



# National Certification Program Criteria and Procedures

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# **1.0 Kansas Fire & Rescue Training Institute University of Kansas Certification System Overview**

## **1.1 Foreword**

In January of 1980, the Kansas Fire & Rescue Training Institute of the University of Kansas was accredited as one of the nation's first certifying agencies, by the National Professional Qualifications Board (NPQB), for the fire service. This accreditation verified that the Kansas Fire & Rescue Training Institute met the standards of the NPQB and allowed individuals who were trained in Kansas to apply for national certification.

In October of 1991, the Kansas Fire & Rescue Training Institute applied for (and received) accreditation from the International Fire Service Accreditation Congress (IFSAC). Through these accreditation entities, Kansas fire fighters and allied professionals may receive both NPQB and IFSAC national certification upon passing one certification examination. Accreditation by both entities extends the benefit of true national certification to every fire fighter in the state of Kansas. National certification in Kansas is not intended to supersede any federal, state or local laws, ordinances or department policies.

Certification in Kansas is voluntary. Candidates seeking certification must meet the criteria established within the accreditation system including meeting the appropriate National Fire Protection Association (NFPA) standards as well as being tested for competency.

Certification is not necessarily a means of determining who shall participate in the practice or profession of fire fighting and its related activities. A lack of certification does not necessarily mean that the individual is unqualified to participate in fire fighting and related activities. It is only an indication that the individual has not applied for, or fulfilled the requirements of certification.

Certification does provide a demonstration of dedication and effort to the public, as well as the fire service. Certification also provides individual fire fighters with a reward and acknowledgment for their training efforts. Further, certification provides documentation that an individual fire fighter has demonstrated a level of proficiency established by a national consensus.

The Kansas Fire & Rescue Training Institute stands ready to assist any fire fighter or allied professional in reaching their training and certification goals. Certification criteria and procedure documents are available to explain the certification process for each area in which certification is offered. Certification guides are available to assist fire fighters through the certification process

## **1.2 Equal Access**

Appointment, promotion, admission, and programs at the University of Kansas are administered equally to all without regard to race, color, creed, sex, national origin, disability, religion or age. The Kansas Fire & Rescue Training Institute is operated in accordance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and the Equal Opportunity Act as well as other federal and state laws, regulations and guidelines

which prohibit discrimination. If you have questions or comments regarding the certification, training or other services provided by the University of Kansas Fire & Rescue Training Institute, please call 785-864-9194 or 785-864-4790.

Accreditation by NPQB or IFSAC shall not affect the current certification status of any individual. Persons previously certified by NPQB or IFSAC will be recognized for those certifications held and will be allowed to fully participate in the Kansas Fire & Rescue Training Institute accreditation system.

## **2.0 Scope of Training**

### **2.1 Mission Statement**

The mission of the Kansas Fire & Rescue Training Institute is to plan, direct, and administer a quality, comprehensive, and uniformly delivered statewide fire service training program in Kansas, through the most efficient use of the resources available, in order to assist in meeting the training needs of as many fire service personnel and protection entities as possible, so that lives and property may be saved more safely and effectively.

### **2.2 Purpose**

The Kansas Fire & Rescue Training Institute as unit of the University of Kansas, Department of Continuing Education, provides technical support and high quality programs that enable the fire fighter and allied professionals of Kansas to achieve certification based on levels of competency as outlined in nationally recognized and adopted standards.

## **3.0 The Kansas Fire & Rescue Training Institute as the Training Entity**

### **3.1 Certification Authority**

The Kansas Fire & Rescue Training Institute is recognized as the entity in the state of Kansas to manage and deliver training and certification programs by the Kansas State Fire Fighters Association, Kansas Fire Chiefs Association and Federal Aviation Administration. The Kansas Fire & Rescue Training Institute is proud of its service records to the fire fighters and fire departments of Kansas. The Kansas Fire & Rescue Training Institute is committed to continuing this long tradition of delivering high quality low cost training well into the next century.

### **3.2 Accreditation by IFSAC and NPQB**

The Kansas Fire & Rescue Training Institute has been accredited by the International Fire Service Accreditation Congress and the National Professional Qualifications Board to certify fire service personnel to accepted national standards. Through this process, Kansas Fire Fighters and Allied Professionals achieve national certification.

This accreditation of the Kansas Fire & Rescue Training Institute certification system assures Kansas fire service personnel and allied professionals that programs and standards used within this system adhere to the most current recognized national standards. The assurances gained through the accreditation process provide credibility and prestige for every fire fighter participating in the certification process. Fire fighters certified through the Kansas system are recognized throughout the United States (and the world) as qualified and meeting the standards set forth by the National Fire Protection Association. Generally speaking, accreditation provides the University of Kansas Fire & Rescue Training Institute with the necessary credentials to issue National Certification for fire fighters within Kansas.

### 3.3 National Certification

After participants have successfully completed an objective evaluation process, within the Kansas Fire & Rescue Training Institute certification system, national certification is awarded. The candidate's name is entered in the Kansas Fire & Rescue Training Institute certification system data bank as well as the national certification data banks maintained by the International Fire Service Accreditation Congress at Oklahoma State University. With the payment of a fee to the National Professional Qualification Board in Quincy, Massachusetts the candidate's name will also be entered in their data bank.

## 4.0 Certification Guide

### 4.1 Availability of Certification Guidebooks

The Kansas Fire & Rescue Training Institute publishes a certification guide for each level and category of certification offered. Certification guides contain pertinent information designed to assist candidates in preparing for the certification process. Certification guides may be obtained by accessing the website <http://www.kuce.org/fst> or by calling (785) 864-4790.

### 4.2 Specific Information

The Kansas Fire & Rescue Training Institute also provides specific information on:

1. Objectives and requirements for certification
2. Reference lists that will help candidates locate the proper study materials
3. Certification Application Forms
4. Project Assignments
5. Other information that will assist in preparing for certification

## **5.0 Certification System**

### **5.1 Certification Standards**

The International Fire Service Accreditation Congress adopts standards for certification. Standards contained within the National Fire Protection Association (NFPA) Professional Qualifications Standards are used by the entities accredited by the International Fire Service Accreditation Congress. To maintain accreditation, entities must certify fire service personnel to the latest edition of the adopted NFPA Standards.

For specific requirements established by the standards, applicants should reference the appropriate NFPA Standard, or Certification Guide published by the University of Kansas Fire & Rescue Training Institute.

### **5.2 Certification System Integrity**

The requirements, criteria and processes required to obtain accreditation by IFSAC and NPQB help insure the highest possible credibility and stature for participants in the Kansas Fire & Rescue Training Institute certification system. These processes insure that fire service personnel, trained and certified by the Kansas Fire & Rescue Training Institute are among the most highly qualified fire fighters in the world.

### **5.3 Entrance into the Certification System**

Qualified personnel within the Kansas fire service may enter the certification system for the purpose of seeking certification by contacting the Kansas Fire & Rescue Training Institute. Upon receipt of a request, the staff will forward appropriate information to members of the fire service about any of the levels or categories of certification available.

The Kansas Fire & Rescue Training Institute does not participate in the practice of certifying fire fighters from outside of the Kansas fire service. Individuals living outside of Kansas and not serving on a Kansas fire department will not be granted reciprocity nor be allowed to participate in the certification process. Exceptions to this policy may be granted for persons demonstrating a need for certification through the Kansas Fire & Rescue Training Institute. In this event, individuals should request reciprocity in writing with an explanation of the need for Kansas certification.

## **6.0 Application for Certification**

### **6.1 Obtaining Applications**

Applications for each level and category of certification may be obtained from the Kansas Fire & Rescue Training Institute at no cost (785-864-4790). Application forms may also be downloaded from the web site at <http://www.kuce.org/fst>.

## 6.2 Submitting Applications

Every individual seeking certification within the Kansas Fire & Rescue Training Institute certification system must submit an application and the appropriate fee to secure entrance into the system. Certification applications must be received by the institute office nine (9) days before the scheduled test date.

Candidates for certification at the Firefighter I and II, Hazmat Operations/Technician level and Airport Firefighter levels must have current SCBA fit testing meeting the OSHA standard 29 CFR 1910.134

## 6.3 Duplication of Application Forms

An application form is included in this document and may be used and/or duplicated at the local level.

## 6.4 Application Fees

The Kansas Fire & Rescue Training Institute requires the submission of an application and payment of fees prior to certification testing. A list of current fee amounts may be obtained by calling 785-864-4790. All checks should be made out to the Kansas Fire & Rescue Training Institute, and reflect the exact amount. Purchase orders from cities/organizations will be accepted in-lieu of prior payment. The Kansas Fire & Rescue Training Institute will not “bill” individuals for the certification fee.

## 6.5 Approved Methods of Payment

Approved methods of payment are:

- Cash
- Personal Check
- City/Organization Check
- Purchase Order
- Credit card

## 6.6 Applications Submitted Without Fees

Applications submitted without the appropriate fee or city/organization purchase order will be returned to the applicant.

## 6.7 Preregistration for Certification Exams

**Applicants wishing to submit their application form and fee at the test site must preregister with the Kansas Fire & Rescue Training Institute via telephone (785-864-4790) prior to the exam.**

Applicants may register for an exam site at the time of application by completing the appropriate block on the application form.

## 6.8 Confirmation of Registration

Upon receipt of the application and fee, the individual will be notified of exam sites (current schedules) or be scheduled into a specific exam site if requested by the candidate.

Candidates requesting a specific test site should contact the Kansas Fire & Rescue Training Institute to confirm that they have a reserved place at the exam.

## 6.9 Refunding Application Fees

The Kansas Fire & Rescue Training Institute will refund application fees under the following guidelines:

1. A refund must be requested in writing within two months after the Kansas Fire & Rescue Training Institute has received the application.
2. Application fees will be refunded only if the individual has not taken any action toward completing certification after submitting his/her application and fee.
3. Application fees will not be refunded if the candidate has completed any of the criteria toward the certification process, this includes submitting homework and/or taking the written or practical exam.

## 6.10 Application Time Limits

Candidates are given one year to complete the certification process. This time window expires one year from the date the application for certification is received by the Kansas Fire & Rescue Training Institute.

## 6.11 Incomplete Certification Process Status

Candidates not completing the certification process within the one-year time window will be required to submit a new application and certification exam fee. Candidates will also be required to retake the written and practical exam (regardless of the pass/fail status from previous exams) and resubmit homework, projects as well as local documentation as required by the certification level.

## **7.0 Testing Practices and Policies**

**All candidates must show an official picture ID for admittance to a written or practical exam.**

### **7.1 General Testing Practices/Policies**

Certification candidates are given two (2) attempts at each component, written and practical. If the candidate takes either component of the exam two (2) times without passing, the candidate is required to resubmit a certification application form as well as an additional certification fee before being scheduled to retest a third time. This will entitle the candidate to two (2) more attempts at the exam. If the candidate passes one component of the exam, but fails another component two (2) times, upon submitting a new application and fee, the candidate will be required to retest on all components.

### **7.2 Minimum Criteria for Evaluators**

1. Must have adequate knowledge and skills in the NFPA standard for which they are acting as evaluators.
2. Must understand and be knowledgeable in the evaluation process of the NFPA skill being tested.
3. Shall be certified as Instructor Level I.

## **8.0 Written Exam Policies**

### **8.1 Written Exams**

Written exams will consist of an appropriate number of questions necessary to test the knowledge requirements of the applicable standard. The total number of questions on the written exam will depend on the certification level being tested. Written exam questions will be composed of multiple choice, true/false, labeling diagrams, and matching questions.

### **8.2 Minimum Passing Score**

The minimum passing score on written exams is 70%. Each exam will be based on the NFPA standard and constructed from a bank of test questions maintained by the Kansas Fire & Rescue Training Institute.

Candidates will be allowed a maximum of two (2) attempts on the written exam. The candidate may only sit for one written exam per standard per day. The Kansas Fire & Rescue Training Institute will utilize a variety of exam versions to insure no candidate takes the same version of the written exam more than once.

### 8.3 Maximum Time Allowance

The maximum time limits are calculated at 30 minutes per 25 questions contained on the exam. The time limits for written exams are:

1. Fifty (50) question exam: One (1) hour
2. One-hundred (100) question exam: Two (2) hours
3. One-hundred fifty (150) question exam: Three (3) hours

### 8.4 Request for Accommodation

The Kansas Fire & Rescue Training Institute is committed to providing programs and activities to all persons, regardless of race, religion, color, national origin, ancestry, sex, age, disability, or veteran status. In addition, university policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.

Effective September 1, 1999 certification candidates will no longer be able to use the assistance of a “reader” for certification exams. All certification levels and categories have at least one requirement that calls for the candidate to read and understand a variety of information. Candidates awarded a certification when the test was read to them cannot meet the requirements of being able to read a document/resource/reference and apply the information to an emergency incident.

Accommodation, in the form of extra time (15 min. per 25 questions), will be granted for persons with medically diagnosed reading disabilities. Documentation of the diagnosis, and a request for accommodation, must be submitted to the Kansas Fire & Rescue Training Institute at least two weeks prior to the exam. Contact the Kansas Fire & Rescue Training Institute for more information. This policy has been developed in consultation with the University of Kansas legal department.

### 8.5 Written Exam Retests

Candidates failing the written exam are responsible for notifying the Kansas Fire & Rescue Training Institute of their desire to retest and enroll at the next scheduled exam that has available space. Candidates may not take the written exam more than once per day. With the exception of “same day” retesting prohibition, there are no mandatory waiting periods between attempts.

## 9.0 Practical Skills Performance Policies

### 9.1 Practical Skills Performance Exam

Candidates are responsible for **all of the skills** required by the applicable standard during the practical exam. An exact list of specific skills can be found in the following references:

The certification guide published by the Kansas Fire & Rescue Training Institute **or**  
The current edition of the NFPA standard identified by certification topic.

### 9.2 Variable Number of Skills Tested for Each NFPA Standard

The exact number of skills tested for each NFPA Standard may vary. Due to the large number of skills required by some NFPA standards, all skills of a large standard may not be tested at each exam site. A minimum of four (4) skills per standard will be selected to be tested at each exam site, except on those standards which contain less than Four skills, then all of the skills will be tested. Candidates should be prepared to test on any skill outlined in the standard for which they seek certification. The intent of this process is to insure that candidates are prepared to test on all skills required by an NFPA standard.

### 9.3 Prior Knowledge of Practical Skills to be Tested

The practical skills to be tested will not be revealed to candidates or to exam evaluators prior to the exam. This policy is to prevent prior knowledge by the candidates.

### 9.4 Practical Skills Pass/Fail Criteria

Practical skill exams are graded on a pass/fail basis. Through the design of the evaluation checklists, components of the skills will be strictly evaluated. Candidates must successfully complete all skill stations at an exam site to receive a passing grade for the practical exam.

### 9.5 Attempts Per Practical Skills Station

Each candidate is allowed two (2) attempts at each station. Candidates will be given the opportunity to repeat a skill station that they did not successfully complete. Candidates will not be informed, by the evaluator assigned to the skill station, if they have passed or failed the second attempt at the station.

The following information will be provided confidentially to the each candidate upon completion of the practical skills exam by the exam coordinator:

- (1) That all stations have been passed (**or**)
- (2) Which station(s) the candidate failed

## 9.6 Practical Exam Retest

The Kansas Fire & Rescue Training Institute does not automatically schedule retests for candidates who fail the practical exam. Candidates failing the practical exam are responsible for notifying the Kansas Fire & Rescue Training Institute of their desire to retest by preregistering for another regularly scheduled exam. Candidates may not take the practical exam more than once per day. With the exception of “same day” prohibition on retesting, there are no mandatory waiting periods between attempts. Candidates retesting on the practical exam must retake the entire practical exam (as randomly selected for the test site at which they are retesting). No candidate will be allowed to retest only on the skill they failed at the previous exam.

## 10.0 Notification of Certification Exam Results

### 10.1 Processing Exam Results

After candidates have completed the exam process, the Kansas Fire & Rescue Training Institute begins the process of scoring and processing the test results. As soon as grading, processing and documentation are complete, the results are sent to the candidate via U.S. Mail.

### 10.2 Confidentiality of Exam Results

To insure confidentiality, certification exam results will not be released on the telephone, FAX or other electronic mechanisms. Test results should be received by the candidates within 10 - 20 working days of the exam. If candidates do not receive their test results within 20 working days, they should call the Kansas Fire & Rescue Training Institute. Exam scores will still not be released on the phone, but a trace of the delay of notification will begin and the test candidate will be contacted in a timely manner to be given an explanation of the delay.

### 10.3 Completion of the Certification Process

After participants have successfully completed an objective evaluation process, within the Kansas Fire & Rescue Training Institute certification system, national certification is awarded. The candidate's name is entered in the Kansas Fire & Rescue Training Institute certification system data bank as well as the national certification data banks maintained by the International Fire Service Accreditation Congress at Oklahoma State University. With the payment of a fee to the National Professional Qualification Board in Quincy, Massachusetts the candidate's name will also be entered in their data bank.

## **11.0 Policy Regarding Projects**

### **11.1 Evaluation of Requirements Utilizing Standard Projects**

Some of the requirements for certain standards cannot be adequately evaluated through traditional methods. Specifically, these objectives relate to local policies, procedures and actions. These requirements may be evaluated by requiring candidates to complete a standard individual project.

### **11.2 Assignment of Projects**

The need for a project is dictated solely by the requirements of the standard. The assigned project may be submitted for evaluation by the Kansas Fire & Rescue Training Institute staff, any time after the certification process has begun.

### **11.3 Documentation of Local Procedures and/or Regulations**

If the project involves local procedures or regulations a copy of those regulations or procedures must be submitted with the project if requested by the Kansas Fire & Rescue Training Institute.

### **11.4 Timely Completion of Assigned Projects**

Any assigned project must be completed within the one-year window of certification and prior to final certification being granted.

## **12.0 Certification Policies**

### **12.1 Residency and Membership**

Any person seeking certification within the Kansas Fire & Rescue Training Institute certification system must meet the following requirements:

1. Must be at least 18 years of age
2. Be a current member of a Kansas fire, emergency, rescue or allied professional organization.
3. Must be a resident of the state of Kansas or live in a border area and serve on one of the organizations listed in item 2. Residency is not required if the candidate is a member of the armed services of the United States and is on active duty.
4. Students enrolled in fire service college programs who are over 18 years of age may apply for certification in those content areas that are applicable to their course of study.

Special exceptions to the residence and fire department/rescue membership requirements may be granted on an individual basis. Individuals not meeting requirements who desire certification should submit their requests for exceptions to the Kansas Fire & Rescue Training Institute's Certification Manager.

## 12.2 Specific Requirements Criteria and Procedures

Each category and level of certification available through the Kansas Fire & Rescue Training Institute's certification system has specific requirements based on the appropriate NFPA Professional Qualifications Standard. Information on requirements for each level and category of certification is published by the Kansas Fire & Rescue Training Institute in a Criteria and Procedures document for certification. This document is available at no cost from the institute.

## 12.3 Denial or Revocation of Certification

The Kansas Fire & Rescue Training Institute may deny or revoke an individual's certification if that individual:

1. Submits false information to the Kansas Fire & Rescue Training Institute.
2. Fails to successfully complete all elements of certification for the indicated standard within a one year time period.
3. Cheats during any part of the evaluation process.

## 13.0 Conduct

### 13.1 Cheating and Unethical Conduct

National certification is a major milestone to be achieved by members of the nation's fire service. Once received, national certification provides independent verification of an individual's competence and professional dedication. By awarding certification, the Kansas Fire & Rescue Training Institute validates an individual's efforts and backs that certification with the full weight and prestige of the University of Kansas. For those reasons, the Kansas Fire & Rescue Training Institute takes the issue of cheating and unethical conduct very seriously.

### 13.2 Cheating During Exam Process

Any candidate that is caught cheating on any element of the examination process will:

1. Be denied certification.
2. Be immediately expelled from the current certification process and any other certification category or levels in which they have active files.

3. Forfeit all certification fees paid prior to that point.
4. Not be allowed to apply for any certification for a period of one year.

### 13.3 Additional Considerations on Cheating and Unethical Conduct

It is impossible to list all of the actions that might be considered cheating or unethical conduct without missing some of them. Common actions are talking with other candidates during a written exam for the purpose of soliciting or giving an answer, copying or modifying another persons project/homework and submitting it as your own.

Perhaps the best way to summarize how to avoid being accused of cheating or unethical conduct is to always do your own work, and do what you know to be professional and right.

No exceptions to this rule will be granted.

## 14.0 Due Process

### 14.1 Entitlement to Due Process

If certification is denied or revoked, the individual is entitled to due process, including appeal and hearing. Any person believing that they have not received fair treatment within the certification process is entitled to the appeal process.

### 14.2 Appeal Process

The first step in the appeal process is for the individual to contact the Certification Program Manager at the Kansas Fire & Rescue Training Institute. This step of the appeal process must be in writing and must be received by the Kansas Fire & Rescue Training Institute at Lawrence within 30 days of the action being appealed. The Program Manager must respond in writing within 30 days of reception.

The second step is an appeal in writing by the candidate to the Kansas Fire & Rescue Training Institute's Certification Appeal Review Committee within 30 days of the Certification Manager's decision. The ad hoc Certification Appeal Review Committee consists of the Kansas Fire & Rescue Training Institute professional staff, a representative of the University of Kansas Division of Continuing Education (chairperson), a representative from the State Fire Marshal's Office, a representative from the Kansas Fire Service Training Commission and an at large Kansas fire service representative. The at large representative would be selected by the chairperson and must be certified at the level being appealed.

Within 30 days of receiving the written appeal the Certification Appeal Review Committee will hold a hearing on the appeal. The candidate will be notified of the location, date and time of the hearing and may be present if they so desire. The Certification Appeal Review Committee shall render a ruling relevant to the candidate's appeal. The candidate will be provided with a copy of the Certification Appeal Review Committee's decision.

The third step is a written appeal to the Kansas Fire Service Training Commission. This appeal must be submitted in writing within 30 days of the Certification Appeal Review Committee's decision. The appeal will then be placed on the Kansas Fire Service Training Commission's next agenda.

### 14.3 Final Rule on Appeals

The decision of the Kansas Fire Service Training Commission on appeals will be final.

## 15.0 Skills Exam Special Note

### 15.1 The Occupational Safety and Health Administration (OSHA) Requirements

The Occupational Safety and Health Administration (OSHA) has clearly stated that facial hair extending into the area covered by the seal of an SCBA face piece is not permissible. The National Institute for Occupational Safety and Health (NIOSH) is the research arm of OSHA. NIOSH conducted research a number of years ago and documented the case against being able to obtain a consistent adequate seal when facial hair was present in the area of the face piece seal.

The 1998 adoption of the respiratory regulation by OSHA requires fit testing prior to using an SCBA in Immediately Dangerous to Life or Health (IDLH) atmospheres. This regulation expressly forbids facial hair in the area covered by the face piece seal. Fire fighters may not participate in any Kansas Fire & Rescue Training Institute fire ground activities that require the use of an SCBA without being fit tested prior to wearing the SCBA. You cannot be fit tested with a beard or facial hair in the area of the seal.

### 15.2 The Kansas Fire & Rescue Training Institute Policy Regarding Facial Hair

The Kansas Fire & Rescue Training Institute has had a long-standing policy prohibiting facial hair in the area of the face piece seal. Effective immediately, facial hair in the area of the seal will not be allowed. Candidates not in compliance with this policy who wish to participate in Kansas Fire & Rescue Training Institute activities requiring the use of an SCBA in potentially hazardous atmospheres (live fire training, FFI, FFII, Airport FF, Hazmat Operations/Technician, certification testing, etc.) will be given two options:

1. Shave prior to participating in the activity.
2. Do not participate in the activity.

No exceptions to this policy will be granted. It should be noted that a one or two day beard growth (stubble) is considered facial hair. Participants must be visibly clean-shaven in the area of the face piece seal. This policy has been developed in consultation with the University of Kansas legal department.

## **16.0 Equivalency/Reciprocity**

### **16.1 Review of Requests for Equivalency/Reciprocity**

The Kansas Fire & Rescue Training Institute will review all requests for grants of equivalent reciprocal certification to candidates who meet the following criteria:

1. Documented certification granted by nationally accredited entities which adhere to pertinent NFPA standards. The national accrediting entities presently recognized are IFSAC and NPQB.
2. Are active military in Kansas or are living in Kansas or in a border area and are a member of a Kansas Fire Department.

### **16.2 Requests Considered on an Individual Basis**

Each candidate requesting equivalency/reciprocity certification in Kansas will be treated on an individual basis. Some candidates may be required to complete additional elements before equivalency/reciprocity is granted. These elements may include written and practical certification exams.

### **16.3 Reciprocity Options**

If Reciprocity is granted the candidate may select from the following options:

1. No Fee: A letter recognizing and granting equivalency /reciprocity is issued. The Holder must provide a copy of original certification document and letter when using certification as a required prerequisite.
2. \$25 Fee: The Candidate is issued a new certificate and a new IFSAC number.

### **16.4 Reciprocity Restricted to Kansas Fire Service**

The Kansas Fire & Rescue Training Institute does not participate in the practice of certifying fire fighters from outside of the Kansas fire service. Individuals living outside of Kansas and not serving on a Kansas fire department will not be granted reciprocity nor be allowed to participate in the certification process. Exceptions to this policy may be granted for persons demonstrating a justifiable need for certification through the Kansas Fire & Rescue Training Institute. In this event, individuals should request reciprocity in writing with an explanation of the need for Kansas certification.

## 17.0 Certification Test Banks

### 17.1 Written Exam Test Banks

Written exam questions are maintained in test banks for each level of certification. Test banks will contain questions that are referenced to NFPA objectives as well as to the text book source. Questions are reviewed by the Kansas Fire & Rescue Training Institute personnel for content and construction prior to use. Exam analysis may be conducted with scored answer sheets to verify the validity and reliability of the exams.

### 17.2 Exam Security

Exam security measures have been created for this program to insure that every candidate is allowed an equal chance for success. These procedures are further intended to prevent any individual or group from gaining an unfair advantage over other candidates. No one will be granted access to written exam materials other than those persons taking an exam. No one will be provided advanced knowledge of the contents of an exam (written or practical) prior to the exam. No one (instructors, chief officers, former candidates, etc.) will be granted access to written or practical exams for the purpose of viewing or reviewing the exam. Any challenges to the validity of the exam or any item on the exam should be directed to the Kansas Fire & Rescue Training Institute Certification Program Manager. These security measures are designed solely to protect the integrity of the national certification process and to safeguard the value of every national certified fire fighter's certification.

### 17.3 Exams Administered on Shift

If an exam is administered to candidates on shift and candidates and/or exam coordinator are required to respond to an emergency call the following procedures must be observed.

1. Only relevant personnel may leave the exam to respond.
2. The exam coordinator must collect test booklets and answer sheets, of candidates responding to the emergency call.
3. The exam coordinator notes the time the candidates leave and return adjusting the candidates total exam time to compensate for the candidates' absence.
4. Upon return from the emergency call the candidate must immediately resume the test.
5. If the emergency call is of long duration and/or involves a majority of the class the exam coordinator shall declare the test invalid and reschedule an appropriate time to retest.
6. If the emergency call is of short duration the exam coordinator may at his/her discretion continue the exam adjusting for the elapsed time.

7. If the exam coordinator must respond to the emergency call he must collect and then secure all of the test booklets and answer sheets prior to his departure. He must also advise candidates not to study or discuss test items in his absence.
- If the emergency call is of long duration the exam coordinator shall declare the test invalid and reschedule an appropriate time to retest.
- If the emergency call is of short duration the exam coordinator may at his/her discretion continue the exam, adjusting for the elapsed time.

## **18.0 Policies Regarding Exam Sites**

### **18.1 Responsibilities of Host Departments**

Due to the evolving requirements of the NFPA standards the logistical capabilities required of hosting fire departments has increased. The Kansas Fire & Rescue Training Institute attempts to maintain a supply of specialized equipment that is needed in the testing process, however the nature of the standards prevent the Kansas Fire & Rescue Training Institute from having all of the equipment necessary to conduct an exam.

### **18.2 Information Regarding Hosting an Exam**

A list of the items that the host department must provide appears below. Fire departments wishing to host an exam should contact the Kansas Fire & Rescue Training Institute for detailed information.

### **18.3 Items Provided by Host Department**

Items/conditions to be provided by the hosting department may include:

1. Meet all NFPA Safety Standards (required - no exceptions).
2. Fire Department Pumpers (equipped as per NFPA 1901) with pumper operators as needed. Water source supplying required GPM for skill stations selected.
3. Equipment and locations needed to conduct any practical station of the standard being tested.
4. Space to conduct live burns via a Burn Trailer or LPG Trailer if part of test.
5. A space, power extrication tools and the ability to acquire up to four (4) vehicles to be used in an auto extrication exam station. Confirm cost with the Kansas Fire & Rescue Training Institute prior to obligating for the vehicles. Cost will be paid by the Kansas Fire & Rescue Training Institute.

6. Appropriate buildings so that ladder operations can be conducted (to a pitched roof, to an upper floor window, to a flat roof).
7. Classroom with tables and chairs suitable to conduct a written test or be used for classroom presentations

#### 18.4 Availability of Items

All of these items must be available if requested by the Kansas Fire & Rescue Training Institute in order to conduct an exam. Every item may not be needed at every exam site, however, because of the random nature of the practical exam selection and the need to keep the skills to be tested confidential all items must be available within only a few hours notification.

#### 18.5 Nondisclosure of Test Equipment Prior to Exam

The Kansas Fire & Rescue Training Institute cannot tell local exam hosts exactly what equipment will be needed until only a few hours prior to the exam. Any prior notification beyond this time limit would violate the accreditation requirements that the Kansas Fire & Rescue Training Institute must adhere to in order to issue National Certification.

#### 18.6 Tentative Arrangements for Items Requiring Special Effort

It is suggested that items requiring special effort be tentatively arranged for with the understanding that these items will have to be delivered with a few hours notice. For example, arrangements with a local auto salvage could be made for two autos. The agreement should include that the auto salvage understands that **if** the autos are needed, it would be on the day of the exam and they would get 4 hours notice to deliver the vehicles (or the test station could be conducted at the local salvage yard if it is close by).

#### 18.7 Detailed Information

Detailed questions on requirements and guidelines for hosting an exam should be directed to the Certification Manager at the Kansas Fire & Rescue Training Institute.

## 19.0 Requirements for Each Level of Certification Offered

The following pages include a Certification Overview at a Glance as well as an individual sheet for each level of certification. These individual sheets contain specific information about the requirements and specifications for each level of certification.

### *Special Notice*

The following notice applies to the following certification levels:

**Fire Fighter I**    **Fire Fighter II**    **Airport Fire Fighter**    **HazMat Operations/Technician**

The respiratory regulation by OSHA, 29 CFR Part 1910.134, requires fit testing prior to using an SCBA in Immediately Dangerous to Life or Health (IDLH) atmospheres. After January 1, 2000, fire fighters may not participate in fire ground activities that require the use of an SCBA without documenting fit testing. After July 1, 2000, all certification candidates must document fit testing in compliance with 29 CFR 1910.134.

Persons with beards or facial hair in the area of the SCBA face piece seal will not be allowed to participate in the skills exam for any certification level requiring the wearing of SCBA as a component (i.e.; FFI, FFII, Airport FF, Hazmat Operations/Technician). Candidate must be visibly clean shaven without stubble in the area of the SCBA face piece seal.

## Certification Overview at a Glance

NFPA Standard	Written Test	Practical Test	Practical Project	Local Verification
<b>Fire Fighter I</b> NFPA 1001, 1997 Edition	Part 1 - 100 ques. Part 2- 25 ques. (Hazmat)	4 stations may include multiple skills per station		Medical trng. CPR Fire safety info. Dwelling insp.
<b>Haz Mat Awareness</b> NFPA 472, 1997 Edition	50 questions	NAERG lookup activities on exam		
<b>Fire Fighter II</b> NFPA 1001, 1997 Edition	Part 1 - 50 ques. Part 2 - 20 ques (Hazmat)	4 stations may include multiple skills per station		
<b>Haz Mat Operational</b> NFPA 472, 1997 Edition	50 questions	4 stations may include multiple skills per station		
<b>Airport Fire Fighter</b> NFPA 1003, 2000 Edition	50 questions	4 stations may include multiple skills per station		
<b>Driver/Operator Pumper</b> NFPA 1002, 1998 Edition	75 questions	100% of skills in standard are tested (test conducted 1-on-1 in local dept.)		
<b>Fire Service Instructor I</b> NFPA 1041, 1996 Edition	50 questions	Presentation		
<b>Fire Service Instructor II</b> NFPA 1041, 1996 Edition	50 questions	Presentation	Yes (lesson plan preparation & modification)	
<b>Fire Inspector I</b> NFPA 1031, 1998 Edition	75 questions		Yes (project includes multiple activities)	
<b>Fire Officer I</b> NFPA 1021, 1997 Edition	75 questions		Yes (project includes multiple activities)	

## Certification Overview at a Glance

NFPA Standard	Written Test	Practical Test	Practical Project	Local Verification
<b>Fire Officer II</b> NFPA 1021, 1997 Edition	75 questions	2 scenarios	2 take home projects	
<b>Hazmat Technician</b> NFPA 472-1997	Part 1: 75 questions Part 2: 20 questions	4 stations may include multiple skills per station		
<b>Driver/Operator-ARFF</b> NFPA 1002-1998	50 questions	4 stations may include multiple skills per station		
<b>Driver/Operator-Aerial</b> NFPA 1002-1998	50 questions	4 stations may include multiple skills per station		

# Fire Fighter I

## NFPA 1001-1997

### Prerequisites:

Candidates seeking certification, for **Fire Fighter I**, within the Kansas Fire & Rescue Training Institute, The University of Kansas, certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute:
2. Verification of the following by Fire Chief or Employer:
  - Medical care training in infection control, bleeding control and shock management.
  - CPR
  - Perform a fire safety inspection on a private dwelling per NFPA 1001 3-5.1 (inspect own house)
  - Present fire safety information to station visitors or small groups per NFPA 1001 3-5.2
3. Candidate must be competent in all objectives listed in:
  - NFPA Standard 1001 for Fire Fighter I.
  - NFPA 472 Hazardous Materials Awareness Level (Chapter 2)

### Written Examination:

The **Fire Fighter I** written certification exam is based on knowledge objectives listed in *NFPA 1001 Standard for Firefighter Professional Qualifications* and *NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents Awareness Level*. Candidates are required to score a minimum of 70%. The exam contains two parts. Part 1 contains one hundred (100) true and false and/or multiple choice questions and is based on the standard minus the hazardous materials requirements (NFPA 472). Part 2 of the exam is a 25 question exam covering Hazardous Materials Awareness requirements as stated in NFPA 472.

### Practical Examination:

The **Fire Fighter I** practical certification exam is based on skill objectives listed in *NFPA 1001 Standard for Firefighter Professional Qualifications* and *NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents Awareness Level*. Candidates will be required to score a minimum of 100% on "Critical" skills and a minimum of 70% on "Non-critical" skills. "Critical" vs. "Noncritical" skills are clearly identified on the evaluation checklists. These checklists are available as part of the **Fire Fighter I Study Guide** available from the Kansas Fire & Rescue Training Institute.

### References/Textbooks:

IFSTA, Essentials of Firefighting, 4th edition

Emergency Response to Terrorism - self study, FEMA 1997

IFSTA, Hazardous Materials for First Responders, 2nd edition

North American Emergency Response Guidebook, current edition

# Fire Fighter II

## NFPA 1001-1997

### Prerequisites:

Any candidate seeking certification, for **Fire Fighter II**, within the Kansas Fire & Rescue Training Institute, The University of Kansas, certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute
2. Candidate must be competent in all the objectives listed in:
  - NFPA Standard 1001 for Fire Fighter II.
  - NFPA Standard 472 for operations level (Chapter 3)
3. Certification by NPQB or IFSAC accredited agency as noted:
  - Fire Fighter I Certification - NFPA 1001

### Written Examination:

The **Fire Fighter II** written certification exam is based on knowledge objectives listed in *NFPA 1001 Standard for Firefighter Professional Qualifications* and *NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents Operations Level*. Candidates will be required to score a minimum of 70%. The exam contains two parts. Part 1 contains Fifty (50) true and false and/or multiple choice questions and is based on the standard minus the hazardous materials requirements (NFPA 472). Part 2 of the exam is a 20 question exam covering Hazardous Materials Operational requirements as stated in NFPA 472.

### Practical Examination:

The **Fire Fighter II** practical certification exam is based on skill objectives listed in *NFPA 1001 Standard for Firefighter Professional Qualifications* and *NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents Operations Level*. Candidates will be required to score a minimum of 100% on "Critical" skills and a minimum of 70% on "Non-critical" skills. "Critical" vs. "Noncritical" skills are clearly identified on the evaluation checklists. These checklists are available as part of the **Fire Fighter II Study Guide** available from the Kansas Fire & Rescue Training Institute.

### References/Textbooks:

IFSTA, Essentials of Firefighting, 4th edition

Emergency Response to Terrorism - self study, FEMA 1997

IFSTA, Hazardous Materials for First Responders, 2nd edition

FPP, Hazardous Materials Managing the Incident, 1995

North American Emergency Response Guidebook, current edition

# Hazardous Materials Awareness

## NFPA 472-1997

### **Prerequisites:**

Any candidate seeking certification, for **Hazardous Materials Awareness**, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Candidate must be competent in all objectives listed in *NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 2- Awareness Level*

### **Written Examination:**

The Hazardous Materials Awareness written certification exam is based on knowledge objectives listed in *NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 2-Awareness Level*. Candidates are required to score a minimum of 70%.

### **Practical Examination:**

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

### **References/Textbooks:**

Emergency Response to Terrorism - self study, FEMA 1997  
IFSTA, Hazardous Materials for First Responders, 2nd edition  
North American Emergency Response Guidebook, current edition

# Hazardous Materials Operations

## NFPA 472-1997

### **Prerequisites:**

Any candidate seeking certification, for **Hazardous Materials Operations Certification**, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Candidate must be competent in *NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 2-Awareness Level*
3. Candidates must be competent in *NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 3 Operations Level*.

### **Written Examination:**

The Hazardous Materials Operations written certification exam is based on knowledge objectives listed in *NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 3 Operations Level*. Candidates are required to score a minimum of 70%.

### **Practical Examination:**

The Hazardous Materials Operations certification practical exam is based on the *NFPA Standard 472 on Professional Competence of Responders to Hazardous Materials Incidents Chapter 3 - Operations Level*. Candidates will be required to score a minimum of 100% on "Critical" skills and a minimum of 70% on "Noncritical" skills. "Critical" vs. "Noncritical" skills are clearly identified on the evaluation checklists. These checklists are available as part of the Study Guide.

### **References/Textbooks:**

Emergency Response to Terrorism - self study, FEMA 1997  
IFSTA, Hazardous Materials for First Responders, 2nd edition  
FPP, Hazardous Materials Managing the Incident, 1995  
North American Emergency Response Guidebook, current edition

# Hazardous Materials Technician

## NFPA 472-1997

### Prerequisites:

Candidates seeking certification, for **Hazardous Materials Technician**, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Candidate must be competent in all objectives listed in:
  - NFPA 472 Hazardous Materials Awareness Level (Chapter 2)
  - NFPA 472 Hazardous Materials Operation Level (Chapter 3)

### Written Examination:

The written certification exam is based on knowledge objectives listed in *NFPA 472 Standard on Professional Competence of Responders to Hazardous Materials Incidents Technician Level*. Candidates are required to score a minimum of 70%. The written exam contains two parts.

Part 1 contains seventy five (75) true and false and/or multiple choice questions and is based on the standard.

Part 2 of the written exam is a twenty five (25) question exam covering Hazardous Materials Awareness and Operations requirements as stated in NFPA 472.

### Practical Examination:

The Hazardous Materials Technician practical certification exam is based on skill objectives listed in *NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents Technician Level*. Skills from Hazardous Materials Operations Level may be included to ensure competency. Candidates will be required to score a minimum of 100% on "Critical" skills and a minimum of 70% on "Noncritical" skills. "Critical" vs. "Noncritical" skills are clearly identified on the evaluation checklists. These checklists are available as part of the Hazardous Materials Technician Study Guide available from the Kansas Fire & Rescue Training Institute.

### References/Textbooks:

IFSTA, Hazardous Materials for First Responders, 2nd edition

FPP, Hazardous Materials, Managing the Incident, 2nd edition, 1999

IAFF, Training for Hazardous Materials Response: Technician, Student Text Modules

NFA, Emergency Response To Terrorism: Basic Concepts, Student Manual

# Airport Fire Fighter

## NFPA 1003-2000

### **Prerequisites:**

Any candidate seeking certification, for **Airport Fire Fighter**, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Candidate must be competent in all objectives in Chapter 3, NFPA Standard 1003.
3. Certification at NFPA Fire Fighter II and NFPA 472 Chapter 3, Hazmat Operations.

### **Written Examination:**

The **Airport Fire Fighter** written certification exam is based on knowledge objectives listed in *NFPA 1003 Airport Fire Fighter Professional Qualifications - Chapter 3*

Candidates are required to score a minimum of 70% on the written exam.

### **Practical Examination:**

The **Airport Fire Fighter** practical certification exam is based on skill objectives listed in *NFPA 1003 Airport Fire Fighter Professional Qualifications-Chapter 3*.

Candidates will be required to score a minimum of 100% on "Critical" skills and a minimum of 70% on "Noncritical" skills of the practical exam. "Critical" vs. "Noncritical" skills are clearly identified on the evaluation checklists. These checklists are available as part of the Kansas Fire & Rescue Training Institute Airport Fire Fighter Study Guide.

### **References/Textbooks:**

IFSTA, Aircraft Rescue and Fire Fighting, 3rd edition

# Fire Apparatus Driver/Operator-Pumper NFPA 1002 -1998

## Prerequisites:

Any candidate seeking certification, for **Fire Apparatus Driver/Operator-Pumper** certification, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Verification of the following:
  - Valid Kansas driver's license
  - Licensed to drive all vehicles candidate is expected to operate
  - Fire Fighter I Certification by a NPQB **or** IFSAC accredited agency
3. Candidate must be competent in all objectives listed in NFPA Standard 1002 for Fire Apparatus Driver/Operator-Pumper, Chapters 2 and 3.

## Written Examination:

The **Fire Apparatus Driver/Operator-Pumper** written certification exam is based on knowledge objectives listed in *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications* - Chapters 2 and 3. Candidates are required to score a minimum of 70%.

## Practical Examination:

The **Fire Apparatus Driver/Operator-Pumper** certification practical exam is based on the *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications* - Chapters 2 and 3. Candidates are required to score a minimum of 70%.

All elements of the practical exam will be performed with a fire department pumper (per NFPA 1901) from the candidate's own department, with which they are familiar. Since some of the practical skills require two pumpers, each practical exam must have a minimum of two pumpers available. The written and practical test will be conducted at the local fire department for a minimum of two candidates.

## References/Textbooks:

IFSTA , Pumping Apparatus Driver/Operator, 1st printing

# **Fire Apparatus Driver/Operator-ARFF NFPA 1002-1998, Chapter 7**

## **Prerequisites:**

Any candidate seeking certification, for **Fire Apparatus Driver/Operator-ARFF** certification, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Verification of the following:
  - Valid Kansas driver's license
  - Licensed to drive all vehicles candidate is expected to operate
  - Fire Fighter II Certification by a NPQB or IFSAC accredited agency
3. Candidate must be competent in all objectives listed in NFPA Standard 1002 for Fire Apparatus Driver/Operator-ARFF, Chapter 7.

## **Written Examination:**

The **Fire Apparatus Driver/Operator-ARFF** written certification exam is based on knowledge objectives listed in *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications* - Chapter 7. Candidates are required to score a minimum of 70%.

## **Practical Examination:**

The **Fire Apparatus Driver/Operator-ARFF** certification practical exam is based on the *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications* - Chapter 7. Candidates are required to score a minimum of 70%.

All elements of the practical exam will be performed with an aircraft rescue and fire fighting apparatus (per NFPA 414 and 403) from the candidate's own department, with which they are familiar. The written and practical test will be conducted at the local fire department for a minimum of two candidates.

## **References/Textbooks:**

IFSTA , Pumping Apparatus Driver/Operator, 1st printing  
IFSTA, Aircraft Rescue and Firefighting, 4th edition, 1st printing

# **Fire Apparatus Driver/Operator-Aerial NFPA 1002-1998, Chapter 4**

## **Prerequisites:**

Any candidate seeking certification, for **Fire Apparatus Driver/Operator-Aerial** certification, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Verification of the following:
  - Valid Kansas driver's license
  - Licensed to drive all vehicles candidate is expected to operate
  - Fire Fighter I Certification by a NPQB **or** IFSAC accredited agency
3. Candidate must be competent in all objectives listed in NFPA Standard 1002 for Fire Apparatus Driver/Operator-Aerial, Chapter 4.

## **Written Examination:**

The **Fire Apparatus Driver/Operator-Aerial** written certification exam is based on knowledge objectives listed in *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications* - Chapter 4. *Candidates* are required to score a minimum of 70%.

## **Practical Examination:**

The **Fire Apparatus Driver/Operator-Aerial** certification practical exam is based on the *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications* - Chapter 4. Candidates are required to score a minimum of 70%.

## **Practical Exam Requirement:**

The practical exam will require that candidates test using a fire department apparatus equipped with an aerial device, per NFPA 1901, from their own department with which they are familiar. All elements of the practical exam will be performed with a fire department apparatus equipped with an aerial device. The written and practical test will be conducted at the local fire department for a minimum of two candidates.

## **References/Textbooks:**

IFSTA, [Aerial Apparatus, Driver/Operator Handbook](#), 1st edition, 1st printing, 2000  
IFSTA, [Pumping Apparatus, Driver/Operator Handbook](#), 1st edition, 1st printing, 1999

# Instructor I

## NFPA 1041-1996

### **Prerequisites:**

Any candidate seeking certification, for **Instructor I Certification**, within the Kansas Fire & Rescue Training Institute, the University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Candidate must be competent in all objectives listed in *NFPA 1041 Standard for Fire Service Instruction Professional Qualifications-Chapter 2*
3. Candidate must have successfully completed the Kansas Fire & Rescue Training Institute's class "Fire Service Instructor I" or an equivalent class approved by the Kansas Fire & Rescue Training Institute.

### **Written Examination:**

The Instructor I written certification exam is based on knowledge objectives listed in *NFPA 1041 Standard for Fire Service Instruction Professional Qualifications-Chapter 2*. Candidates are required to score a minimum of 70%.

### **Presentation:**

The Instructor I certification practical exam is based on the *NFPA 1041 Standard for Fire Service Instruction Professional Qualifications*. Candidates are required to score a minimum of 70%.

### **References/Textbooks:**

IFSTA, Fire and Emergency Services Instructor, 6th edition

# Instructor II

## NFPA 1041-1996

### **Prerequisites:**

Any candidate seeking certification, for **Instructor II** certification within the Kansas Fire & Rescue Training Institute, the University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Certification as NFPA 1041 Instructor I by NPQB or IFSAC accredited agency.
3. Candidate must be competent in all objectives listed in *NFPA 1041 Standard for Fire Service Instruction Professional Qualifications-Chapter 3*
4. Candidate must have successfully completed the Kansas Fire & Rescue Training Institute's class "Fire Service Instructor II" or an equivalent class approved by the Kansas Fire & Rescue Training Institute.

### **Written Examination:**

The **Instructor II** written certification exam is based on knowledge objectives listed in *NFPA 1041 Standard for Fire Service Instruction Professional Qualifications-Chapter 3*. Candidates are required to score a minimum of 70%.

### **Presentation and Project:**

The **Instructor II** certification practical exam and project is based on the *NFPA 1041 Standard for Fire Service Instruction Professional Qualifications - Chapter 3*. Candidates are required to score a minimum of 70%.

### **References/Textbooks:**

IFSTA, Fire and Emergency Services Instructor, 6th edition

# Fire Inspector I

## NFPA 1031-1998

### Prerequisites:

Any candidate seeking certification, for **Fire Inspector I** certification, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. The candidate shall meet the requirements of Section 2-2 of NFPA 472 (Hazmat Awareness-Analyzing the Incident)
3. Candidate must be competent in all objectives listed in *NFPA Standard 1031 for Fire Inspector Professional Qualifications Chapter-3*.

### Written Examination:

The **Fire Inspector I** written certification exam is based on knowledge objectives listed in *NFPA Standard 1031 for Fire Inspector Professional Qualifications Chapter-3*. Candidates are required to score a minimum of 70%.

### Practical Examination Project:

The **Fire Inspector I** certification practical exam project is based on the *NFPA Standard 1031 for Fire Inspector Professional Qualifications Chapter-3*. Candidates are required to score a minimum of 70%.

### References/Textbooks:

IFSTA, Fire Inspection and Code Enforcement, 6th edition  
IFSTA, Hazardous Materials for First Responders, 2nd edition  
FPP, Hazardous Materials Managing the Incident, 2nd edition, 1995  
North American Emergency Response Guidebook, current edition

# Fire Officer I

## NFPA 1021-1997

### Prerequisites:

Any candidate seeking certification, for **Fire Officer I** certification, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Certification by NPQB or IFSAC accredited agency as noted:
  - Fire Fighter II certification NFPA 1001
3. Candidate must be competent in all objectives listed in *NFPA Standard 1021 for Fire Officer Professional Qualifications*.

### Written Examination:

The **Fire Officer I** written certification exam is based on knowledge objectives listed in the *NFPA Standard 1021 for Fire Officer Professional Qualifications*. Candidates are required to score a minimum of 70%.

### Practical Exam Project:

The **Fire Officer I** certification project is based on the *NFPA Standard 1021 for Fire Officer Professional Qualifications*. Candidates are required to score a minimum of 70%.

### References/Textbooks:

IFSTA, Fire Department Company Officer, 3rd edition

Fire Officer I Student Manual, Maryland University Fire & Rescue Institute, Sept. 1999, rev. ed.

# Fire Officer II

## NFPA 1021-1997

### Prerequisites:

Any candidate seeking certification, for **Fire Officer II** certification, within the Kansas Fire & Rescue Training Institute, The University of Kansas certification system must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Certification by NPQB or IFSAC accredited agency as noted:
  - Fire Fighter I & II, NFPA 1001
  - Fire Officer I, NFPA 1021
  - Fire Instructor I, NFPA 1041
3. Candidate must be competent in all objectives listed in *NFPA Standard 1021 for Fire Officer Professional Qualifications Chapter 3*.

### Written Examination:

The **Fire Officer II** written certification exam is based on knowledge objectives listed in the *NFPA Standard 1021 for Fire Officer Professional Qualifications Chapter 3*. The written exam consists of seventy-five (75) true/false and/or multiple choice questions and is based on objectives listed in the standard. Candidates are required to score a minimum of 70%.

### Practical Examination Project:

The **Fire Officer II** certification project is based on the *NFPA Standard 1021 for Fire Officer Professional Qualifications*. The practical examination consists of two parts.

Part 1 consists of two (2) scenarios chosen from six (6) projects given with the written exam.

Part 2 consists of two (2) take home projects randomly chosen from five (5) topics, at the time of the written exam, to be completed by the candidate within his/her own department. Topics in Part 2 include: Public education, Fire inspections, Operational plans, Transmittal report, Fire investigation.

Part 2 of the practical exam must be completed and submitted to the Kansas Fire & Rescue Training Institute within one year of the candidate's written exam date. Failure to submit Part 2 of the practical exam within one year from the candidate's original written exam date will result in the candidate being required to retake all portions of the written as well as practical exam. Candidates are required to score a minimum of 70% on the practical examination.

### References/Textbooks:

IFSTA, *Fire Department Company Officer*, 3rd edition

*Fire Officer I Student Manual*, Maryland University Fire & Rescue Institute, Sept. 1999, rev. ed.

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# **Certification Program Forms for Duplication**

**Kansas Fire & Rescue Training Institute  
The University of Kansas**

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# Kansas Fire & Rescue Training Institute The University of Kansas National Certification Application Form

Return Application to: Kansas Fire & Rescue Training Institute  
University of Kansas Continuing Education  
1515 St. Andrews Dr.  
Lawrence, KS 66047-1625

## Personal Information

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Home Address \_\_\_\_\_ Home City \_\_\_\_\_ State \_\_\_\_\_ Home Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_ FAX \_\_\_\_\_  
 Fire Department/Organization \_\_\_\_\_ Fire Department ID Number (KFIRS Number) \_\_\_\_\_

### Check all that apply

- Male  Female  
 Paid Fire Fighter  
 Volunteer Fire Fighter  
 Student  
 EMS  
 Law Enforcement  
 Industrial Fire Fighter

## Please circle the category/level of certification for which you are applying.

Kansas Fire Department fees are \$30 per level unless otherwise indicated; non Kansas Fire Department fees are \$60 per level.

Fire Fighter I Driver/Operator Pumpier \* Haz Mat Awareness (\$25) Instructor I \* Officer I \* Inspector I  
 Fire Fighter II \* Driver/Operator ARFF \* Haz Mat Operations \* Instructor II \* Officer II \*  
 Driver/Operator Aerial \* Haz Mat Technician \* Airport Fire Fighter \*

\* Certification at this level requires a prerequisite certification. Refer to the appropriate certification criteria, in the study guide, to ensure that you meet these requirements.

## Payment Method

Each application must be accompanied by payment of appropriate certification fees. Approved methods of payment are listed below. Please indicate method of payment you will use.

Payment enclosed (check or money order)  Bill my department/organization  MasterCard  VISA  Discover  American Express

P.O. #: \_\_\_\_\_ FEIN: \_\_\_\_\_ Account number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

## Testing Site Registration (optional)

If you know the location and date of the test site that you wish to attend, please list that information below. A certification exam schedule can be obtained by contacting the Kansas Fire & Rescue Training Institute at 785-864-4790 (phone), or e-mail to [ku/st@ku.edu](mailto:ku/st@ku.edu) or visit our web site (address: <http://www.kuce.org/1st/>).

I wish to register for the following test site: Location: \_\_\_\_\_ Test Date: \_\_\_\_\_

I verify that I have reviewed the certification guidelines as stated in the Kansas Fire & Rescue Training Institute Certification Criteria and Procedures document and agree to conform to those guidelines. I further verify that all information submitted on this form is accurate.

Special Accommodation: If you will need special accommodation, please check the box preceding this statement and you will be contacted by a staff member.

**NFPA 1001 - 1997 FFI  
Local Verification**

10/99

Objectives: NFPA 1001-1997, 2-3, 3-5.1, 3-5.2

**Candidate's Name:** \_\_\_\_\_ **Social Security#:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**2-3**

The candidate must have completed the emergency medical care performance capabilities listed below to meet the objectives of NFPA 1001-1997. These requirements must be developed and validated at the local level as per local department protocol. Documentation of the requirements contained below are subject to verification by the University of Kansas Fire & Rescue Training Institute in written form and/or a hard copy of the document(s).

The candidate identified above has met minimum emergency medical care requirements, developed and validated by local department protocol for entry level personnel, including CPR, Infection Control, Bleeding Control and Shock Management.

**3-5.1**

Perform a fire safety survey in a private dwelling, given survey forms and procedures, so that fire and life safety hazards are identified, recommendations for their correction are made to the occupant, and unresolved issues are referred to the proper authority. It is recommended that the Fire Fighter I candidate conduct this survey in their own residence.

**3-5.2**

Present fire safety information to station visitors or small groups, given prepared materials, so that all information is presented, the information is accurate, and questions are answered or referred. The requirements of this objective could be conducted at your own department, using fire safety information or handouts, provided by the department. All information presented must be accurate and all questions should be answered and/or referred to a source that can answer them.

I have reviewed the candidate's file and affirm that the candidate identified above has met the medical requirements, has conducted the fire safety survey of his/her own dwelling and has presented fire safety information to station visitors or a small group under supervision. All requirements have been conducted as per local department protocol. All information listed above can be validated by a written and/or hard copy of the documents maintained by the local department.

<p><b>Mail Completed Form To:</b> <b>Kansas Fire &amp; Rescue Training Institute, The University of Kansas</b> <b>1515 St. Andrews Drive</b> <b>Lawrence, KS 66047-1625</b></p>
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\_\_\_\_\_  
Typed or Legibly Printed Name of Fire Chief or Training Officer

\_\_\_\_\_  
Signature of Fire Chief or Training Officer

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Fire Department Telephone #: (        ) \_\_\_\_\_ - \_\_\_\_\_

END OF DOCUMENT

