shall verify the examination results.
 - Candidates shall be notified of pass/fail status in accordance with current Idaho FST certification procedures.

K. MANIPULATIVE SKILLS TEST OR PORTFOLIO PROJECT

a) Correlation to the NFPA Standard

- IFSAC provides a correlation sheet to FST for each level of qualification and FST is responsible for ensuring our testing system addresses each requisite skill component. Skill sheets outline the task, conditions, and objectives of each requisite skill. FST will have the means to evaluate each objective or JPR at the level for which accreditation is being sought.

b) 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 and the manner of their successful completion are not intended to be confidential. Skill sheets are randomly selected for certification for some levels; others test all the required JPRs.
- Each skill sheet shall:
 - Correlate to IFSAC standards
 - Provide candidates with test performance expectations
 - 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.

c) Testing Materials

- Before a testing event, FST selects which skill sheets will be used and creates individual testing booklets. The following is the process for handling test materials:
 - Test booklets will include a random selection from required skills covered in the JPRs.
 - The results of the skills examination are recorded as “pass” or “fail.” The Pass/Fail criteria for each skill are outlined on the skill sheet.
 - 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 sent 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.

d) Test Site Setup

- Before the testing event, 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 is 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 ensure the test is arranged for consistent testing that minimizes distractions and gives the candidates the best opportunity for success. Though few locations can eliminate the complete view of all testing stations, the following objectives shall be met:
 - Provide 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 that candidates do not discuss testing stations.
 - Separation between testing stations will be sufficient to prevent candidates from gaining an advantage by watching another candidate's test.
 - Establish dedicated routes to move candidates between the staging area and skill testing stations to limit the view of other testing stations. Each candidate will be escorted to and from each testing station by an evaluator.
 - Consideration must be given to temperature extremes and rehabilitation must be provided when necessary.
 - When performance in actual conditions cannot be duplicated, or extreme weather conditions or the firefighter's safety may be diminished, manipulative skills shall be performed in a simulated environment. The simulation must demonstrate the successful evaluation of the skills required by the actual conditions.

e) Foundational Certifications

- This applies to the administration of the following Idaho FST certification skills evaluations:
 - Hazmat Awareness
 - Hazmat Operations - CORE
 - Hazmat Operations – 9.2
 - Hazmat Operations – 9.6
 - Firefighter 1
 - Firefighter 2
- Foundational certification skills evaluations are designed to efficiently assess the minimum knowledge, skills, and abilities required for entry-level fire service personnel in accordance with the applicable NFPA Professional Qualifications Standards
 - Unlike Advanced Certification Skills Testing, Foundational Certification Skills Testing is intended to accommodate larger testing events while maintaining standardized evaluations and consistent certification practices throughout Idaho. **There must be a minimum of five (5) testing candidates.** The candidates do not have to be taking the same skills exams.
 - Foundational certification testing events are intended to accommodate multiple candidates during a single testing event.
 - Idaho FST encourages regional testing events to maximize evaluator resources and provide certification opportunities to multiple AHJs.
 - Whenever practical, multiple departments should be combined into a single testing event.
- Candidate Capacity
 - Firefighter I and Firefighter II skills evaluation events should normally consist of **five (5) or more candidates.**
 - Hazardous Materials skills evaluations may be combined with Firefighter testing events when appropriate.
 - Idaho FST may approve smaller testing events when necessary due to geographic location, candidate availability, or other operational considerations.
- Open Testing Events, unless otherwise approved by Idaho Fire Service Training:
 - Foundational certification testing events shall be considered **open testing events.**
 - Participating AHJs are encouraged to allow candidates from neighboring departments to participate when space and resources permit.
 - Testing locations should support regional cooperation and maximize certification opportunities throughout the state.
- Evaluator selection follows standards found in Section M. PROCTORS AND EVALUATORS,

f) Advanced Certification Skills Testing

- This applies to the administration of the following Idaho FST certification skills evaluations:
 - Fire Officer I
 - Fire Officer II
 - Fire Officer III
 - Fire Instructor I
 - Fire Instructor II
 - Driver/Operator – General
 - Driver/Operator – Pumper
 - Driver/Operator – Aerial
 - Driver/Operator – Mobile Water Supply
- Due to the complexity and duration of these certification examinations, Idaho Fire Service Training encourages specialized skills evaluation events to limit the number of candidates for each event and can accommodate events with as little as 1-2 candidates.
- Listed skills evaluation testing events can take 1-2 hours per candidate per testing area.
- Driver/Operator certification skills evaluation events **may be conducted as closed testing events** at the discretion of the host AHJ.
 - Participation shall be limited to candidates from the host AHJ.
 - Driver Operator shall be limited to ten (10) testing skills Candidates per testing event, candidates can test all four (4) Driver Operator skills exams.
 - Outside AHJs may participate **only if they provide the apparatus required for the certification being tested.**
 - Candidates from outside agencies shall not use apparatus owned, leased, or operated by another AHJ for certification testing.
 - The host AHJ shall not be required to provide apparatus for candidates from other agencies.
 - All apparatus used during certification testing shall meet the applicable NFPA standards, Idaho FST testing requirements, and be approved by the Lead Evaluator prior to the start of testing.
 - The host AHJ retains the authority to determine whether the testing event will be open to outside agencies or conducted as a closed event.
- Smaller testing events are intended to:
 - Improve statewide access to certification testing.
 - Reduce travel burdens for candidates and departments.
 - Allow adequate time for scenario-based evaluations.
 - Maintain the integrity and consistency of Idaho FST certification standards.
- Evaluator selection follows standards found in Section P. PROCTORS AND EVALUATORS, with the exception that there be at least one (1) FST employee who is not associated with the AHJ or training process.

g) Tester Identification Requirement and Test Event Security

- 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, unless otherwise arranged with FST. Testing of on-duty personnel is allowed, however, having to leave the testing event is considered the completion of the candidate's written test and they will not be allowed to return. No study material or unauthorized reference material is allowed in the testing area.

h) Fire Officer Practical Examination – Key Principles

- The Idaho Fire Service Training Fire Officer certification process is designed to evaluate a candidate's ability to perform the duties of a first-line fire officer through standardized, scenario-based assessments that reflect real-world leadership responsibilities.

The practical examination is based on the following principles:

- **Scenario-Based Evaluation:** Candidates demonstrate competency through realistic scenarios that assess leadership, supervision, communication, decision-making, and application of Fire Officer I Job Performance Requirements (JPRs).
- **Authority Having Jurisdiction (AHJ) Integration:** Candidates develop and defend responses using their AHJs SOPs, SOGs, policies, and administrative practices whenever possible.
- **Standardized and Objective Testing:** All candidates are evaluated using official Idaho Fire Service Training Skill Sheets, standardized evaluator checklists, and established critical failure criteria to ensure a fair and consistent certification process.
- **Professional Leadership Assessment:** The examination evaluates the candidate's ability to function as a first-line company officer by demonstrating sound judgment, personnel supervision, administrative competency, and operational leadership.
- **Competency Through Performance:** Candidates must not only complete the assigned scenario but also explain and defend their decisions in accordance with NFPA 1020 and accepted fire service practices.

i) Fire Officer Skills Testing Process

- **Application and Scheduling**
The testing process begins when FST receives the candidate's application.
- **Online Examination**
The online examination will be conducted through an FST-approved live video platform. The candidate must have access to all approved support documents and remain visible and audible to the evaluator throughout the examination. For an online examination, the candidate must provide three preferred testing dates

and times. FST will contact the evaluation team to determine evaluator availability for the requested dates. The candidate can generally expect an update within one to three business days after submitting the application. Candidates should request a testing date that provides sufficient time to complete the required preparation and submit all supporting materials.

➤ **In-Person Examination**

For an in-person examination, FST will coordinate the examination date and time, testing location, Lead Evaluator, and assigned evaluators with the requesting AHJ host. The candidate must report to the approved testing location at the scheduled time. The candidate must bring, or otherwise have access to, all approved supporting documents during the examination.

Two weeks prior to the event FST will notify all parties, to include the candidate, of the skills assigned to each individual candidate that must be finalized and defended during the in-person examination.

➤ **Instructor-Led vs Self-Study Candidates**

Candidates who completed an approved Fire Officer course will prepare the skill sheets with the scenarios selected by their instructor.

Candidates who completed Fire Officer training through self-study must allow additional preparation time far enough in advance for the evaluator to assign scenarios and for the candidate to complete rough drafts before the final two-week preparation period.

➤ **Required Materials**

Prior to the two weeks before an examination, the following materials must be provided to FST before either an online or in-person examination:

- Rough drafts of the completed skill sheets and assigned scenarios.
- Department SOPs, SOGs, policies, and procedures used to prepare the skills.
- Applicable forms, reports, plans, or administrative documents.
- Any policy or procedure obtained from another Idaho Authority Having Jurisdiction.

Materials may be submitted as PDF files, through OneDrive, through another accessible file-sharing link, or by providing a direct website link were applicable.

If the candidate's department does not have a policy or procedure applicable to an assigned objective, the candidate may use a policy or procedure from another Idaho Authority Having Jurisdiction. The candidate must identify the source, provide the document to the evaluator, and be prepared to explain how it applies to the assigned scenario.

➤ **Two-Week Final Preparation Period**

Once the examination date is confirmed and FST identifies the skills that will be defended, the candidate will have no more than two weeks to professionally finalize and prepare the assigned skills.

During this period, the candidate should:

- Review and finalize the FST-selected skills.
- Prepare to present and defend.
- Ensure each response is consistent with the candidate's department policies, procedures, operational guidelines, and administrative practices.
- Organize all supporting documents for use during the examination.

If the candidate reschedules outside the authorized two-week preparation period, FST will assign new skills to defend.

j) Testing Event Roles and Responsibilities

➤ The following section outlines basic FST roles and responsibilities for testing events. The Proctor and Evaluator section of this guide contains a more detailed description of tasks and responsibilities of FST for testing events.

- **LEAD EVALUATOR**

- Organize the logistics, act as overall safety officer, review evaluators' performance, and ensure all documentation is complete.
- When a skill sheet requires a choice of scenarios, the Lead Evaluator will be provided with pre-written scripts with the test packet, if there is not a provided scenario, the Lead Evaluator will work with the evaluator for that skill station.

- **HOSTING AHJ REPRESENTATIVE**

- Will gather equipment and monitor candidate staging areas
- Will be available to the Lead Evaluator to provide local clarification for any potential training issues causing excessive failure of an individual 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**

- Assistants will be supplied by the hosting AHJ
 - Act as a candidate's team member or as the patient as directed
 - Will not coach or lead candidate
 - Only do what the candidate directs them to do

L. SKILL SHEET-BASED TESTING

a) Standard Procedure For In-Person Skills Sheet-Based Testing

- The following is the standard procedure for in-person skill sheet-based testing:
 - The candidate will be escorted from the staging area to the PPE storage area and be directed to either collect or put on the PPE required for the 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. Candidates may only review the instruction side of the skill sheet.
 - The evaluator will clarify any aspects of the task as the command would communicate, the 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 the 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 the command
 - The evaluator will be consistent from candidate to candidate in judging their performance 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.
 - The evaluator is encouraged to write notes on whether the candidate passed or failed.
 - 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.

b) Standard Procedure For Online Skills Sheet-Based

- Online skills testing is limited to Fire and Emergency Services Instructor and Fire Officer certification levels approved by FST. Online skills testing provides an alternative method for completing applicable scenario-based practical skills when the

required Job Performance Requirements (JPRs) can be adequately demonstrated, observed, and evaluated through a live online format.

➤ Online skills examinations shall be conducted using an FST-approved live video platform, such as Microsoft Teams, and shall follow the same FST skill sheets, JPRs, performance criteria, critical failure criteria, and Pass/Fail requirements used for an in-person examination.

➤ Candidate Preparation: Candidates shall complete all required preparation before the scheduled examination. For Fire Officer examinations, candidates will prepare their assigned skill stations and scenarios using the policies, procedures, operational guidelines, and administrative practices of their affiliated Authority Having Jurisdiction (AHJ). Candidates shall be prepared to explain how their proposed actions align with their AHJ's established practices and shall provide applicable supporting documents to the evaluator prior to testing.

➤ If the candidate's AHJ does not have a policy or procedure applicable to the assigned objective, the candidate may use a policy or procedure from another Idaho AHJ. The candidate shall identify the source and explain how it was applied to the proposed solution.

➤ **Online Exam Scheduling Process**

- The candidate will provide FST with three preferred dates and times to complete the exam. (If you self-studied Fire Officer you will want to choose dates that are far enough in advance to prepare all materials with the chosen scenarios from the chosen evaluator.)
- FST will contact approved evaluators to determine availability for the requested dates and times.
- Once an evaluator has been confirmed, FST will notify the candidate of the agreed-upon testing date and time.
- FST will then coordinate the testing arrangements and provide the online testing link and any necessary instructions to the candidate.
- Fire Officer Candidates: You will be notified one week prior to the scheduled test event of the specific skills you will be evaluated on. This will allow you time to fine-tune your skills, review your submitted work, and prepare to defend and explain your decisions during the evaluation.

➤ Candidate Identification and Testing Environment: At the beginning of the examination, the evaluator shall verify the identity of the candidate and confirm that the candidate is in an appropriate testing environment. The candidate shall remain visible and audible to the evaluator throughout the examination.

➤ The candidate may not receive coaching, prompting, leading, or assistance during the examination. Evaluators shall evaluate only the actions, information, explanations, documents, and performance demonstrated by the candidate during the examination.

- Scenario Selection: Candidates may prepare all assigned skill stations and scenarios before testing; however, the instructor/evaluator shall select the specific scenario the candidate will defend during the testing process. For Fire Officer I, FST randomly selects the required JPR skill stations for the candidate to defend, and no JPR will be duplicated during the examination.
- Candidates shall not consult outside materials during the examination except approved AHJ policies, SOPs, SOGs, procedures, or other documents authorized by the evaluator.
- Candidate Evaluation: During the online examination, the candidate shall present and defend the selected scenario and answer evaluator questions related to the assigned JPR. The candidate must demonstrate their decision-making process and show how their proposed actions meet the applicable JPR and AHJ requirements. The examination evaluates competency rather than a single prescribed solution.
- Candidates may present required information in an organized professional format appropriate to the scenario, including a written report, outline, action plan, checklist, briefing notes, presentation, or other professional format. Regardless of format, the candidate must be prepared to explain and defend the work and answer evaluator questions.
- Evaluator Responsibilities: The evaluator shall conduct the online examination fairly, objectively, and consistently and shall use the approved FST skill sheet, evaluator checklist, performance criteria, and critical failure criteria. All candidates shall be evaluated using the same established standards.
- Each skill station shall be evaluated on a Pass/Fail basis. The candidate must successfully demonstrate the required performance criteria and avoid all identified critical failure items to receive a passing determination.
- Documentation: The evaluator shall complete all required FST skill sheets and evaluation documentation, document relevant observations or unusual circumstances, and sign the applicable skill sheet verifying the candidate's performance outcome.
- Technology Failure: If video, audio, or internet connectivity is interrupted to the extent that the evaluator cannot adequately observe, hear, question, or evaluate the candidate, the examination shall be stopped. A technology interruption outside the candidate's control shall not constitute a failed attempt. The evaluator and FST will determine whether the examination may resume or must be rescheduled.
- Retesting: A candidate who does not successfully complete an online skill shall follow the same FST skills retesting requirements applicable to an in-person skills examination. Online delivery does not change the number of attempts, passing requirements, evaluator requirements, or established retesting process.

c) Failure of a Skill

- If the candidate fails a skill on their first attempt, they will be provided with a second attempt administered by a different evaluator that same day. The candidate may also choose to retest their 2nd and/or 3rd attempt together at a later test date. A candidate will only be able to test all 3 attempts in 2 testing events. *Retesting will begin after all candidates have completed their first attempts of the skill.*
- If the candidate fails the 3rd attempt on a single skill the test discipline will be marked as a failure, and they will need to wait six (6) months to restart the testing process.

d) Lead Evaluator Review of the Candidate

- When a candidate has completed all testing stations for the day:
 - The Lead Evaluator will review the performance results with the candidate
 - The candidate will have the opportunity to review the test packet/s and ask any questions
 - The Lead Evaluator will explain any notes from the evaluators, and if a skill station fails require 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

e) Retesting

- Retesting will meet the following criteria:
 - A retest application must be submitted for each retest and indicated as such on the application.
 - All components of the testing process shall be passed within 12 months of completion of the first testing attempt in a desired discipline, either written and/or skill.
 - A candidate will be allowed three (3) attempts in a 12-month period for each written and/or skill. This excludes Fire Officer Skills test that allows for only two (2) attempts.
 - All components of the testing process shall be of the same standard and edition.
 - If a candidate fails out of the testing process within the 12 months, 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.

M. ARTIFICIAL INTELLIGENCE (AI) USE IN TRAINING, CERTIFICATION TESTING, AND TEST DEVELOPMENT

Idaho Fire Service Training (FST) recognizes Artificial Intelligence (AI) as a tool that may support education, research, administration, and test development when used responsibly. This procedure establishes requirements for AI use while protecting

examination security, candidate confidentiality, academic integrity, intellectual property, and the validity and reliability of FST certification examinations.

AI is a supplemental tool and shall not replace individual competency, professional judgment, subject-matter expertise, or the independent demonstration of knowledge, skills, and abilities required for certification.

➤ **SCOPE**

This procedure applies to FST employees, instructors, evaluators, proctors, facilitators, subject-matter experts, test-item developers/reviewers, certification candidates, students, contractors, and others participating in FST training or certification activities.

➤ **GENERAL AI REQUIREMENTS**

AI-generated information shall be reviewed and verified for accuracy, completeness, and appropriateness before being used for an official FST purpose.

AI shall not make final decisions regarding candidate competency, examination results, certification, appeals, test-item validity, or disciplinary actions. Final decisions remain the responsibility of authorized FST personnel.

➤ **CONFIDENTIALITY AND EXAMINATION SECURITY**

Confidential, restricted, proprietary, personally identifiable, or examination-sensitive information shall not be entered into public or unapproved AI systems.

This includes:

- Test questions, test banks, answer keys, distractors, examination forms, and secure scenarios;
- Candidate responses, grades, scores, or personally identifiable information;
- Evaluator scoring or confidential testing documentation;
- Nonpublic FST or Idaho CTE information; and
- Copyrighted or proprietary NFPA, IFSTA, Jones & Bartlett Learning, IFSAC, or other third-party materials unless the use is authorized by the copyright holder or applicable license.

Access to copyrighted material does not authorize uploading that material into an AI system.

➤ **CANDIDATE USE OF AI**

Candidates shall not access or use generative AI or AI-assisted systems during an FST cognitive (written), cognitive (product), or performance (psychomotor/process) certification examination unless specifically authorized by FST.

When permitted during preparation for a product or scenario-based assessment, AI may be used as a supplemental resource for research, brainstorming, organization, formatting, or similar assistance. However:

- Submitted work must demonstrate the candidate's own knowledge, judgment, and competency;
- Candidates are responsible for the accuracy and content of all submitted work;
- Sources shall be identified when required;

- Candidates must independently explain and defend their work and decision-making; and
- AI-generated content shall not be represented as independently produced candidate work.

Unauthorized AI use during an examination constitutes unauthorized assistance and may be considered an examination-integrity violation.

➤ **ACADEMIC INTEGRITY**

All work submitted for FST certification shall accurately represent the candidate's competency. Plagiarism, fabrication, falsification of information or documentation, copyright infringement, misrepresentation of another person's work, unauthorized assistance, and misrepresentation of AI-generated material as the candidate's own independent work are prohibited.

Candidates remain responsible for complying with copyright, intellectual-property, attribution, and academic-integrity requirements regardless of whether AI was used.

➤ **AI USE IN TEST DEVELOPMENT AND ANALYSIS**

FST may use AI as a supplemental tool to assist qualified personnel with:

- Brainstorming and initial test-item development;
- Grammar, formatting, and readability review;
- Identification of potential test-item issues; and
- Analysis of item difficulty, discrimination, distractor performance, response patterns, evaluator consistency, and other validity or reliability indicators.

AI shall not independently approve, validate, or determine the final content of a certification test item.

All AI-assisted test items shall undergo the same FST development, technical review, validation, approval, statistical analysis, and security processes as items developed without AI.

Qualified FST personnel and subject-matter experts remain responsible for all final decisions.

➤ **PROCTOR, EVALUATOR, AND FACILITATOR USE**

Proctors, Evaluators, and Facilitators shall not use AI to determine whether a candidate passes or fails an examination.

Candidate performance shall be assessed using the approved FST examination instrument, skill sheet, scoring criteria, critical failure criteria, and applicable Job Performance Requirement (JPR).

AI shall not be used to coach, prompt, lead, or otherwise assist a candidate during an examination.

➤ **FST STAFF USE**

FST personnel may use approved AI tools for appropriate administrative, educational, research, drafting, organizational, or analytical purposes provided the use does not compromise: Candidate confidentiality, Examination security, Intellectual property, Copyright, Certification integrity

➤ **SUSPECTED AI OR ACADEMIC-INTEGRITY VIOLATIONS**

FST shall not determine that a candidate committed an academic-integrity violation solely on the results of an automated AI-detection system.

Suspected violations shall be reviewed using available evidence, which may include candidate work, testing observations, source materials, examination records, submitted documentation, and the candidate's ability to explain and defend the work.

Violations may result in termination or invalidation of an examination, withholding of examination results, or other action permitted under FST certification policies and procedures. Applicable appeal and due-process procedures shall remain available to the candidate.

N. ACADEMIC INTEGRITY AND PLAGIARISM

Idaho Fire Service Training (FST) requires all work submitted for certification to represent the candidate's own knowledge, skills, abilities, and professional judgment. This procedure establishes requirements for preventing, identifying, reviewing, and addressing plagiarism in certification assessments.

➤ **CANDIDATE RESPONSIBILITIES**

Candidates shall submit original work and properly acknowledge information, language, ideas, documents, policies, procedures, or other materials obtained from another source.

Plagiarism includes, but is not limited to:

- Copying another person's words or work and presenting it as one's own.
- Paraphrasing another person's ideas or reasoning without appropriate acknowledgment.
- Submitting another candidate's work, in whole or in part.
- Allowing another person to complete work that is required to be completed independently.
- Providing one's completed work to another candidate for the purpose of submitting it as their own.
- Submitting identical or substantially identical work when individual work is required.
- Failing to properly identify or cite outside sources used in an assignment or portfolio.
- Falsifying, fabricating, or misrepresenting sources or supporting documentation.

FST's existing declaration specifically recognizes plagiarism as unethical and requires written work that is not the candidate's own to be properly referenced.

➤ **EVALUATOR RESPONSIBILITIES**

Evaluators who identify suspected plagiarism shall document the concern and forward the work and supporting information to FST for review.

Evaluators shall not independently impose certification sanctions based solely on suspicion of plagiarism.

When appropriate, FST may:

- Compare the submission with other candidate work or identified source material.
- Review citations and supporting documentation.
- Request additional information from the candidate.
- Require the candidate to explain or defend submitted work.
- Consult the evaluator, instructor, or other appropriate personnel.
- Use available plagiarism-detection or document-comparison resources as supporting information.

A plagiarism-detection score or AI-detection result alone shall not constitute conclusive evidence of misconduct.

➤ **REVIEW AND CANDIDATE NOTIFICATION**

When FST determines that sufficient evidence exists to substantiate an academic-integrity violation, the candidate shall be notified of the determination and any resulting action.

Actions may be based on the nature and severity of the violation and may include rejection of the submitted work, failure of the affected assessment, requirement to complete a new assessment, invalidation of examination results, or other action permitted under FST certification procedures.

- **Plagiarism may result in certification being denied or revoked.** This consequence is expressly identified in FST's current Plagiarism Declaration Form.

➤ **RECORDS AND CONFIDENTIALITY**

Documentation related to a suspected or confirmed plagiarism violation shall be maintained by FST as part of the applicable certification/testing record and shall be accessible only to personnel with an authorized need for the information.

➤ **CANDIDATE ACKNOWLEDGMENT**

Candidates are responsible for understanding FST's academic-integrity requirements before submitting certification work. Signing the FST Plagiarism Declaration confirms that the candidate understands the plagiarism requirements and certifies that the submitted work complies with them.

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.

➤ **CERTIFICATION INFORMATION REQUIRED**

All certifications shall contain the following information:

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

➤ **CERTIFICATION UPDATES AND EXPIRATION**

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 is granted.

Certificates issued prior to 2008 required 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.

Idaho FST accreditation shall not affect the current certification status of any individual or render previous certifications invalid.

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. The first opportunity is granted 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, if 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.

All Proctors and Evaluator applicants must:

- Complete the “WANT TO BE AN IFSAC TEST EVALUATOR WITH FST?” form.
- FST will send the Proctor and Evaluator employee application via email.
- Candidate will send a referral qualification form link, found in the employee application, to their current and/or past Chief/Training Officer for review by FST.

a) Testing Personnel Performance Evaluations

- Testing personnel shall be evaluated at every testing event to support consistency, professionalism, and continuous improvement. For in-person examinations, the host agency representative shall evaluate the assigned Proctor and Lead Evaluator using FST-approved evaluation forms. The Lead Evaluator shall evaluate each Evaluator assigned to the event. Online Proctors and Evaluator Facilitators shall complete the evaluation link provided by FST for each online testing event.
- Evaluations shall address compliance with FST procedures, professionalism, objectivity, safety, examination security, and completion of required documentation. Paper evaluation forms shall be returned with the testing-event materials, and online evaluations shall be submitted through the provided link. FST will review the evaluations to identify performance concerns, training needs, and opportunities for improvement. When necessary, FST may require additional instruction or corrective action before assigning the individual to another testing event.
- All evaluation forms shall be reviewed by FST, and any identified performance, training, procedural, or corrective-action needs shall be addressed as necessary. Evaluation records shall be retained digitally with the applicable testing-event information.

b) Proctors

- Proctors are the FST on-site representative that administers IFSAC written exams. Proctors are individuals selected from FST staff members, technical colleges, state instructors, state evaluators, or other eligible individuals.
- To qualify as a Proctor:
 - Must be 18 years of age
 - A high school graduate or equivalent
 - Have completed a Test Event Employee or Proctor only application and received approval by FST.
- Proctors must comply with all rules, guidelines, policies, and procedures for proctoring written exams as provided by FST. They will ensure security and procedures of the written exams are maintained. Only the individuals listed on the exam roster are permitted to test.
- Test packets are not to be reproduced outside of FST's approval. Reproduction of test packet without consent of FST will invalidate the exam; all individuals taking the exam will receive a Fail score, the test will count as an attempt, and the candidates will need to retest.
- If FST receives a non-approved reproduced test, or a test packet for a No Show is not returned, that test production will be taken out of circulation and all tests shredded. The Proctor's file will be noted, and disciplinary actions may take place.
- Proctors are authorized to discuss test questions and answers related to procedural questions from candidates to clarify what is being asked in the question; however, proctors are not authorized to speculate, discuss, comment, or answer any written content questions from the candidates before, during, or after the test event.
- Proctors are responsible for the 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.
- 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.

c) Lead Evaluators

- Lead Evaluators are FST's representatives at the testing event and are responsible for the overall control of the skills examination. FST will assign the Lead Evaluator for each event. Acting as the site manager, the Lead Evaluator will resolve 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 completes an evaluation form for each evaluator 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 has the authority to suspend a testing event if a safety hazard exists. The Lead Evaluator may deny a candidate admittance to the test for the following reasons: the candidate does not have adequate equipment, negative attitude, misconduct, impairment, etc.
- The Lead Evaluator may choose to remove a candidate or evaluator from a testing event if a condition exists that will negatively affect the testing process. FST will review the reasons the candidate or evaluator was released and provide a written response to the Lead Evaluator, the AHJ and the individual released.
- To qualify as a Lead Evaluator for manipulative skills exams:
 - Must be 18 years of age
 - A high school graduate or equivalent
 - Have current or prior AHJ affiliation
 - Be an Evaluator for 3 years with FST and completed 1 cycle of requalification.

d) Evaluators

- Evaluators are the FST on-site representatives 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:
 - Must be 18 years of age
 - A high school graduate or equivalent
 - Have current or prior AHJ affiliation
 - Evaluator candidate must successfully complete one of the following in each category. **Certification and Training.**
 - **Eligibility**
 - Be IFSAC certified at the level of evaluating, OR
 - Be an FST-qualified instructor at the level of evaluating
 - Be an approved FST SME
 - **Training**
 - Complete an IFSAC Proctor and Evaluator training course, OR
 - Mentor under an FST Evaluator at a testing event (mentor forms are available at each testing event)

- Have completed a Test Event Employee application and received approval by FST.
- Evaluators judge candidate skills fairly and objectively by following Evaluator guidelines furnished by FST. FST will select at least 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 a 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 the 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 are encouraged to include comments for the testing of the candidate to evaluate. The evaluator will sign the skill sheet to affirm the passing or failing of the skill. Evaluators will refer any problems or questions that develop during the testing process to the Lead Evaluator.

Q. APPEALS PROCESS

- FST will ensure all 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 or Certification Revocation/Suspension date
 - Type of examination or reason for Certification Revocation/Suspension
 - Reason for appeal
- **Cognitive (Written) Examination Appeals**
FST will review the examination results and statements from the candidate and evaluator(s). A written determination will be provided within 30 days. If a problem is identified with a test item, the test item will be removed from the examination and all affected test scores for that testing event will be adjusted. Corrective action may include editing or removing the test item and revalidating the affected item.
- **Cognitive (Skill/Product/Portfolio) Examination Appeals**
FST will review the submitted product, applicable scoring criteria or rubric, evaluator documentation, and information provided by the candidate and evaluator(s). A candidate may appeal an individual step, portion, scoring criterion, or outcome of the product examination. A written determination will be provided within 30 days. If an error is identified, FST will adjust the affected assessment outcome as appropriate and take corrective action regarding the assessment instrument when necessary.

➤ **Performance (Skill/Psychomotor/Process) Examination Appeals**

FST will review the applicable skill sheet, performance criteria, evaluator documentation, examination results, and statements from the candidate and evaluator(s). A candidate may appeal an individual step, portion, critical criterion, or outcome of the performance examination. A written determination will be provided within 30 days. If an error is identified, the affected examination outcome will be adjusted as appropriate. Corrective action may include editing or removing the affected skill sheet or evaluation criterion and revalidating the affected examination component.

➤ **REVIEW BOARD APPEALS**

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 members will select the final member.

FST will implement the final decision of the appeal review board.

For revocation or suspension of a previously issued certification, the program director may, at their discretion, assemble a committee of peers for the appeal review. All identifying information and department affiliation will be removed, and only the facts concerning suspension or revocation will be given to the committee. The committee will then recommend to the program director, who will make the final decision and issue a response to the appeal via email to the firefighter filing the appeal and the AHJ of the affiliated agency.

R. TEST RETENTION OF EXAMINATION RESULTS AND MATERIALS

- FST shall permanently retain all candidate examination results, certification records, and examination materials.
- Candidate records include applications, prerequisite documentation, rosters, grades, scores, pass/fail results, answer sheets, skill sheets, product or portfolio evaluations, appeals, certification information, certification seal information, registry information, and supporting documentation.
- Records shall be maintained electronically in the FST database and digitally on an FST-approved secured drive. Physical documents shall be scanned, reviewed for completeness and legibility, and saved to the secured drive. Consistent candidate and testing-event identifiers shall be used to ensure records are associated with the correct individual and examination.
- FST shall also permanently retain examination materials, including test banks, examination forms, answer keys, correlation sheets, skill sheets, rubrics,

scenarios, scripts, testing instructions, validation records, and statistical analyses. Confidential examination materials shall be stored separately from candidate-accessible records.

- Access shall be limited to authorized personnel based on assigned duties. FST shall use appropriate authentication, restricted folders, system backups, and recovery procedures to protect records against unauthorized access, alteration, disclosure, loss, or destruction. Suspected security incidents shall be reported immediately to FST leadership and the appropriate IDCTE personnel.
- FST shall submit required candidate certification and seal information to IFSAC at least annually and submit eligible certification information to the Pro Board Certification Registry. Copies of submitted reports shall be permanently retained. IFSAC and Pro Board registry records do not replace FST's official records.

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 online 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.

Chapter 4: ADVISORY COUNCIL

A. 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.

B. STRUCTURE

- See Advisory Council By-Laws for structure and additional information.
[Advisory Council - Division of Career Technical Education](#)

Chapter 5: CONFLICT OF INTEREST

Idaho Fire Service Training (FST) is committed to maintaining fairness, objectivity, impartiality, and integrity in all training and certification activities. Individuals participating in FST activities shall avoid actual, potential, or perceived conflicts of interest that could affect, or reasonably appear to affect, the impartial administration of FST programs.

This requirement applies to **FST employees, instructors, evaluators, proctors, Lead Evaluators, facilitators, Subject Matter Experts (SMEs), test-item developers and reviewers, Advisory Council members, readers, contractors, and other individuals participating in FST training, testing, evaluation, certification, or appeal activities.**

➤ **Disclosure of Conflicts**

Individuals shall disclose to FST any actual, potential, or perceived conflict of interest before participating in an activity or as soon as the conflict becomes known.

A conflict of interest may include, but is not limited to:

- A personal, family, financial, employment, supervisory, instructional, or organizational relationship with a candidate or organization involved in the activity.
- Participation in the training or preparation of a candidate when the individual is subsequently assigned to evaluate that candidate.
- A relationship or circumstance that could influence, or reasonably appear to influence, an individual's objectivity or impartiality.
- A personal or professional interest in the outcome of an examination, certification decision, appeal, investigation, or disciplinary action.
- Participation in the development, review, or administration of examination materials when the individual's involvement could compromise examination security or provide an unfair advantage.
- An Advisory Council or committee member participating in a recommendation or decision that directly affects the member, their organization, or an individual with whom the member has a conflict.

➤ **Management of Conflicts**

When FST identifies an actual, potential, or perceived conflict of interest, FST will determine the appropriate action necessary to maintain the fairness and integrity of the activity. Actions may include reassignment, replacement, limitation of duties, removal from the activity, or recusal from discussion, review, recommendation, or voting.

Whenever possible, FST will assign proctors and evaluators who did not participate in the training of the candidates being tested. This is consistent with the existing SOG requirement that FST give preference to evaluators who did not participate in candidate training. When staffing limitations require the use of an evaluator who participated in training, the evaluator shall not evaluate the subject(s) they taught.

All evaluators shall conduct examinations fairly, objectively, and consistently using FST-approved evaluation criteria.

➤ **Advisory Council and Committee Participation**

Advisory Council or committee members shall disclose conflicts involving matters presented for their review. When a conflict exists, the member shall recuse themselves from discussion, review, recommendation, or voting related to that matter.

The FST Advisory Council serves in an advisory capacity and does not have administrative authority over the certification system.

➤ **Appeals and Certification Decisions**

Individuals with a conflict of interest shall not participate in the review or determination of an appeal, certification decision, disciplinary action, suspension, or revocation involving a candidate or organization with whom they have a conflict.

When an appeal requires a review board, FST shall use the established review-board selection process to support an impartial review. The current SOG provides for a three-member review board, with one member selected by FST, one by the appellant, and the third selected by those two members.

➤ **Examination Security and Confidentiality**

Individuals with access to confidential examination materials shall not use, disclose, reproduce, distribute, or provide access to those materials for the benefit of themselves, a candidate, training organization, AHJ, or any other individual or organization.

Any individual who believes a conflict could compromise examination security, candidate fairness, or the integrity of FST's certification system shall immediately report the concern to FST.

➤ **Documentation**

FST may document disclosed conflicts and the action taken to manage the conflict when necessary to demonstrate the fairness, objectivity, security, and integrity of its training and certification processes.

IDAHO DIVISION OF CAREER TECHNICAL EDUCATION

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Revision Dates:

02.04.2024

04.15.2025: Revised by; Cindy Oostra and Brad Terry

09.12.2025: Revised by; Cindy Oostra

07.15.2026: Revised by; Marcus Oliver (Training Section)

07.20.2026: Revised by; Cindy Myers

08.26.2026: Revised by; Cindy Myers