

PREPARING FOR FIREFIGHTER CERTIFICATION TESTING

Candidate Information

Arizona Center for Fire Service Excellence

To be eligible for Firefighter I & II Certification, candidates must successfully complete a Firefighter I & II Certification Program approved by the Arizona Center for Fire Service Excellence (AzCFSE). Upon completion of the training program, all candidates must:

1. Appear on the final roster signed by the program Lead Adjunct Instructor verifying that all cognitive and manipulative objectives have been taught and evaluated and that all requirements for certification testing have been met.
2. Pay the test fee established by AzCFSE to test for the written and practical skill examination.
3. Pass a written certification exam.
4. Pass a practical skill certification exam.

Certification exams are proctored by a representative of AzCFSE and are held at a time and place designated by AzCFSE. ***The dates, times and locations of certification exam(s) will be announced by your Instructor and/or posted on the AzCFSE website at www.azfiretraining.org.***

PREREQUISITES FOR CERTIFICATION TESTING

State Certification requires all candidates complete a program that meets the requirements of the National Fire Protection Association Standard (NFPA) 1001, 2008 Edition.

MEDICAL AND FITNESS STANDARDS

Fitness requirements are established by the sponsor of a program approved for State Certification.

ACCOMMODATION FOR DISABILITY

All accommodation requirements for qualified candidates for Arizona State Certification Testing are the responsibility of the approved training program.

A qualified candidate meeting all prerequisites and program requirements as stated below will be allowed to test for Arizona State Certification.

A qualified candidate with a reading disability documented by a certified/licensed professional in the field will be accommodated for written State Certification testing.

In addition to the prerequisite requirements for each certification level, the following eligibility prerequisites must be met. Candidates must:

1. Be at least 18 years old before certification testing.
2. Successfully complete a certification program approved by AzCFSE.
3. Appear on the final roster signed by the program Adjunct Instructor verifying that all cognitive and manipulative objectives have been taught and evaluated and that all requirements for certification testing have been met.

Additional Certification Requirements	FIREFIGHTER I & II
Hazardous Materials Training	Hazardous Materials First Responder-Operational Level (or greater) training course approved by AzCFSE.
CPR Certification	Current BLS-C: CPR for Rescuers Certification
Emergency Medical Care	Participants must complete an approved course meeting the requirements established by AzCFSE conforming to NFPA 1001, 2008 Edition, Section 4.3, or possess a valid Arizona certification or national registry certification for: First Responder, <u>or</u> Emergency Medical Technician: (Basic, Intermediate, or Paramedic). Additional requirement: Bloodborne pathogens
Live Fire Burn	Consistent with NFPA 1001, 2008 Ed, including structural interior & exterior attack, & passenger vehicle fire

PREPARING FOR THE WRITTEN CERTIFICATION EXAM

Description of the Written Examination

The exam for Firefighter I & II contains 150 multiple-choice questions. Many test questions are very specific and detailed to a particular skill or task.

Written certification exams are taken at a designated Fire Department or community college test center. Candidates must pay a fee to AzCFSE prior to their first test attempt. This will allow 3 testing attempts within one year of completion of a program. To test a candidate must provide a picture ID. Results emailed to the Program Adjunct Instructor or the email address of the candidate if it is a re-test. If a candidate is unsuccessful they must wait a minimum of thirty days before applying to AzCFSE to retest.

Two and one-half hours are allotted to complete the Firefighter I & II exam. A minimum score of 75 percent (112 correct responses) is required to pass the written certification exam.

- No electronic devices, such as pagers, radios, cellular phones, blackberries, or PDA's are allowed to be in the possession of any person testing. If an electronic device is found in the possession of any person during the examination, they will be excused from the exam.

How to Prepare for the Written Certification Exam

The most thorough way to prepare for the written certification exam is to successfully complete a training program approved by AzCFSE. Programs approved by AzCFSE conform to the requirements of the Arizona Fire Service Certification Program.

Texts and Materials that can be Studied

Each certification exam is based on the NFPA 1001 standard and the IFSTA, Delmar, or National Fire Protection Association manuals related to the certification level. For example, to prepare for the Firefighter I & II written certification exam, candidates should carefully review one of these manuals, as well as the NFPA 1001 Standard. There are also several test preparation texts that are available to help candidates further prepare for the written certification exam.

Written Exam Retesting

Candidates for certification are given three (3) attempts to meet the minimum passing score for the written certification exam. Certification testing must be completed within one year of the completion of an AzCFSE approved training program.

- A thirty-day period is required before a candidate can retest

If a candidate fails to pass the written certification exam after three successive examination attempts, the training program must be repeated if certification is desired.

If one year lapses after completion of an AzCFSE approved training program and three test attempts have not been completed by a candidate, the training program must be repeated if certification is desired.

Sample Questions

Firefighter I

1. Transfer of heat by the movement of air or liquid would be considered:
 - a. Conduction
 - b. Convection
 - c. Radiation
 - d. Direct-Flame contact
2. What is a good, two firefighter method for breaking a tight coupling without a spanner wrench?
 - a. Stiff-arm
 - b. Foot-tilt
 - c. Knee-press
 - d. Coupling-tilt

Firefighter II

1. The safest recommended means for a firefighter to disconnect electrical service to a building is by:
 - a. cutting the service entrance wire.
 - b. pulling the meter.
 - c. locating the nearest transformer and deactivating it.
 - d. shutting off the main power breaker/fuse in the panel box.
2. Valves for water systems are broadly divided into two types. They are:
 - a. gate and indicating.
 - b. ball and check.
 - c. indicating and non-indicating.
 - d. screw and yoke.

PREPARING FOR THE PRACTICAL SKILL CERTIFICATION EXAM

Description of the Practical Skill Certification Exam

The Practical Skill Certification Exam is a randomly generated test that consists of 5 practical skill stations. Each station consists of one skill randomly selected from AzCFSE skill sheets. Practical skill tests are graded on a pass/fail basis. Each candidate is allowed two successive attempts at each skill station. The total time at a skill station can not exceed 10 minutes.

- No electronic devices, such as pagers, radios, cellular phones, blackberries, or PDA's are allowed in the examination holding room, or at the skill stations. If any electronic device is

found in the holding room after the examination begins, the test will be cancelled and all results voided.

How to Prepare for a Practical Skill Certification Exam

Completion of an approved Firefighter I & II Certification Program is required before taking the written and practical certification exams. Candidates who are successful in the training program should be well prepared to take the practical skill exam. Because practical skill examinations are randomly generated from a test bank of AzCFSE skill sheets, candidates should be prepared to perform all of the manipulative skill objectives required by NFPA 1001 Standard. Students must receive copies of AzCFSE skill sheets from the program instructor/evaluator at the beginning of the certification program.

Practical Skill Test Criteria

Practical skill tests are graded on a pass/fail basis. Passing means that the candidate performed the skill correctly. Failure means that the student performed the skill in an unsafe manner or to the point of being ineffective.

Complex skills are broken down into components and assigned a minimum number of points that are used to determine the pass/fail grade. Candidates must pass all 5 practical skill stations to pass the practical skill certification exam.

Candidates are graded using AzCFSE skill sheets to ensure consistency of grading. Each of the practical skills must be completed swiftly, safely, and with competence as defined below:

Safely—Each manipulative skill objective must be completed without careless acts resulting in injury to the candidate or others, or damage to equipment.

Swiftly—Each manipulative skill objective must be completed within the allotted time.

With Competence—Each manipulative skill objective is performed in accordance with the AZCFSE Skill Sheets. This includes performing the proper steps in sequence.

Each candidate is observed and graded on each of the manipulative skills by an AzCFSE approved Evaluator. Evaluators will use AzCFSE skill sheets to evaluate each candidate to ensure consistency of grading. Manipulative skill stations are under the observation of an AzCFSE proctor during the testing process.

Practical Skill Retesting

Candidates are given three attempts to pass the practical skill certification. If a practical skill retest is needed, the candidate must contact AzCFSE to make arrangements. Certification testing must be completed within one year of the completion of an approved training program.

Opportunities for retesting include:

- Retesting during a scheduled Arizona certification exam
- Written exams are offered the 2nd Tuesday of each month at AzCFSE Avondale office

If a candidate fails to pass the practical skill certification exam after three successive examination attempts, the training program must be repeated if certification is desired.

If one year lapses after completion of an AzCFSE approved training program and three test attempts have not been completed by a candidate, the training program must be repeated if certification is desired.

RECEIVING YOUR CERTIFICATE

After successful completion of the required certification exam(s), candidates will receive a certificate and ID card documenting their certification.

APPEALING CERTIFICATION DECISIONS

The Arizona Center for Fire Service Excellence seeks to make testing and certifying services available to Arizona's Fire Service in a fair and equitable manner, without regard to race, sex, religion, or ethnic origin.

The appeal process provides a way for participants to present questions and seek answers to appeals regarding AzCFSE testing and certification procedures and decisions. This policy ensures that appeals can be made without the fear of reprisal.

The first step in the appeal process is to informally address questions or concerns to the Instructor or AzCFSE. Responses to candidates can be answered informally by the Instructor or AzCFSE.

The second step in the appeal process is to formally address questions or concerns to AzCFSE by submitting a written appeal. The written appeal must be received within 10 days of the action or decision prompting the appeal. The written appeal must contain:

- The appellant's name
- The appellant's mailing address
- The name of the certification program attended
- A detailed explanation of the basis for the appeal, including the date of the action or decision being appealed

If the subject of the appeal is a certification exam, the appellant must also identify:

- The date and location of the certification examination
- The type of certification examination (written or practical)

AzCFSE will respond to appeals within 30 days of receipt. The appellant will be notified by certified mail of the result of the appeal.

CONTACTING THE ARIZONA CENTER FOR FIRE SERVICE EXCELLENCE

Phone numbers:

623-333-6501	To schedule written exam retesting and request certificates
623-333-6501	To schedule practical skill exam retesting
623-333-0600	Fax Telephone Number

Mailing address:

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