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## FOREWORD

The Missouri State General Assembly created the Office of the State Fire Marshal in 1972 to provide assistance to local agencies with the investigation of fires and explosions. In 1985, the General Assembly passed major legislation which reorganized the Office into the Missouri Division of Fire Safety. This legislation added the responsibilities of the training of fire fighters, investigators and any state employee performing fire inspections pursuant to state statutes or state licensing requirements; establishing a statewide reporting system; conducting investigations; and conducting fire inspections for licensing purposes.

In 1985, the Division of Fire Safety initiated a program of certification for fire investigators followed by certification programs for fire fighters, fire inspectors and instructors. In 1994, the Division introduced a Fire Fighter I and II training packet designed to comply with the National Fire Protection Association Standard 1001-1992. Testing procedures were developed and implemented to certify fire fighters to this standard.

The Division of Fire Safety was accredited by the International Fire Service Accreditation Congress in 1996 for the levels of Fire Fighter I and II. In 2001, the Division was reaccredited by IFSAC and accredited for the levels of Hazardous Materials Awareness and Operations, Fire Service Instructor I, Fire Investigator, Fire Inspector, and Fire Officer I. In 2005, the Division was again reaccredited and received initial accreditation for the additional levels of Fire Service Instructor II and Fire Officer II.



## GENERAL PROCEDURES

### **1.1 Endorsement of the Missouri Division of Fire Safety as the Certification Agency in Missouri**

Missouri Revised Statute 320.202 states:

The fire marshal and the division shall be responsible for:

- (1) The voluntary training of firefighters, investigators, inspectors, and public or private employees or volunteers in the field of emergency response, rescue, fire prevention or preparedness;
- (5) Establishing and maintaining a voluntary training and certification program based upon nationally recognized standards. A certification testing fee and recertification fee shall be established by promulgated rules and regulations by the state fire marshal under the provisions of section 536.024, RSMo. Fees collected shall be deposited into the general revenue fund.

### **1.2 Stringent Certification Criteria**

The Missouri Division of Fire Safety strives to provide certification criteria that are more stringent than the current edition of the National Fire Protection Association Professional Qualification Standards or other standards adopted by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (NBFSPQ).

### **1.3 Official Date of Adoption**

The Missouri Division of Fire Safety announces a cut-off date for certification in compliance with the official date of publication of a NFPA Qualification Standard. Prior to the established cut-off date the Division of Fire Safety certifies to the previous NFPA Standard. In no case shall the designated cut-off date exceed a period of three (3) calendar years from the official date of adoption of the particular NFPA Standard.



## GENERAL PROCEDURES

### **1.4 Certification Availability**

Consistent and quality instruction and certification is the primary obligation of the Missouri Division of Fire Safety to its students. The Division is operated in accordance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990 and the Equal Employment Opportunity Act, as well as other federal and state laws, regulations, and guidelines, which prohibit discrimination on the basis of race, color, creed, religion, national origin, age, sex, or handicap.

Discrimination of any form including ethnic slurs, jokes, sexist remarks, etc. are strictly prohibited and should be reported to the Division of Fire Safety. Any student, volunteer instructor, or staff member who believes he or she has not received fair treatment may submit a complaint to the Director of the Division of Fire Safety.

### **1.5 Availability of all Testing and Certifying Services**

The primary goal of the Division of Fire Safety, as an accrediting entity, is to make available all training, technical assistance, testing and certification services to all emergency response personnel in the State of Missouri.

The Missouri Division of Fire Safety is operated in accordance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990 and the Equal Employment Opportunity Act, as well as other federal and state laws, regulations, and guidelines, which prohibit discrimination on the basis of race, color, creed, religion, national origin, age, sex, or handicap.



## GENERAL PROCEDURES

### **1.6 Certification Levels**

The Division of Fire Safety currently offers the following levels of certification:

<b><u>Entity Level</u></b>	<b><u>Corresponding NFPA Level</u></b>
Fire Fighter I	NFPA 1001-1992, 1997, 2002, 2008
Fire Fighter II	NFPA 1001-1992, 1997, 2002, 2008
Fire Investigator	NFPA 1033-1998, 2003, 2009
Fire Inspector	NFPA 1031-1998, 2003, 2009
Fire Service Instructor I	NFPA 1041-1996, 2002, 2007
Fire Service Instructor II	NFPA 1041-1996, 2002, 2007
Fire Officer I	NFPA 1021-1997, 2003, 2009
Fire Officer II	NFPA 1021-1997, 2003, 2009
Hazardous Materials:	
Awareness Level	NFPA 472-1997, 2002, 2008
Operational Level	NFPA 472-1997, 2002, 2008
Driver/Operator - Pumper	NFPA 1002, 1998



## GENERAL PROCEDURES

### **1.7 Certification Requirements**

Individuals applying to the Division of Fire Safety for any level of certification must meet the requirements for the appropriate level as published in the appropriate corresponding certification application booklet.

#### **1.7.1 Recertification Requirements**

All Fire Service Instructor I and II, Fire Inspector I, and Fire Investigator Certification levels shall expire three years from the certification date or from date of recertification.

Notification of approaching expiration will be sent to the individual's home address prior to the recertification date. The individual is responsible for supplying the Division with a current home address.

All applicants for recertification will be required to complete the following criteria in order to renew certification:

- A. Complete and submit the Recertification Application
- B. Summary of how his or her duties over the past three (3) years reflect his or her current certification level.

Applicants for recertification for any level of Fire Service Instructor must also submit:

Documentation of 24 hours additional training related to instructional areas. For every hour of verifiable instruction of a certificated course in either a fire academy, educational institution, or National Fire Academy, or documented in-service training, you will receive one hour of credit, not to exceed 12 hours of credit. A minimum of 12 hours of training must come from instructional development courses or seminars attended.

Applicants for recertification for Fire Inspector must also submit:

Documentation of 30 hours of training as a student or instructor, or any combination, in fire inspection related courses or seminars. All courses or seminars are subject to approval by the Division of Fire Safety.

A letter from the applicant's supervisor listing applicant's job description and attesting to the fact that the duty of the applicant is in the field of fire inspections.



## GENERAL PROCEDURES

Applicants for recertification for Fire Investigator must also submit:

Documentation of 30 hours of training as a student or instructor, or any combination, in fire investigation related courses or seminars. All courses or seminars are subject to approval by the Division of Fire Safety.

A letter from the applicant's supervisor listing applicant's job description and attesting to the fact that the primary duty of the applicant is in the field of fire investigations. The supervisor shall verify the number of fires that the applicant has investigated during the three year period.

In the event an individual does not submit the required documentation for recertification, his or her certification status will be revoked. In order to regain certification, that individual must successfully complete an approved course for the appropriate level, including successful score on the written course exam and practical skills. Individuals must meet all requirements for certification including but not limited to passing the certification exam in order to qualify for certification.

### **1.8 Publication of Certification Level Prerequisites**

Required prerequisites are established and published for each level of certification exam available to candidates through the Division of Fire Safety in the "Certification Program Guide for Lead Instructors" and the appropriate "Certification Program Application Booklet".

Any candidate making application for any given certification level must document completion of approved training that meets or exceeds the appropriate NFPA Standard and as outlined in the "Certification Program Application Booklet".

Candidates must take and pass appropriate written exams with a minimum score of 70% and complete all required practical skill evolutions as referenced to the appropriate NFPA Standard.



## GENERAL PROCEDURES

### **1.9 Certification Level Examinations**

The Missouri Division of Fire Safety policy relating to the examinations designed specifically for each level of certification currently available are subject to the conditions listed as follows:

Course objectives consisting of manipulative skills are examined through a process of practical testing designed to meet the appropriate NFPA standard.

Practical Skills Examinations are graded on a pass/fail basis with a predetermined skills checklist for each skill to be tested, referenced to the appropriate NFPA Standard.

Course objectives consisting of the demonstration of pertinent knowledge are examined through objectively graded written examination, referenced to the appropriate NFPA Standard.

Knowledge examinations are graded according to a predetermined passing grade of 70% denoting the minimum percentage required to pass the exam, referenced to the appropriate NFPA Standard.



## GENERAL PROCEDURES

### **1.10 Release of Test Scores**

The Missouri Division of Fire Safety Certification Policy and Procedures Manual relating to the release of test scores states as follows:

Certification test scores are not released to any individual, instructor, fire chief, agency, or organization nor retained in the individual's file. A letter of notification of pass/fail status is forwarded to each student completing the exam at his or her home address. Students who fail the exam on the first attempt will also be sent a feedback report outlining any areas of weakness.

The Division of Fire Safety does not retain any test scores other than pass/fail status for each student. Pass/fail status is indicated on each student's application for certification. All score sheets are destroyed following grading.

Should a student fail an exam, he or she shall have one year from the course completion date to retest. A different version of the exam will be administered. If the student does not retest within one year, his or her records will be deemed inactive.

Upon request, pass/fail status of students are provided to the lead instructor conducting the course as authorized by the student by signing the Release of Information form.

### **1.11 Testing on a Regular Basis**

Individuals meeting the requirements for certification may request to participate in an approved scheduled certification test. The Division of Fire Safety will assist individuals in making these arrangements following verification of the required training. A schedule of test dates for the various certification levels is available from the Division of Fire Safety to any interested individual or agency.

#### **1.11.1 Fire Fighter I and II Testing**

Host agencies, departments or individuals may apply for testing as outlined in the "Certification Guide for Lead Instructors". Forms and procedures are included in the "Certification Program Guide for Lead Instructors" and the "Certification Program Application Booklet". A Division of Fire Safety employee shall serve as proctor for the written examination.



## GENERAL PROCEDURES

### **1.11.2 Fire Investigator Testing**

Fire Investigator Certification Tests are offered throughout the state at scheduled times and locations. Eligible individuals may preregister to take any scheduled examination. Forms and procedures are included in the "Certification Program Application Booklet". Additionally, eligible individuals may contact the Division of Fire Safety and request a test be administered at a mutually convenient time at the Division office. All documentation of the required prerequisites must be submitted prior to acceptance into the exam. The practical skills portion of this exam is offered only during the presentation of the Fire Investigator course. This course is offered several times annually at the Division office or throughout the state. A Division of Fire Safety employee shall serve as the exam proctor.

### **1.11.3 Fire Inspector Testing**

Fire Inspector Certification Tests are offered throughout the state at scheduled times and locations. Forms and procedures are included in the "Certification Program Application Booklet". Eligible individuals may preregister to take any scheduled examination. Additionally, eligible individuals may contact the Division of Fire Safety and request a test be administered at a mutually convenient time at the Division office. All documentation of the required prerequisites must be submitted prior to acceptance into the exam. The practical skills portion of this exam is offered only during the presentation of the Fire Inspector course. This course is offered several times annually at the Division office or throughout the state. A Division of Fire Safety employee shall serve as the exam proctor.

### **1.11.4 Fire Service Instructor Testing**

Fire Service Instructor I and II Certification Tests are offered throughout the state at scheduled times and locations. Forms and procedures are included in the "Certification Program Application Booklet". Eligible individuals may preregister to take any scheduled examination. Additionally, eligible individuals may contact the Division of Fire Safety and request a test be administered at a mutually convenient time at the Division office. The practical skills portion of this exam is offered only during the presentation of the Fire Service Instructor I and II course. This course is offered several times annually in different locations throughout the state. A Division of Fire Safety employee shall serve as proctor for the written examination.



## GENERAL PROCEDURES

### **1.11.5 Hazardous Materials Testing**

Host agencies, departments or individuals may apply for testing after passing an approved course. Forms and procedures are included in the "Certification Program Application Booklet". The practical skills portion of this exam are offered only after the completion of an approved Hazardous Materials Operational Course. This course is offered several times annually in different locations throughout the state. A Division of Fire Safety employee shall serve as proctor for the written examination.

### **1.11.6 Fire Officer Testing**

Fire Officer I and II Certification Tests are offered throughout the state at scheduled times and locations. Eligible individuals may preregister to take any scheduled examination. Forms and procedures are included in the "Certification Program Application Booklet". Additionally, eligible individuals may contact the Division of Fire Safety and request a test be administered at a mutually convenient time at the Division office. The practical skills portion of this exam are offered only during the presentation of the Fire Officer I and II course. This course is offered several times annually in different locations throughout the state. A Division of Fire Safety employee shall serve as proctor for the written examination.

### **1.11.7 Driver/Operator Testing**

Departments or individuals may apply for testing after passing an approved course. Forms and procedures are included in the "Certification Program Application Booklet". Additionally, eligible individuals may contact the Division of Fire Safety and request a test be administered at a mutually convenient time at the Division office. The practical skills portion of this exam are offered only during the presentation of the Driver Operator course. This course is offered several times annually in different locations throughout the state. A Division of Fire Safety employee shall serve as proctor for the written examination.



## GENERAL PROCEDURES

### **1.12 Delegation of Certifying Authority**

In compliance with IFSAC and NBFSPQ policies and procedures, the policy of the Missouri Division of Fire Safety regarding the delegation of its certifying authority is as follows:

The delegated certification authority is governed by the same procedures, criteria and standards of the Missouri Division of Fire Safety as outlined in the Certification Policy and Procedure Manual, as well as IFSAC and NBFSPQ policies and procedures.

The Missouri Division of Fire Safety, acting as the accreditation entity delegating its authority, is responsible for compliance with all IFSAC and NBFSPQ Criteria.

The Missouri Division of Fire Safety does not delegate certifying authority at this time but reserves the right to do so in the future.

The Missouri Division of Fire Safety, acting as the accreditation entity, will not delegate its certifying authority to another entity possessing a broader geographical service area in terms of constituency.

### **1.13 Accreditation Impact and Certification Status**

The Division of Fire Safety affirms that accreditation will not affect the current certification level of any individual.

### **1.14 New Standards**

An individual's certification shall not be rendered invalid because the NFPA or any other accrediting body adopts new standards.



## **RECORD KEEPING AND TEST BANK MANAGEMENT**

### **2.1 Certification Data**

The Division of Fire Safety acting as an accreditation entity will collect and maintain the following data on certification:

- Names of candidates tested
- Social security number or equivalent
- Certification level records
- IFSAC seal number
- NBFSPQ identification number

The policy of the Division of Fire Safety concerning the maintenance of data is to maintain all data items listed above indefinitely. The Division will provide IFSAC and NBFSPQ with this data at least twice annually.

### **2.2 Test Availability to Designated Representatives**

The Division of Fire Safety makes available to representatives designated by the IFSAC and NBFSPQ the tests for all levels of certification.

### **2.3 Test Bank Maintenance**

The Division of Fire Safety maintains test banks for Fire Fighter I, Fire Fighter II, Fire Apparatus Driver/Operator, Fire Investigator, Fire Inspector, Hazardous Materials-Awareness, Hazardous Materials-Operational, Fire Officer I, Fire Officer II, Fire Service Instructor I, and Fire Service Instructor II. All banks are reviewed by subject matter experts following bank purchase. All questions are further reviewed by test construction experts and reviewed for applicability within the jurisdiction.

Separate test banks shall be maintained for each level of certification issued by the Division. All test banks shall include sufficient questions to correlate 100% of the standards set for the various certification levels. All test banks shall be at least twice as large as the number of questions used per test generated.

Each question within all test banks shall identify the appropriate NFPA Standard and edition being tested, which shall be the same standard and edition as the accredited level. Each question shall also be referenced to the standard being measured and to the appropriate reference source.



## **RECORD KEEPING AND TEST BANK MANAGEMENT**

### **2.4 Test Bank Access**

The Missouri Division of Fire Safety limits test bank access to the Division Training Unit staff. Test banks are protected by password and maintained on a stand alone computer and accessible only to the above individuals.

Printed copies of the test and answer keys are kept in locked cabinets in a locked room located in the office of the Division's Training Unit.

Certification tests are handled by full-time Division of Fire Safety employees as assigned and approved by the Deputy Chief. No tests are left unattended at any test site.

Completed answer sheets are destroyed following scanning/grading at the Division of Fire Safety.

### **2.5 Test Selection/Preparation**

Test questions are randomly generated from the database on the appropriate test bank and reviewed by the Missouri Division of Fire Safety training staff and test bank review team periodically for clarity and relevance to the standard being tested. Random test generation shall include a selection from each major section/topic of the appropriate NFPA Standard being tested.

Multiple versions of tests for each certification level shall be created and used. These versions shall be destroyed and a new version created for use at least every six months.

**RECORD KEEPING AND TEST BANK MANAGEMENT****2.5.1 Written Certification Test Specifications**

The following test specifications will apply for the level being tested:

**Fire Fighter I:**

NFPA 1001-2008  
100 multiple choice questions

**Fire Fighter II:**

NFPA 1001-2008  
100 multiple choice questions

**Fire Investigator:**

NFPA 1033-2009  
100 multiple choice questions

**Fire Inspector:**

NFPA 1031-2009  
100 multiple choice questions

**Fire Service Instructor I:**

NFPA 1041-2007  
100 multiple choice questions

**Fire Service Instructor II:**

NFPA 1041- 2007  
50 multiple choice questions

**Haz-Mat Awareness:**

NFPA 472-2008  
50 multiple choice questions

**Haz-Mat Operations:**

NFPA 472-2008  
100 multiple choice questions

**Fire Officer I**

NFPA 1021-2009  
100 multiple choice questions

**Fire Officer II**

NFPA 1021-2009  
100 multiple choice questions

**Driver-Operator**

NFPA 1002-1998  
100 multiple choice questions

**Rescue Tech - Introduction\***

NFPA 1006-2008  
50 multiple choice questions

**Rescue Tech - Vehicle/Machinery\***

NFPA 1006-2008  
50 multiple choice questions

**Rescue Tech - Trench\***

NFPA 1006-2008  
50 multiple choice questions

**Rescue Tech - Rope\***

NFPA 1006-2008  
50 multiple choice questions

**Hazardous Materials Tech\***

NFPA 472,2008

*\*Certification level is being developed*



## RECORD KEEPING AND TEST BANK MANAGEMENT

### **2.6 Test Bank Management**

The policy of the Missouri Division of Fire Safety addressing test bank management-test item reference and validity is as follows:

#### **2.6.1 Guidelines for Written Exam Questions:**

The Missouri Division of Fire Safety utilizes the following guidelines when developing and reviewing test items for construction of certification exams:

Introductory Statements

Multiple Choice Questions

Each question is constructed in the form of a direct question or an incomplete statement to measure only one learning outcome.

Answers:

Candidates are provided with four answer choices - the correct answer and three plausible attractive distractors per test item.

One answer is clearly defined as "best" or most correct and cannot be argued.

All choices refer to the same subject matter.

Choices are grammatically consistent with the introductory statement.

Designated positions of the answers vary for each exam question.

Choices appear in columnar format on separate lines with clearly assigned letters alphabetical order (a-d)



## **RECORD KEEPING AND TEST BANK MANAGEMENT**

### **2.6.2 Guidelines for Practical Exams**

Skills checklist items for each certification level exam meet or exceed the NFPA Standard relevant to the item. All skills are tested for Fire Officer I and II, Fire Service Instructor I and II, Driver-Operator, Hazardous Materials - Awareness, Hazardous Materials - Operations, and Hazardous Materials - Technician certification. A random selection of skills process, representing a diversity of the appropriate standard is used for Fire Fighter I and II, Fire Investigator, and Fire Inspector.

Candidates must perform the selected skill that corresponds with the behavioral objectives within the course of study.

Candidates are provided with clear, concise instructions.

### **2.6.3 Certification Exam Uniformity**

The Missouri Division of Fire Safety utilizes the following guidelines to ensure certification exam uniformity:

### **2.6.4 Exam Format and Instructions**

- Exam format is designed to include an area to identify candidate's name, social security number, and date on the scantron answer sheet.
- Clear concise instructions are given regarding test procedures.
- Candidates are provided information on how answers are to be recorded.
- Candidates are provided a specified time allotted for the exam.



## **RECORD KEEPING AND TEST BANK MANAGEMENT**

### **2.6.5 Certification Exam Review and Analysis**

Test scores and test items shall be reviewed on a regular basis. The following procedures shall be used for analyzing and corrective action for special circumstances, when questions are challenged, or a validation issue:

1. The test question/item challenged shall be immediately removed from any test and not be used until the issue has been resolved.
2. The question/item shall be reviewed by the Division Deputy Chief for validity and reliability in regards to the appropriate NFPA Standard and reference materials.
3. The Deputy Chief may then submit the question/item to members of the Test Validation Committee for further review.
4. Following review, the question/item may be:
  - a. Retained as written
  - b. Rewritten
  - c. Permanently removed from the test bank

The Division shall maintain and analyze test statistics including the following:

1. Number of persons taking the test
2. Distribution of test scores
3. Average test score



## EVALUATOR CRITERIA

### **3.1 Evaluator Criteria**

All evaluators for any certification level must be approved by the Division of Fire Safety Training and Certification Unit prior to serving as an evaluator.

After being assigned to evaluate a certification examination, approved evaluators shall receive detailed instructions with any updated policy and/or procedural changes from the Division of Fire Safety.

#### **3.1.1 Fire Fighter I and II Lead Evaluator Criteria**

The assignment of the Lead Evaluator for a specific Fire Fighter I or II exam is determined by the Division of Fire Safety after an "Application for Practical Skills Test Date" is received. On the application, the department may request a specific evaluator be assigned for the exam; however, all assignments made by the Division of Fire Safety are final. An Evaluator can not have served as an instructor for the class testing.

To serve as a Lead Evaluator for a Fire Fighter I and II certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an approved agency; however, cannot have served as an instructor for class to be tested.
2. Be certified by the Division of Fire Safety as a Fire Service Instructor II.
3. Be certified by the Division of Fire Safety at the level he or she is evaluating. For example, in order to evaluate Fire Fighter II, evaluator certification must be at the Fire Fighter II level.
4. Has attended a Certification Evaluator Seminar.
5. Agrees to abide by all of the rules and conditions stipulated by the Division of Fire Safety.
6. Agrees to and signs an "Evaluator Code of Ethics" for each exam administered.

Written certification exams will be administered by Division of Fire Safety employees as assigned and approved by the Deputy Chief.



## EVALUATOR CRITERIA

### **3.1.2 Fire Fighter I and II Assisting Evaluator Criteria**

Assisting evaluators are chosen through a mutual agreement between the Lead Evaluator and the Division of Fire Safety. Assisting evaluators are predominately used to assist with practical skills testing.

To serve as an Assisting Evaluator for a certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an approved agency; however, cannot have served as an instructor for class to be tested.
2. Be certified by the Division of Fire Safety as a Fire Service Instructor I or higher.
3. Be certified by the Division of Fire Safety at the level he or she is evaluating.
4. Has attended a Certification Evaluator Seminar.
5. Agrees to abide by all of the rules and conditions stipulated by the Division of Fire Safety.
6. Agrees to and signs an "Evaluator Code of Ethics" for each exam administered.

### **3.1.3 Fire Investigator Evaluator Criteria**

The assignment of the Lead Evaluator for a specific Fire Investigator exam is determined by the Division of Fire Safety and shall be an employee of the Division. Practical skills exam evaluations are to be conducted by an assigned individual and are conducted during the Division's Fire Investigator Course.

### **3.1.4 Fire Inspector Evaluator Criteria**

The assignment of the Lead Evaluator for a specific Fire Inspector exam is determined by the Division of Fire Safety and shall be an employee of the Division. Practical skills exam evaluations are to be conducted during the Division's Fire Inspector Course by the same core group of instructors/evaluators, as approved by the Deputy Chief.



## EVALUATOR CRITERIA

### **3.1.5 Fire Service Instructor Evaluator Criteria**

The assignment of the Lead Evaluator for a specific Fire Service Instructor exam is approved by the Division of Fire Safety. Certification exams will be administered by Division of Fire Safety employees as assigned and approved by the Deputy Chief. To serve as a Lead Instructor/Evaluator for a Fire Service Instructor practical skills examination, individuals must meet the following criteria:

1. Serves as an instructor for an approved agency.
2. Be certified by the Division of Fire Safety as a Fire Service Instructor I.
3. Be certified by the Division of Fire Safety at the level he or she is evaluating. For example, in order to evaluate Fire Service Instructor I level, certification must be at the Fire Service Instructor I level or higher
4. Agrees to abide by all of the rules and conditions stipulated by the Division of Fire Safety.
5. Agrees to and signs an "Evaluator Code of Ethics" for each exam administered.

Fire Service Instructor I Practical Skills Testing is conducted as part of an approved course. In their student manuals, students are supplied with the criteria which must be met to pass these skills. The skills are evaluated by the course instructor/evaluator according to the criteria supplied with the course and outlined in the Guide for Lead Instructors. All instructors evaluating skills must be approved in advance by the Division of Fire Safety. All completed skill sheets must be sent to the Division for final evaluation in order for students to be eligible for certification.

Fire Service Instructor II Practical Skills are conducted as a part of an approved course and include the development and presentation of an original lesson plan. Students are supplied with the criteria and procedures which must be met to pass these skills. The completed lesson plan and all other required materials are first sent to the approved instructor/evaluator for review according to the criteria supplied with the course and in the Guide for Lead Instructors. All completed skill sheets and lesson plan materials must be sent to the Division for final evaluation in order for students to be eligible for certification.



## EVALUATOR CRITERIA

### **3.1.6 Hazardous Materials Evaluator Criteria**

The assignment of the Lead Evaluator for a specific Hazardous Materials Practical Skills examination is approved by the Division of Fire Safety. Written certification exams will be administered by full time Division of Fire Safety employees as assigned and approved by the Deputy Chief. To serve as a Lead Evaluator for a hazardous materials practical skills certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an approved agency; however, cannot have served as an instructor for the class to be tested.
2. Be certified by the Division of Fire Safety as a Fire Service Instructor I or higher.
3. Be certified by the Division of Fire Safety at the level he or she is evaluating. For example, in order to evaluate Hazardous Materials Operations level, certification must be at the Hazardous Materials Operations level.
4. Has attended a Certification Evaluator Seminar.
5. Agrees to abide by all of the rules and conditions stipulated by the Division of Fire Safety.
6. Agrees to and signs an "Evaluator Code of Ethics" for each exam administered.

As all Awareness skills involve the use of the *Emergency Response Guidebook*, skills are tested as part of the written certification examination.

Each skill objective in the NFPA 472 standard for Hazardous Materials - Operational is tested at the conclusion of an approved course an approved evaluator. Students should have mastered these skills during the Hazardous Materials - Operational course. All completed skill sheets must be sent to the Division of Fire Safety in order for students to be eligible for certification.

Each skill objective in the NFPA 472 standard for Hazardous Materials - Technician is tested at the conclusion of an approved course by an approved evaluator or in conjunction with the presentation of a Division approved Hazardous Materials - Technician course. Students should have mastered these skills during the Hazardous Materials - Technician course. All completed skill sheets must be sent to the Division of Fire Safety in order for students to be eligible for certification.



## EVALUATOR CRITERIA

### **3.1.7 Fire Officer Evaluator Criteria**

All Fire Officer Practical Skills are initially conducted during the presentation of a Division approved Fire Officer Course. The Lead Instructor for an approved course must meet the following criteria:

1. Certification by the Division of Fire Safety at the Fire Officer level to be taught. The Fire Officer requirement may be waived at the request of the Chief Officer of the authority having jurisdiction in the event no one on the department meets this requirement. It is then suggested that the instructor take the appropriate Fire Officer certification exam with the class.
2. Five (5) years of experience with the fire service, three (3) of which must be in an officer position.
3. Certification as a Fire Service Instructor I (or higher) with the Division of Fire Safety.
4. Responsible for all training records, course applications and practical skills.
5. Lead Course Instructor must meet all requirements for Fire Officer Certification eligibility.

Following completion of all practical skills, candidates must submit all of the skills and supporting documentation to the Division of Fire Safety within two months of course completion. Failure to do so will result in failure of the skills portion of the Fire Officer Certification requirement. Following receipt by the Division, all of the skills will be reviewed and evaluated to determine whether the candidate has passed or failed the skills examination.



## EVALUATOR CRITERIA

### **3.1.8 Driver/Operator Evaluator Criteria**

All Driver/Operator Practical Skills are initially conducted during the presentation of a Division approved Driver/Operator Course. The Lead Instructor for an approved course must meet the following criteria:

1. Certification by the Division of Fire Safety at the Driver/Operator level to be taught. The Driver/Operator requirement may be waived at the request of the Chief Officer of the authority having jurisdiction in the event no one on the department meets this requirement. It is then suggested that the instructor take the appropriate Driver/Operator certification exam with the class.
2. Certification as a Fire Service Instructor I (or higher) with the Division of Fire Safety.
3. Responsible for all training records, course applications and practical skills.
4. Lead Course Instructor must meet all requirements for Driver/Operator Certification eligibility.



## EVALUATOR CRITERIA

### **3.2 Evaluator Code of Ethics**

*Every Lead and Assisting Evaluator is required to read and sign a copy of the Evaluator Code of Ethics each time a certification examination is given.*

As a Certification Exam Evaluator for the Division of Fire Safety, I realize that consistent, quality testing is a primary obligation to my students and the departments/agencies they serve.

It is my job to administer testing that will provide the students with a successful and rewarding experience, and I will work to ensure the success of each student.

I will refrain from making remarks or telling stories/jokes that may be considered offensive to others. I will be professional regarding socializing with students, and I will limit student contact outside of the testing situation as not to put the evaluator-student relationship at risk. It is my responsibility to use good judgment in selecting clothing that projects a professional image, and that is appropriate for both evolutions and classroom activities.

If I have comments or complaints about other instructors, students, or staff members, I will express them to the Division of Fire Safety, and not to other individuals or groups.

I expect safety rules to be observed by everyone -- coordinators, instructors, visitors, as well as students.

If for any reason I am unable to evaluate the exam I have been assigned, I will call the Division of Fire Safety as soon as possible.

As a Certification Exam Evaluator, I agree to abide by all the rules and conditions stipulated in the Missouri Division of Fire Safety Certification Policy and Procedures Manual in conducting training, certification testing, controlling examinations, maintaining records and submitting reports.

I further agree not to reproduce or release any testing materials or divulge the contents of the testing bank to anyone other than during an approved test.

I understand that to disregard any of the Division's Certification and Testing Policies would violate my agreement with the Division of Fire Safety and thereby cause the revocation of all certifications I hold with the Division of Fire Safety.



## **CERTIFICATION EXAMINATION PROCEDURES**

### **4.1 Certification Examination Procedures**

The Missouri Division of Fire Safety complies with the test processes as set forth by IFSAC and NBFSPQ with the following policy:

The Missouri Division of Fire Safety requires all Division employees serving as exam proctors to comply with all of the guidelines as set forth in the "Certification Policy and Procedures Manual."

### **4.2 Provision of Data**

Upon the request of IFSAC or NBFSPQ, the Division of Fire Safety will provide the following information concerning certification program exams:

1. Exam date
2. Exam time
3. Exam location

### **4.3 Observation of the Testing Process**

The Division of Fire Safety shall periodically audit certification examinations being given throughout the state to review evaluators for currency of skills, knowledge levels, and compliance with examination procedural methods.

The Division of the Fire Safety, in compliance with the guidelines governing accreditation entities, permits any certification exam testing process to be observed with the following guidelines:

The representative observing the testing process is designated by IFSAC and NBFSPQ.

The Division of Fire Safety has received notice of intent to observe the testing process at least forty-eight hours prior to the test date.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.4 Written Examination Procedures**

#### **4.4.1 Written Certification Exam Generation**

Test banks are used for each level of certification.

Tests are randomly generated at the Division of Fire Safety by designated training staff.

Tests shall include a selection from each major section/topic of the appropriate NFPA Standard being tested.

#### **4.4.2 Question References**

##### Hazardous Materials

Each question is referenced to one or more of the following:

1. NFPA 472-2008
2. Missouri Fire and Rescue Training Institute's Hazardous Materials Awareness and Operational Courses
3. IFSTA's Essentials of Fire Fighting and Fire Department Operations, 5th Edition
4. Emergency Response Guidebook

##### Fire Fighter I and II

Each question is referenced to one or more of the following:

1. NFPA 1001-2008
2. IFSTA Essentials of Fire Fighting and Fire Department Operations, 5th Edition
3. Division of Fire Safety Fire Fighter I & II Curriculum, Instructor's Guide

##### Driver/Operator

Each question is referenced to the following:

1. NFPA 1002-1998
2. IFSTA Pumping Apparatus Driver/Operator Handbook, 1st Edition

##### Fire Investigator

Each question is referenced to the following:

1. NFPA 1033-2009
2. Division of Fire Safety Fire Investigator Course, Instructor's Guide



## CERTIFICATION EXAMINATION PROCEDURES

### Fire Inspector I

Each question is referenced to one or more of the following:

1. NFPA 1031-2009
2. Division of Fire Safety Fire Inspector Course, Instructor's Guide
3. IFSTA's Fire Inspection and Code Enforcement, Seventh Edition

### Fire Service Instructor I and II

Each question is referenced to one or more of the following

1. NFPA 1041-2007
2. IFSTA's Fire and Emergency Services Instructor, Seventh Edition

### Fire Officer I and II

Each question is referenced to one or more of the following:

1. NFPA 1021-2009
2. Missouri Division of Fire Safety's Fire Officer Course, Instructor's Guide
3. Jones and Bartlett's Fire Officer Principles and Practices, Second Edition

### Technical Rescuer *Certification level is being developed*

Each question is referenced to one or more of the following:

1. NFPA 1006-2008
2. Introduction to Rescue Tech: CMC Rope Rescue Manual, Third Edition
3. Introduction to Rescue Tech: Air Evac Team, Landing Zone Preparation
4. Rope Rescue: CMC Rope Rescue Manual, Third Edition
5. Trench Rescue: Trench Rescue by C.V. Martinette, Jr.
6. Vehicle/Machinery Rescue: IFSTA's Principles of Vehicle Extrication, 2nd Edition



## CERTIFICATION EXAMINATION PROCEDURES

### **4.4.3 Certification Exam Distribution**

Written certification examinations are to be proctored only by Division employees and to be held at pre-approved facilities with adequate lighting and ventilation and sufficient area to allow space between the students participating in the exam.

Each student receives a sealed test packet labeled with:

1. Student name
2. Type of test enclosed
3. The packet is not to be opened except by the designated student during exam.

Each Test Packet Envelope will contain:

1. Exam cover sheet
2. Test - for each testing level applicable
3. Scantron answer sheet
4. A new seal

The Proctor conducting the exam is responsible for visually inspecting the packet of testing materials received from the Division of Fire Safety and to notify the Deputy Chief of any evidence of tampering or additional materials needed. All Proctors shall follow the procedures for handling the exam as outlined in the "Certification Policy Manual."

### **4.4.4 Written Certification Examination Administration**

The following Written Certification Exam Administration procedures shall apply to all Division of Fire Safety written certification examinations.

**Prior to Beginning the Exam** - The Division employee serving as the test proctor shall have all students provide a federal or state issued photo identification and verify identification before allowing the student to sign the roster and take the exam.



## CERTIFICATION EXAMINATION PROCEDURES

**Written Exam General Instructions** - Exam Proctors shall review the following information with the students prior to handing out test packets:

Certification Exam Level	Questions on exam	Allotted time for exam completion
Haz-Mat - Awareness	50 questions	1 hour
Haz-Mat - Operational	100 questions	2 hours
Haz-Mat - Technician	100 questions	2 hours
Fire Fighter I	100 questions	2 hours
Fire Fighter II	100 questions	2 hours
Fire Investigator	100 questions	2 hours
Fire Inspector	100 questions	2 hours
Instructor I	100 questions	2 hours
Instructor II	50 questions	1 hour
Fire Officer I	100 questions	2 hours
Fire Officer II	100 questions	2 hours
Driver/Operator	100 questions	2 hours
Technical Rescuer (Intro)	50 questions	1 hour
Technical Rescuer (Rope)	50 questions	1 hour
Technical Rescuer (Trench)	50 questions	1 hour
Technical Rescuer (Vehicle)	50 questions	1 hour

1. The passing score for all Division certification examinations is **70%**.
2. All other materials must be cleared from desk/table. Only the exam packet, scrap paper, and pencils are allowed.
3. Students shall NOT write in test booklet.



## CERTIFICATION EXAMINATION PROCEDURES

4. Students may NOT leave the room while exam is in progress without the permission of the evaluator. Students will be permitted to leave the room to utilize rest room facilities. Exam booklets and answer sheets must be face down on table.
5. The Exam Evaluator may not assist a student by reading or explaining a question on the exam.
6. When finished with an exam:
  - a. Students should place the cover sheet, test booklet, and answer sheet in the envelope
  - b. Reseal with the seal enclosed
  - c. Give to Exam Evaluator
7. Students can request a "reader" in writing prior to the exam date if they have difficulty with reading/comprehension. A reader must be approved by the Division prior to the exam.
8. Cheating will result in automatic failure and dismissal from the entire certification exam process.
  - a. If cheating is observed, the Proctor must immediately take the test materials from anyone involved and ask those involved to immediately leave the testing facility.
  - b. A student caught cheating will NOT be allowed to continue with a written test, to proceed with practical exam testing, or be allowed to retest at any level.
  - c. The Proctor shall seal these test packets and indicate on the packets that they were seized during an incident of cheating. The Proctor shall also write a memorandum to the Deputy Chief describing the incident in detail. This memorandum must be included when the test materials are returned to the Division.
  - d. At the Division's discretion, all certifications held by any individual accused of cheating on any Division Certification Exam may be revoked or suspended.
9. If the exam is administered while students are on call and an emergency arises:
  - a. Test booklets and answer sheets must be turned face down.
  - b. Test will continue when students return.
  - c. If emergency is of long duration:
    - i. The test that students failed to complete will be considered invalid.
    - ii. Test will be rescheduled.
    - iii. A different version of the test will be issued at a later date.



## CERTIFICATION EXAMINATION PROCEDURES

10. The Division of Fire Safety will score/analyze all exams and students will be notified by letter or certificate accordingly within 30 days of the exam. Notification will indicate only pass/fail status and not the specific score. A feedback report will be sent to the student if he/she has failed the exam.
11. Should a student fail an exam, he or she shall have one year from the course completion date to retest. The retest may be scheduled by submitting a retest application to the Division of Fire Safety office. A different version of the test will be administered.
12. Should a student fail the exam a second time, he or she must retake the appropriate course before being allowed to take another test for the same certification level.
13. If a student has not either tested or taken a retest within one year of course completion, his or her testing records will be deemed inactive and the entire course must be taken again to be eligible to test or for certification.

### **Exam Proctor distributes test packets to appropriate students**

1. Any student without an identified test packet will NOT be allowed to take the exam.
2. Copies of the exam may NOT be made to compensate for extra unexpected students arriving at the exam site.
3. Extra copies of the exam will NOT be sent from the Division of Fire Safety.

### **Proctors are provided with the written instructions (Appendix) which are to be read aloud to the students at the start of every certification exam.**

**Written Exam Completion** - Following the completion of the written exam, the Proctor has the following responsibilities:

1. Count the test packets & ensure all have been turned in
2. Ensure all test packets are sealed
3. Place test packets, signed roster, and all unused tests packets in the case and return items to the Division Office.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.5 Hazardous Materials Practical Skills Examination Procedures**

#### **4.5.1 Hazardous Materials Practical Skills Testing Administration**

##### Hazardous Materials - Awareness

All Awareness skills involve the use of the current edition of the Emergency Response Guidebook which is part of the written certification examination. No other notes or reference materials may be used.

##### Hazardous Materials - Operational

Each skill objective in the NFPA 472 standard for Hazardous Materials - Operational is tested at the conclusion of an approved course by an approved evaluator or in conjunction with the presentation of the Hazardous Materials - Operational course. Skills have been created for core competencies and each mission-specific required discipline. Students should have mastered these skills during the approved Hazardous Materials - Operational course. Students must have the current edition of the Emergency Response Guidebook when testing. All completed skill sheets must be sent to the Division in order to be eligible for certification.

##### Hazardous Materials - Technician

Each skill objective in the NFPA 472 standard for Hazardous Materials - Technician is tested at the conclusion of an approved course by an approved evaluator or in conjunction with the presentation of a Division approved Hazardous Materials - Technician course. Students should have mastered these skills during the Hazardous Materials - Technician course. All completed skill sheets must be sent to the Division in order to be eligible for certification.

All Hazardous Materials Practical Skills Evaluators shall meet the requirements of Section 3.1.6, Hazardous Materials Evaluator Criteria.

Practical Skill stations should be arranged as to prevent students from observing stations they have not yet completed. Candidates are not permitted to watch as skill stations are set up. Candidates must not be allowed to watch as other candidates demonstrate their practicals.

To ensure evaluator consistency all evaluators must refer to the skill sheets and determine if the students follow the steps and techniques listed in order to pass the required skills. All of the skills listed on the individual skill sheets must be completed to pass the skills.

Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that students perform the skills as specified on the skill sheets.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.5.2 Hazardous Materials Practical Skills Testing Procedures**

Each Hazardous Materials - Operational candidate is supplied with a Practical Skills Booklet during the course presentation. Completed Skills Booklets must be submitted to the Division of Fire Safety following course completion. Each Skills Booklet is reviewed by Division of Fire Safety staff to ensure all skills have been completed.

Due to the complexity of the Practical Skill Sequences, there must be a minimum of two Exam Evaluators at all Practical Skills Certification Exams. The number of evaluators is determined by how many skills stations are going to operate at the same time. Operations Mission-Specific Practical skills are a "GROUP" skill.

During testing, the safety of all candidates, evaluators, and support staff is of primary importance. Exam evaluators are requested to review the following information with the students prior to beginning the Practical Skills exam.

Each student must be prepared to take appropriate protective equipment to each skill station.

Each student is allowed two attempts to successfully demonstrate a given skill.

1. Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing.
2. The Lead Evaluator has the authority to limit the number of stations which a student may have a second attempt.
3. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
4. The second attempt should be done with a different evaluator if possible.
5. Students who need a second attempt are not allowed to confer with other students, instructors, or evaluators to relearn/practice a skill.
6. During the second attempt, the student retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.

A candidate must successfully demonstrate mastery of each step within each specific skill. If a student fails one particular skill after having two attempts, he or she fails the entire practical skills exam.

The evaluator informs the student of their pass/fail status after each station and indicates so accordingly on his or her check-off form.



## **CERTIFICATION EXAMINATION PROCEDURES**

### **Facial Hair in Contact with SCBA Prohibited**

Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to be tested for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so. Any Lead Evaluator wearing SCBA while participating in any live burn practical skill shall also comply with this requirement. This policy is in accordance with NFPA 1500, Fire Department Occupational Safety and Health Programs, 2007 Edition.

### **4.5.3 Completion of Each Hazardous Materials Practical Skill**

Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing. The Lead Evaluator collects all Practical Skill Booklets/Summary sheets from the candidates. The Lead Evaluator reviews the Practical Skill Booklets to ensure all required skills were tested and pass/fail status correctly indicated. When everything is in order, the Lead Evaluator signs each individual's Skills Test Summary and indicate if candidate has passed or failed the exam. Each candidate must sign his or her individual Skills Test Summary. Completed Practical Skill Booklets and Skills Test Summaries are returned to the course lead instructor. The Lead Instructor will return the Practical Skill Booklets and Skills Test Summary to the agency that registered the course within 7 working days.

## **4.6 Fire Fighter I and II Practical Skills Examination Procedures**

### **4.6.1 Fire Fighter I and II Practical Skills Testing Administration**

#### **Practical Skills Test Generation**

Practical skills tests are generated by the Division of Fire Safety. Practical skill tests are designed so that the possibility exists that any Job Performance Requirement from a given NFPA Standard can be on a particular skill test. All practical skills exams shall contain a diverse degree of difficulty in job areas.

Fire Fighter I and II practical skills tested are sequenced in the form of actual contextual skills. Several sequences of skills have been created for each level and are mailed to the evaluator in sealed envelopes. A representative chosen by the class shall select one skill envelope before testing. The benefits of this choice of sequenced skills include that randomness is ensured and thus the students must be prepared for any skill from the appropriate NFPA standard.

The Division of Fire Safety will assign and approve all Lead and Assisting Evaluators.



## CERTIFICATION EXAMINATION PROCEDURES

### 4.6.2 Testing Locations

Prior to the date of the certification examination, the Lead Evaluator shall contact the Lead Instructor to determine that adequate space and facilities are available for written and manipulative skills testing. Lead Evaluators shall not administer any examinations where adequate facilities are unavailable and shall immediately contact the Division of Fire Safety with such information.

### 4.6.3 Practical Skills Testing Safety

**During testing, the safety of all candidates, evaluators, and support staff is of primary importance.**

Prior to the date of the certification examination, the Lead Evaluator shall contact the Lead Instructor and advise that all personal protective equipment, apparatus, and equipment to be used for the test shall meet or exceed applicable NFPA Standards or their equivalent. Lead Evaluators shall not administer any examination where those standards have not been met and shall immediately contact the Division of Fire Safety with such information.

The host agency, where the test is to be conducted, has the ultimate responsibility for the safety of all parties involved in the testing process. A Safety Officer shall be assigned from either the support staff or from the available members of the fire department who are not testing. This Safety Officer should be an individual with sufficient training and experience to determine potential safety problems and take corrective action. The Safety Officer shall operate in a roving fashion to ensure that all evolutions are being conducted in a safe manner. The Safety Officer has the authority, regardless of rank, to stop any activity immediately if a dangerous condition or act is observed.

The Lead Evaluator and Safety Officer shall brief all assisting evaluators and support staff on specific safety precautions and procedures for certain skills. Any individual involved with the testing process who observes a potentially hazardous condition must report it to the Safety Officer or an evaluator.

All personnel, including test candidates, evaluators, and support staff shall wear full protective clothing if involved in any practical skills operations in a potentially hazardous position. Safety performance criteria have been incorporated into skill checklists where applicable. These safety items are listed as priority steps on the checklists which result in failure of the skill if missed by a student.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.6.4 Practical Skills Pretest Briefing**

The Lead Evaluator shall conduct a pretest briefing with all assisting evaluators. This briefing shall include the following information:

1. A review of the practical skills to be tested.
2. A review of the acceptable test performance criteria.
3. A review that all evaluators must refer to the skill checklists and determine if the students follow the steps and techniques listed in order to pass the skill. On any specific skill, students can not miss **any** of the priority steps and can not miss more steps than allowed as indicated on each checklist to pass the specific skill.
4. A review of the proper completion of any forms used in the evaluation.
5. A review of the procedures to be used for handling questions or problems, which may arise during testing.
6. A review of the safety procedures to be followed during testing.

### **4.6.5 Facial Hair in Contact with SCBA Prohibited**

Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to be tested for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so. Any Lead Evaluator wearing SCBA while participating in any live burn practical skill shall also comply with this requirement. This policy is in accordance with NFPA 1500, Fire Department Occupational Safety and Health Programs, 2007 Edition:

"7.13.3\* Members who have a beard or facial hair at any point where the facepiece is designed to seal with the face or whose hair could interfere with the operation of the unit shall not be permitted to use respiratory protection at emergency incidents or in hazardous or potentially hazardous atmospheres."



## CERTIFICATION EXAMINATION PROCEDURES

This NFPA standard followed the ruling regarding facial hair and SCBA or respirator use that was issued in February 1990 by the Directorate of Compliance Programs, Occupational Safety and Health Administration, U.S. Department of Labor: 29 CFR 1910.134(g)(1).

Any Lead Evaluator wearing SCBA while participating in any live burn practical skill shall also comply with this requirement.

### **4.6.6 Duties of the Evaluator**

- A. The Lead Evaluator shall have all students provide photo identification and verify identification before allowing the student to sign the roster and take the practical skills exam.

Any candidate not listed on the roster by the Division shall not be allowed to proceed with the Practical Skills Exam. Only the Deputy Chief has the authority to make any exception to this policy.

- B. Practical Skills Checkoff forms are provided to the lead evaluator so that each student has a form to be used during testing.

Practical Skills Checkoff forms contain all of the practical skills that could possibly be chosen in a skill sequence for the appropriate level of testing; all practical skills from the Fire Fighter I and II standard are eligible for testing.

The Lead Evaluator is not to advise the students of which skills they will be tested or have the students mark the test skills.

The students success or failure on each skill should be indicated on their checkoff sheet immediately following their demonstration of that skill. Only the skills tested in the chosen skill sequence should be marked on the checkoff sheet. Therefore, there will be many blank areas on their sheet when the exam is completed.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.6.7 Fire Fighter I and II Skill Sequencing & Setup**

The Division will include a Skill Sequencing Envelope in the package of testing materials for the Lead Evaluator. In that envelope are smaller envelopes, each with a different practical skill sequence. Various skills sequences have been developed for each level and will be periodically changed.

Practical skills exam sequence packets are not to be opened until the day of the skill exam by the lead evaluator, in the presence of one witness (not to be a member of the class being tested) and one representative of the host agency.

Once skill packet has been opened, the lead evaluator, witness and host agency representative will immediately sign and date the exam packet cover form where indicated.

A representative from the class, or the instructor or an evaluator will select one of the three exam sequence envelopes included in the sequence packet. The skill sequence contained in that envelope will serve as the skills to be tested for the entire class.

**Only one Skills Sequence envelope is to be opened. Evaluators shall not open other envelopes to select between sequences. Should other opened sequence envelopes be received by the Division, the skills test shall be invalidated and the entire class have to retest.**

All other envelopes must be returned to the Division of Fire Safety, unopened, with the other testing materials. The benefit of this choice of sequenced skills is that randomness is ensured and thus the students must be prepared for any skill from the practical skills booklet.

**The students shall not be told what skills are in the sequence, and skill stations shall not be arranged until immediately prior to the skills exam.**

**Practical Skill stations shall be arranged as to prevent students from observing stations they have not yet completed.**

Candidates are not permitted to watch as skill stations are set up; for example a maze for search and rescue. Candidates are not allowed to watch as other candidates demonstrate their practicals.



## CERTIFICATION EXAMINATION PROCEDURES

Skills are to be tested as written in the envelope. For example, it may be written for a student to perform an SCBA skill, then progress directly to a rescue skill, while still in full gear, perform the appropriate skill, and then return to the SCBA station to perform another skill. This will alleviate students repeating many of the same motions throughout the testing process, and will reduce down time.

**When a student is ready to be tested on a particular skill, the Evaluator is required to read aloud to the student the skill instruction statement as written for that skill on the skill sequence.**

The Evaluator shall refer to the skills checklist but not disclose information concerning the specific items or attempt to teach the correct methods to perform the skills during the test, as the students are supposed to have already mastered each skill.

Each sequence envelope also contains skill checklists for each specific skill listed. The steps outlined on the checklists are identical to the steps each student should have been taught and mastered during the course of instruction.

The steps on the evaluation skills checklists have been prioritized to indicate which steps result in immediate failure of each skill. These priority steps are indicated in italics. The priority steps involve either items vital to proper completion of the skills or safety issues. Depending on the skills, the student is allowed to miss one or two of the remaining steps. The number allowed to be missed is identified on each skill checklist.

**To ensure consistency among evaluators, all evaluators must refer to the skill checklists and determine if the students follow the steps and techniques listed in order to pass the skill.** On any specific skill, students may not miss ***any*** of the priority steps and may not miss more steps than allowed as indicated on each checklist. The Evaluator ***shall fail*** the student on any skill in which ***any*** of the priority steps are missed or more steps are missed than allowed as indicated on each checklist.

Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that students perform the skills as specified on the skill checklists.



## CERTIFICATION EXAMINATION PROCEDURES

### 4.6.8 Alternative Compliance Methods

As any practical skill from the Fire Fighter I and II course is eligible to be tested, it is possible that a skill sequence may involve vehicle extrication or a live burn skill. In the event that a live burn facility or vehicles for extrication skills may not be available at some test sites, an alternative compliance method must have been utilized during the course of instruction.

Alternative Compliance Methods: The Lead Instructor for the course must understand that it is possible a live burn skill or vehicle extrication could be selected for testing. Should a facility for live burns or extrication vehicles not be available at the time of the certification exam, the following procedure should be followed during the course to fulfill the live burn or extrication test skill:

1. Before conducting a live burn exercise and/or vehicle extrication as required during the course, the Lead Instructor should submit an Alternative Compliance Method Confirmation form and obtain Division of Fire Safety approval.
2. An approved Lead Evaluator will be present and observe the live burn exercise and/or vehicle extrication to determine successful completion of the required skills as specified on the practical skills checklists in each student's Practical Skills Book. Practical skills checklists provide the specific steps to be accomplished for each type of live burn and vehicle extrication. This evaluator must not be an instructor for the course being taught and must be preapproved by the Division. **This evaluator is not to only watch as students enter a structure for an interior attack skill but must be present with the students inside of the burn room to observe their tactics.**
3. After verification of student's identification, the Lead Evaluator present for the live burn exercise and/or vehicle extrication shall sign and date each student's "Verification of Successful Completion of Alternative Compliance Method Practical Skills" form, indicating pass/fail for specific skills evaluated.



## CERTIFICATION EXAMINATION PROCEDURES

Practical skills eligible for alternative compliance methods:

- (1) 6.4.1 & 6.4.2 : Rescue - vehicle extrication
- (2) 5.3.7: Fire Control - passenger vehicle fire
- (3) 5.3.8: Fire Control - exterior combustibles
- (4) 5.3.10: Fire Control - interior structure fire
- (5) 5.3.19: Fire Control: ground cover fire
- (6) 6.3.1: Fire Control - exterior ignitable liquid fire
- (7) 6.3.2: Fire Control - coordinate interior attack team
- (8) 6.3.3: Fire Control - flammable gas cylinder fire

"Simulated" fires are not acceptable, all of the listed fires must involve live burns. In areas where environmental or other concerns restrict the use of Class A fuels for training evolutions, properly installed and monitored gas-fueled fire simulators may be substituted.

Live fires involving the use of portable fire extinguishers are not eligible for an alternative compliance method. If a portable extinguisher live burn skill is on the selected sequence, this skill **MUST** be demonstrated during the certification skills exam.

**If the Division does not verify this Alternative Compliance Method was followed during a live burn skill or vehicle extrication listed on Practical Skills Test Sequence being used for the test, the listed live burn skill or vehicle extrication skill must be conducted during the test.**

If the Division verifies the alternative compliance method has been used for a live burn skill or vehicle extrication listed on Practical Skills Test Sequence, the alternative skills listed on the sequence must be completed.

### **4.6.9 Completion of Each Fire Fighter I and II Practical Skill**

Candidates should be notified confidentially of their pass/fail status on each skill. Results shall not be posted for public viewing.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.6.10 Fire Fighter I and II Practical Skills Retesting Procedures**

Exam evaluators shall review the following information with the students prior to beginning the Practical Skills exam:

Each student must be prepared to take appropriate protective equipment to each skill station.

Each student is allowed two attempts to successfully demonstrate a given skill.

1. The Lead Evaluator has the authority to limit the number of stations on which a student may have a second attempt.
2. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
3. The second attempt should be done with a different evaluator if possible.
4. A student needing a second attempt is not allowed to confer with other students, instructors, or evaluators to relearn/practice a skill. Prior to the second attempt, this student is allowed to refer to the Division of Fire Safety's Practical Skill Booklet but may not refer to any other reference material.
5. During the second attempt, the student retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.

A candidate must successfully demonstrate mastery of each priority step within each specific skill. If a student fails one particular skill, after having two attempts, he or she fails the entire practical skills exam.

The evaluator informs the student of their pass/fail status after each station and indicates so accordingly on their checkoff form.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.6.11 Completion of the Fire Fighter I and II Practical Skills Exam**

1. The Lead Evaluator collects all Skill Checkoff sheets.
2. The Lead Evaluator reviews the sheets to ensure all required skills were tested and pass/fail status correctly indicated.
3. When everything is in order, the Lead Evaluator signs each individual's Skill Checkoff sheet and indicates if student has passed or failed the exam.
4. The Lead Evaluator shall also list all assisting evaluators on the form.
4. Completed Skills Checkoff sheets are placed in the package with other testing materials, and must be returned/mailed to the Division of Fire Safety within 7 days.

### **4.6.12 Division of Fire Safety receives Fire Fighter I and II Exam Box**

When a package of exam materials is received by the Division of Fire Safety it is inspected for:

1. Evidence of tampering
2. Inventory of exam packets

## **4.7 Driver/Operator Practical Skills Examination Procedures**

Each skill objective in the NFPA 1002 standard for Driver/Operator: Pumper is tested during an approved course by an approved evaluator or in conjunction with the presentation of the Fire and Rescue Training Institute Driver/Operator course. Students should have mastered these skills during the approved Driver/Operator course. All completed skill sheets must be sent to the Division for final review in order to be eligible for certification.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.8 Fire Investigator Practical Skills Examination Procedures**

#### **4.8.1 Fire Investigator Practical Skills Testing Administration**

Fire Investigator Practical Skills Testing is conducted as a part of the Division of Fire Safety's Fire Investigator Course. The Division's Mobile Resource Unit Fire Investigation Scene is to be used for examination by the students. Any other fire scene to be used must be approved by the Division of Fire Safety prior to use.

Fire Investigator practical skills are tested with each candidate selecting a sheet detailing the skill elements which will be evaluated during that individual's skills evolution. The benefits of this choice of sequenced skills include that randomness is ensured and thus the students must be prepared for any skill from the appropriate NFPA standard.

Students shall first randomly choose a number assigning their position in the testing.

Prior to examining the fire scene, students shall each select a random skill sheet from the evaluator explaining what skills they are to demonstrate for the evaluator. Skill sheets are designed to provide each student with a random selection of skills from the NFPA standard.

Each student shall examine the fire scene to complete their assigned skills. No other students are to be allowed to watch as the scene is examined.

To ensure evaluator consistency during fire investigator practical skills, only one assigned evaluator shall administer skills testing. This evaluator must refer to the skill sheets and determine if the students follow the steps and techniques listed in order to pass the required skills. All of the skills listed on the individual skill sheets must be completed to pass the skills.

Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that students perform the skills as specified on the skill sheets.

#### **4.8.2 Fire Investigator Completion of Practical Skills**

Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing.



## CERTIFICATION EXAMINATION PROCEDURES

Each student is allowed two attempts (or a retest) to successfully demonstrate a given skill.

1. Requests for a retest on a failed skill must be directed to the Evaluator.
2. Students who need to retest a skill station are not allowed to confer with other students, instructors, or evaluators to relearn/practice a skill.
3. The student retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.

A candidate must successfully demonstrate mastery of each step within each specific skill. If a student fails one particular skill after having two attempts, he or she fails the entire practical skills exam.

The evaluator informs the student of their pass/fail status and indicates so accordingly on their skill sheet.

### **4.8.3 Fire Investigator Report Writing Practical Skill**

A requirement of Fire Investigator Certification is the completion of two comprehensive reports of investigations conducted of two structural fires. One report must be of a fire determined to be accidental. The second must be of a fire determined to be incendiary. Certification will not be granted until these reports have been received and approved by the Division of Fire Safety. Reports must be submitted within one year of taking the Certification Exam.

Each applicant is to be supplied with a checklist for the criteria which these written reports must meet. Reports failing to meet the criteria will be rejected by the Division.

The submitted reports will be compared to this checklist by the Division of Fire Safety. The Division shall notify applicants of the items missed on the checklist if the reports fail to meet the criteria.

Reports and documentation will not be returned to the applicant. All report information shall be considered confidential by the Division.



## **CERTIFICATION EXAMINATION PROCEDURES**

### **4.9 Fire Inspector Practical Skills Examination Procedures**

#### **4.9.1 Fire Inspector Practical Skills Testing Administration**

Each student shall complete an Inspection Practical Skills booklet. Other students are not allowed to watch as inspection skills are completed.

To ensure evaluator consistency only a core group of evaluators, approved by the Deputy Chief, are used and each evaluator must refer to the skill sheets and determine if the students follow the steps and techniques listed.

Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that students perform the skills as specified on the skill sheets.

#### **4.9.2 Fire Inspector Completion of Practical Skills**

Candidates should be notified confidentially of their pass/fail status on each skill. Results shall not be posted for public viewing.

Each student is allowed two attempts (or a retest) to successfully demonstrate a given skill.

1. The Lead Evaluator has the authority to limit the number of stations a candidate may retest on.
2. Requests for a retest on a failed skill must be directed to the Lead Evaluator.
3. Students who need to retest a skill station are not allowed to confer with other students, instructors, or evaluators to relearn/practice a skill.
4. The student retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.

A candidate must successfully demonstrate mastery of each step within each specific skill. If a student fails one particular skill after having two attempts, he or she fails the entire practical skills exam.

The evaluator informs the student of their pass/fail status and indicates so accordingly on their skill sheet.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.9.3 Fire Inspector Inspection and Report Writing Practical Skill**

A requirement of Fire Inspector Certification is the completion of two comprehensive reports of inspections conducted of two structures. At least one of those inspections must deal with a violation of the appropriate code. Certification will not be granted until these reports have been received and approved by the Division of Fire Safety. Reports must be submitted within one year of taking the written certification exam.

Each student is to be supplied with a checklist for the criteria which these reports must meet. Reports failing to meet these criteria will be rejected by the Division.

Reports and documentation will not be returned to the applicant. All report information shall be considered confidential by the Division.

### **4.10 Fire Service Instructor Practical Skills Examination Procedures**

Each Fire Service Instructor I or Fire Service Instructor II candidate is supplied with a Practical Skills Booklet during the course presentation. Completed Skills Booklets must be submitted to the Division of Fire Safety for final review.

Fire Instructor I Practical Skills Testing is conducted as part of an approved course. Students are supplied with the criteria which must be met to pass these skills. The skills are evaluated by the course instructor according to the criteria supplied. All instructors evaluating skills must be approved in advance by the Division of Fire Safety as meeting Section 3.1.5, Fire Service Instructor Evaluator Criteria, and shall not be from the department being tested. All completed skill sheets must be sent to the Division for final review in order to be eligible for certification.

Fire Instructor II Practical Skills are conducted as a part of an approved course. These practical skills include the development and presentation of an original lesson plan. Students are supplied with the criteria which must be met to pass these skills. The completed lesson plan and all other required materials are sent to an approved instructor/evaluator for evaluation. All evaluators must be approved in advance by the Division of Fire Safety and shall not be from the department being tested. All completed skill sheets, lesson plan and support materials must be sent to the Division within six months of course completion for final review in order to be eligible for certification.



## CERTIFICATION EXAMINATION PROCEDURES

### **4.11 Fire Officer Practical Skills Examination Procedures**

Each Fire Officer I or Officer II candidate is supplied with a Practical Skills Booklet during the course presentation. Completed Skills Booklets must be submitted to the Division of Fire Safety within two months of course completion. Final evaluation of each Skills Booklet is conducted by Division of Fire Safety.

All Fire Officer Practical Skills are initially conducted during the presentation of an approved Fire Officer Course. The Lead Instructor for an approved course must meet the following criteria:

- A. Certification by the Division of Fire Safety at the Fire Officer level to be taught. The Fire Officer requirement may be waived at the request of the Chief Officer of the authority having jurisdiction in the event no one on the department meets this requirement. The instructor must then take the appropriate Fire Officer certification exam with the class.
- B. Five years of experience with the fire service, three (3) of which must be in an officer position.
- C. Certification as a Fire Service Instructor I (or higher) with the Division of Fire Safety.
- D. Responsible for all training records, course applications and practical skills.
- E. Lead Course Instructor must meet all requirements for Fire Officer Certification eligibility.

Following completion of all of practical skills, candidates must submit all of the skills and supporting documentation to the Division of Fire Safety within two months of course completion. Failure to do so will result in failure of the skills portion of the Fire Officer Certification requirement. Following receipt by the Division, all of the skills will be reviewed and evaluated to determine whether the candidate has passed or failed the skills examination. The candidate will be notified by the Division of only pass or fail status following the evaluation of the submitted skills.



## **SUSPENSION, REVOCATION, OR DENIAL**

### **5.1 Suspension, Revocation, or Denial of Certification**

The Division of Fire Safety may suspend, revoke or deny certification to any individual when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the certification examination or fails to successfully complete the practical skills exercise or assigned skills project during the course.



## APPEAL PROCESS

### **6.1 Appeal of Suspension, Revocation, or Denial**

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

A representative of the Missouri Division of Fire Safety, Fire Safety Advisory Board appointed by the State Fire Marshal.

A representative of the Missouri Division of Fire Safety, Fire Education Commission appointed by the State Fire Marshal.

A representative of the Missouri Department of Public Safety appointed by the Department Director.

The Appeal Board may elect to:

1. Deny the appeal without action
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
3. Hold an informal appeal hearing with the individual revoked or denied certification

The Appeal Board shall notify the Director of the Division of Fire Safety and the individual submitting appeal within 90 day of receipt of the appeal.

**Failure of any state certification exam SHALL NOT be grounds for an appeal.**



## EQUIVALENCY

### 7.1 Equivalency

For both Equivalency and Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. The Division of Fire Safety will not accept any faxed or emailed applications.

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (NBFSPQ) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. The candidate must be a member of a Missouri Fire Department and must have the signature of the Fire Chief in order to request reciprocity.
- C. Candidate must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for desired level of certification. Documentation must be dated within the last 5 years.
- D. Candidate must successfully pass the Division of Fire Safety's written exam with a minimum score of 70% for desired level of certification and practical skills exam, where applicable.
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.



## RECIPROCITY

### **8.1 Reciprocity**

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (NBFSPQ) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. Certificates must clearly indicate IFSAC or NBFSPQ Accreditation for the level of certification.
- C. Provide the Division with written verification from the non-Missouri certifying authority that the applicant's certification is current, valid and in good standing.
- D. The candidate must be a member of a Missouri Fire Department and must have signature of the Fire Chief in order to request reciprocity
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

The Missouri Division of Fire Safety Training Division will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.

# CERTIFICATION TEST PROCTOR INSTRUCTIONS

Prior to beginning the exam procedure, the Proctor should have all students sign the roster provided by the Division.

- Do not pass the roster around the room.
- The students are to show the Proctor proper identification before signing the roster.

## Proctor Distributes Test Packets to Appropriate Students

1. Any student without an identified test packet will NOT be allowed to take the exam.
2. Copies of the exam may NOT be made to compensate for extra unexpected students arriving at the exam site.
3. Extra copies of the exam will NOT be sent from the Division of Fire Safety.

Cheating will result in automatic failure and dismissal from the certification exam process.

1. If cheating is observed, the Proctor must immediately take the test materials from anyone involved and ask those involved to immediately leave the testing facility.
2. A student caught cheating will NOT be allowed to continue with a written test, to proceed with practical exam testing, or be allowed to retest at any level.
3. The Proctor shall seal these test packets and indicate on the packets that they were seized during an incident of cheating. The Proctor shall also write a memorandum to the Division describing the incident in detail. This memorandum must be included when the test materials are returned to the Division.
4. At the Division's discretion, all certifications held by any individual accused of cheating on any Division Certification Exam may be revoked or suspended.

# CERTIFICATION TEST PROCTOR INSTRUCTIONS

## *Proctors shall read aloud the following instructions to all students:*

1. (Introduce yourself and anyone assisting you. Point out the restroom locations and drinking fountain or vending area. Go over safety protocols.) This is a smoke-free facility. Smoking is only allowed at ground level in front of the building. (For Saturday testing ONLY) Due to this building being secured on Saturdays, if you leave the building for any reason you will not be permitted back in.
2. Please clear all materials from desk/table. Only the exam packet, pencils and beverage are allowed, with the exception if you are testing for:  
  
HAZ MAT AWARENESS/OPERATIONS - YOU MAY USE AN APPROVED ERG  
  
INSPECTOR- YOU MAY USE AN APPROVED CALCULATOR.  
  
DRIVER OPERATOR - YOU MAY USE AN APPROVED CALCULATOR OR SLIDE RULE.
3. At this time we will pass out exams. Please have your government issued ID ready to present to (whoever is signing out exams). Do not open your exam packet until told to do so. We will announce the exam level we are handing out. If you are testing for that level bring your ID to the table and sign for your exam. If testing for 2 levels your second exam will be given to you after you finish your 1st exam.
4. Please turn off all electronic devices. No electronic device are allowed on the table/desk while you are testing with the exception of an approved calculator for Inspector and/or Driver Operator testers.
5. (*Hand out exams*)
6. Cheating will result in automatic failure and dismissal from the entire certification exam process.
  - a. If cheating is observed, the Proctor or an assistant will immediately take the test materials from anyone involved and ask those involved to immediately leave the testing facility.
  - b. A student caught cheating will NOT be allowed to continue with a written test, to proceed with practical exam testing, or be allowed to retest at any level.
  - c. Taking a phone call or viewing a text message while testing will be construed as cheating.
7. You may NOT leave the room while exam is in progress without the permission of the evaluator. You will be permitted to leave the room 1 at a time to utilize rest room facilities. Exam booklets and answer sheets must be placed face down on table/desk.
8. If you are taking 2 exams, after finishing the first exam you will be permitted to leave the room for a short break of no more than 5 minutes before beginning your second exam.

# CERTIFICATION TEST PROCTOR INSTRUCTIONS

9. The passing score for all Division certification examinations is 70%.
10. ***(READ THIS IF TESTING AT THE DIVISION OFFICE, OTHERWISE SKIP TO #11.)***
  - a. The Division of Fire Safety will score/analyze all exams at the conclusion of your testing. Result notification will indicate only pass/fail status and not the specific score. A feedback report will be included for you if you have failed the exam and that will be followed up by a fail letter and retest application sent to your address of record. At the conclusion of taking your last test wait in the elevator lobby for your exam results.
11. ***(READ THIS IF TESTING OTHER THAN AT THE DIVISION OFFICE.)***
  - a. The Division of Fire Safety will score/analyze all exams and you will be notified by letter or certificate accordingly within 30 days of the exam. Notification will indicate only pass/fail status and not the specific score. A feedback report will be sent to you if you have failed the exam along with a retest application. ***Results will not be released over the phone.***
12. If you pass your exam it does not mean that you are certified to that level. We may need further documentation to process your certification.
  - a. If we need further documentation, you will be notified by email of what missing documentation is needed by us to process your certification. An email will be sent to the email address that you supply on the cover sheet that you will fill out shortly.
  - b. You only become certified after a certificate has been issued. Your certificate is a one of a kind certificate with the number on the gold seal issued solely to you and it CANNOT be reproduced and WE DO NOT KEEP COPIES of your certificate.
  - c. If after receiving your certificate, you find there is an error, make any corrections on the certificate and mail it back to our office.
13. If you fail the exam you have one opportunity for a retest. The retest may be scheduled by filling out a retest application and faxing it to our office. You cannot retest on the same day as your initial test.
14. Should you fail the exam a second time, you must retake the appropriate course before being allowed to take another test for the same certification level.
15. If you have not tested, retested or completed any prerequisite certification within one year of course completion, your testing records will be deemed inactive and the entire course must be taken again to be eligible for testing.
16. We CANNOT read a question, define a word or clarify a sentence. If you want to challenge a question, write the question number on the cover sheet.

# CERTIFICATION TEST PROCTOR INSTRUCTIONS

17. ***(READ THIS IF TESTING AT THE DIVISION OFFICE, OTHERWISE SKIP TO #18.)***

- a. Open your test folder and verify contents. You should have a cover sheet, scantron answer sheet and a test booklet. Verify that you have received the exam that you are scheduled to take by matching the test title to the cover sheet.

18. ***(READ THIS IF TESTING OTHER THAN AT THE DIVISION OFFICE.)***

- a. Open test packet and verify contents. You should have a cover sheet, scantron answer sheet, test booklet and a colored seal. Verify that you have received the exam that you are scheduled to take by matching the test title to the cover sheet.

19. Complete the exam cover sheet - PLEASE PRINT CLEARLY your name as it appears on your state or federal government issued ID. When you get to your email address be sure that we can identify a hyphen from an underscore.

20. Using a number 2 pencil only, on the Scantron answer sheet complete the following:

- a. Social Security Number (ID # column)
- b. Last name
- c. First initial
- d. Middle initial
- e. Date
- f. Do NOT write in other boxes
- g. Fill oval completely
- h. Any erasures must be as complete as possible
- i. No stray marks

21. Pay careful attention to the question number and number on the scantron answer sheet ensuring that you are filling in the appropriate line oval for the appropriate question. Any questions not answered are scored as an incorrect answer. Ensure that you answer all questions.

22. Do not write in the test booklet.

23. When you are finished:

a. ***(READ THIS IF TESTING AT THE DIVISION OFFICE, OTHERWISE SKIP TO b.)***

1. Place the cover sheet, test booklet and scantron answer sheet in the folder and return the completed exam to the exam proctor.

b. ***(READ THIS IF TESTING OTHER THAN AT THE DIVISION OFFICE.)***

1. Place the cover sheet, test booklet, and scantron answer sheet back in the envelope.
2. Use the colored seal to reseal the envelope and write your initials on the seal.
3. Return the completed exam to the exam proctor.

# CERTIFICATION TEST PROCTOR INSTRUCTIONS

24. Your allotted time for exam completion is:

<b>Certification Exam Level</b>	<b>Questions on exam</b>	<b>Allotted time for exam</b>
Haz-Mat - Awareness	50 questions	1 hour
Haz-Mat - Operational	100 questions	2 hours
Haz-Mat - Technician*	100 questions	2 hours
Fire Fighter I	100 questions	2 hours
Fire Fighter II	100 questions	2 hours
Fire Investigator	100 questions	2 hours
Fire Inspector	100 questions	2 hours
Instructor I	100 questions	2 hours
Instructor II	50 questions	1 hour
Fire Officer I	100 questions	2 hours
Fire Officer II	100 questions	2 hours
Driver/Operator	100 questions	2 hours
Rescue Technician (Intro)*	50 questions	1 hour
Rescue Technician (Rope)*	50 questions	1 hour
Rescue Technician (Trench)*	50 questions	1 hour
Rescue Tech-(Vehicle)*	50 questions	1 hour
Fireworks Display Operator	50 questions	2 hours
Pyrotechnic Operator	50 questions	2 hours
Blaster	50 questions	1 hour

*\*Certification level is being developed*

25. You will be notified 15 minutes and 5 minutes prior to your exam time expiring if you have not already finished.

26. Are there any questions?

27. Your exam start time is (current time). You may begin.

# FIRE FIGHTER I & II PRACTICAL SKILLS CERTIFICATION EVALUATOR INSTRUCTIONS

## Duties of the Evaluator

### A. Prior to the Practical Skills Exam

1. Review the cover letter included with the practical skill exam packet for special instructions and approved Alternative Compliance Method Skills pertinent to the scheduled exam.
2. Contact the course lead instructor to verify that facilities and equipment have been made available for those skills that were not completed by Alternative Compliance Method.
3. Determine that a sufficient number of assisting evaluators have been assigned for the exam. One evaluator must be present for each five students testing.
4. Verify that sufficient forms and materials have been included in the practical skill exam packet.

### B. Day of the Practical Skills Exam

1. Practical Skills Checkoff forms are provided to the lead evaluator so that each student has a form to be used during testing.
  - a. Practical Skills Checkoff forms contain all of the practical skills that could possibly be chosen in a skill sequence for the appropriate level of testing; all practical skills from the Fire Fighter I and II standard are eligible for testing.
  - b. The Lead Evaluator is not to advise the students of which skills they will be tested or have the students mark the test skills.
  - c. The students success or failure on each skill should be indicated on their checkoff sheet immediately following their demonstration of that skill. Only the skills tested in the chosen skill sequence should be marked on the checkoff sheet. Therefore, there will be many blank areas on their sheet when the exam is completed.
2. Practical skills exam sequence packets are not to be opened until the day of the skill exam by the lead evaluator, in the presence of one witness (not to be a member of the class being tested) and one representative of the host agency.
  - a. Once skill packet has been opened, the lead evaluator, witness and host agency representative will immediately sign and date the exam packet cover form where indicated.

# FIRE FIGHTER I & II PRACTICAL SKILLS CERTIFICATION EVALUATOR INSTRUCTIONS

- b. A representative from the class, or the instructor or an evaluator will select one of the three exam sequence envelopes included in the sequence packet. The skill sequence contained in that envelope will serve as the skills to be tested for the entire class.
- c. **Only one Skills Sequence envelope is to be opened. Evaluators shall not open other envelopes to select between sequences. Should other opened sequence envelopes be received by the Division, the skills test shall be invalidated and the entire class have to retest.**
- d. All other envelopes must be returned to the Division of Fire Safety, unopened, with the other testing materials. The benefit of this choice of sequenced skills is that randomness is ensured and thus the students must be prepared for any skill from the practical skills booklet.
- e. **The students shall not be told what skills are in the sequence, and skill stations shall not be arranged until immediately prior to the skills exam.**
- f. The Lead evaluator will make station assignments for assisting evaluators assisting after reviewing the skill sequence drawn.
- g. The Lead Evaluator shall verify which skills have been completed by Alternative Compliance Method, if any, by reviewing the “Verification of Alternative Compliance Method” form and information provided in cover letter from the Division.
  - (1) **If the Division does not verify this Alternative Compliance Method was followed during a live burn skill or vehicle extrication listed on Practical Skills Test Sequence being used for the test, the listed live burn skill or vehicle extrication skill must be conducted during the test.**
  - (2) If the Division verifies the alternative compliance method has been used for a live burn skill or vehicle extrication listed on Practical Skills Test Sequence, the alternative skills listed on the sequence must be completed.
  - (3) All auto extrication and live fire skills must be evaluated by a certified Lead Evaluator. Assisting evaluators shall not be assigned to evaluate these skills.
- h. Practical Skill stations shall be arranged as to prevent students from observing stations they have not yet completed.
- i. Candidates are not permitted to watch as skill stations are set up and as other candidates demonstrate their practicals.

# FIRE FIGHTER I & II PRACTICAL SKILLS CERTIFICATION EVALUATOR INSTRUCTIONS

3. The Lead Evaluator shall have all students provide photo identification and verify identification before allowing the student to sign the roster and take the practical skills exam.

Any candidate not listed on the roster by the Division shall not be allowed to proceed with the Practical Skills Exam. Only the Deputy Chief has the authority to make any exception to this policy.

4. The Lead Evaluator shall conduct a pretest briefing with all assisting evaluators. This briefing shall include the following information:
  - a. A review of the practical skills to be tested.
  - b. A review of the acceptable test performance criteria.
  - c. A review that all evaluators must refer to the skill checklists and determine if the students follow the steps and techniques listed in order to pass the skill.
    - (1) On any specific skill, students can not miss **any** of the priority steps and can not miss more steps than allowed as indicated on each checklist to pass the specific skill.
    - (2) These priority steps are indicated in italics.
    - (3) The number allowed to be missed is identified on each skill checklist.
  - d. A review of the proper completion of any forms used in the evaluation.
  - e. A review of the procedures to be used for handling questions or problems, which may arise during testing.
  - f. A review of the safety procedures to be followed during testing.
5. **When a student is ready to be tested on a particular skill, the Evaluator is required to read aloud to the student the skill instruction statement as written for that skill on the skill sequence.**
6. The Evaluator shall refer to the skills checklist but not disclose information concerning the specific items or attempt to teach the correct methods to perform the skills during the test, as the students are supposed to have already mastered each skill.
7. **To ensure consistency among evaluators, it is mandatory that all evaluators refer to the skill checklists and determine if the students follow the steps and techniques listed in order to pass the skill.**

# FIRE FIGHTER I & II PRACTICAL SKILLS CERTIFICATION EVALUATOR INSTRUCTIONS

8. Candidates should be notified confidentially of their pass/fail status on each skill. Results shall not be posted for public viewing.
9. Each student is allowed two attempts to successfully demonstrate a given skill.
  - a. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
  - b. The second attempt should be done with a different evaluator if possible.
  - c. A student needing a second attempt is not allowed to confer with other students, instructors, or evaluators to relearn/practice a skill. Prior to the second attempt, this student is allowed to refer to the Division of Fire Safety's Practical Skill Booklet but may not refer to any other reference material.
  - d. During the second attempt, the student retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.
10. Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to be tested for certification.
  - a. The Lead Evaluator shall deny testing to these individuals.
  - b. This policy is in accordance with NFPA 1500, *Fire Department Occupational Safety and Health Programs*, 2007 Edition

# HAZ-MAT OPERATIONS PRACTICAL SKILLS CERTIFICATION EVALUATOR INSTRUCTIONS

1. Due to the complexity of the Practical Skill Sequences, there must be a minimum of two Exam Evaluators at all Practical Skills Certification Exams.
  - a. The number of evaluators is determined by how many skills stations are going to be operated at the same time. Operations Mission-Specific Practical skills are a “GROUP” skill. Maximum number of candidates to a testing group is 5.
2. The Lead Evaluator shall conduct a pretest briefing with all assisting evaluators. This briefing shall include the following information:
  - a. A review of the practical skills to be tested.
  - b. Skill scenarios to be used according to topography.
  - c. A review of the acceptable test performance criteria.
  - d. A review that all evaluators must refer to the skill checklists and determine if the candidates follow the steps and techniques listed in order to pass the skill.
  - e. Candidates must complete and pass all skills to be eligible for certification.
    - (1) To ensure evaluator consistency all evaluators must refer to the skill sheets and determine if the candidates follow the steps and techniques listed in order to pass the required skills.
    - (2) All of the skills listed on the individual skill sheets must be completed to pass the skills.
    - (3) Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that candidates perform the skills as specified on the skill sheets.
  - e. A review of the proper completion of any forms used in the evaluation.
  - f. A review of the procedures to be used for handling questions, problems or failures which may arise during testing.
  - g. The Lead Evaluator and Safety Officer shall brief all assisting evaluators and support staff on specific safety precautions and procedures for certain skills. Any individual involved with the testing process who observes a potentially hazardous condition must report it to the Safety Officer or an evaluator.
  - h. The completion of the “Evaluator Code of Ethics” form for each evaluator.

# HAZ-MAT OPERATIONS PRACTICAL SKILLS CERTIFICATION EVALUATOR INSTRUCTIONS

3. The Lead Evaluator shall have all candidates present a state or federal government issued photo identification and verify identification before allowing the candidate to sign the roster and take the practical skills exam.
4. Practical Skills Check-off forms are provided to the lead evaluator so that each candidate has a form to be used during testing.
  - a. Practical Skills Check-off forms contain all of the practical skills to be tested.
  - b. The candidates success or failure on each skill should be indicated on their check-off sheet immediately following their demonstration of that skill.
5. Exam evaluators are to review the following information with the candidates prior to beginning the Practical Skills exam:
  - a. Each candidate must be prepared to take appropriate protective equipment to each skill station.
  - b. Each candidate is allowed two attempts to successfully demonstrate a given skill.
  - c. Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing.
  - d. The Lead Evaluator has the authority to limit the number of stations which a candidate may have a second attempt.
  - e. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
  - f. The second attempt should be done with a different evaluator if possible.
  - g. Candidates who need a second attempt are not allowed to confer with other candidates, instructors, or evaluators to relearn/practice a skill.
  - h. During the second attempt, the candidate retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.
  - i. A candidate must successfully demonstrate mastery of each step within each specific skill. If a candidate fails one particular skill after having two attempts, he or she fails the entire practical skills exam.

# HAZ-MAT OPERATIONS PRACTICAL SKILLS CERTIFICATION EVALUATOR INSTRUCTIONS

- j. The evaluator informs the candidate of his or her pass/fail status after each station and indicates so accordingly on his or her check-off form.

## **Completion of the Hazardous Materials Practical Skills Exam**

1. The Lead Evaluator collects all Practical Skill Booklets/Summary sheets from the candidates.
2. The Lead Evaluator reviews the Practical Skill Booklets to ensure all required skills were tested and pass/fail status correctly indicated.
3. When everything is in order, the Lead Evaluator signs each individual's Skills Test Summary and indicate if candidate has passed or failed the exam.
4. Each candidate must sign his or her individual Skills Test Summary.
5. Completed Practical Skill Booklets and Skills Test Summaries are returned to the course lead instructor.
6. The Lead Instructor will return the Practical Skill Booklets and Skills Test Summary to the agency that registered the course within 7 working days.

# FIRE INSPECTOR I PRACTICAL SKILLS CERTIFICATION EVALUATOR INSTRUCTIONS

## Missouri Division of Fire Safety Certification Policy Manual:

### 4.9 Fire Inspector Practical Skills Examination Procedures

#### 4.9.1 Fire Inspector Practical Skills Testing Administration

Each student shall complete an Inspection Practical Skills booklet. Other students are not allowed to watch as inspection skills are evaluated.

To ensure evaluator consistency only a core group of evaluators, approved by the Deputy Chief, are used.

**Each evaluator must refer to the skill sheets and determine if the students follow the steps and techniques listed.**

**Although through training and experience evaluators may know alternative techniques for skills, it is mandatory that students perform the skills as specified on the skill sheets.**

#### 4.9.2 Fire Inspector Completion of Practical Skills

Candidates should be notified confidentially of their pass/fail status on each skill. Results shall not be posted for public viewing.

Each student is allowed two attempts (or a retest) to successfully demonstrate a given skill.

1. The Lead Evaluator has the authority to limit the number of stations a candidate may retest on.
2. Requests for a retest on a failed skill must be directed to the Lead Evaluator.
3. Students who need to retest a skill station are not allowed to confer with other students, instructors, or evaluators to relearn/practice a skill.
4. The student retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.

The evaluator informs the student of their pass/fail status and indicates so accordingly on their skill sheet.

# FIRE INSPECTOR I PRACTICAL SKILLS CERTIFICATION EVALUATOR INSTRUCTIONS

## Skills Evaluations:

Just as a working inspector uses inspection checklists when conducting inspections, inspector candidates are permitted to use and refer to their skills books when conducting inspections during the skills evaluation process. Evaluators are not to take a candidate's skill book except to indicate the pass/fail status for the particular skill being evaluated following skills completion.

The inspector skill sheets have been written so as to encompass all of the elements of inspecting a particular detection/suppression system or facility. Therefore, there will be elements listed on a particular skill sheet which may not be present on the particular system or facility being inspected, i.e. components of a wet-pipe sprinkler system vs. the components of a dry-pipe sprinkler system.

If items listed on a skills sheet are not available on the system or facility being used, those items are not to be included in the evaluation process.

If the skills sheet asks for the student to identify a heat detector and there are no heat detectors on the system being used, the student need not discuss heat detectors since they are available to inspect.

If the skills sheet calls for the student to review test and maintenance records and those records are not available at the testing site, the student should merely state that he or she would check the records.

Students are to verbalize the elements of a particular skill/inspection they are conducting.

An evaluator is not to coach or teach a student the elements of a particular skill. However, the evaluator may ask the student question in an effort to clarify what a student has verbalized, i.e. if a student has identified a valve on a suppression system but not stated its position, the evaluator should then ask the student the valve's position.

Students are to successfully complete all of the applicable elements, as explained above, of the particular skill on which they are being evaluated to pass that skill.

**Should there be any questions as to whether a student has passed or failed a particular, the evaluator should contact the Deputy Chief of Training and Certification or the Course Lead Instructor.**

**Evaluator Instructions: As a Certification Evaluator, you are required to read this Code of Ethics each time a certification exam is evaluated. You must sign this Code of Ethics and return it to the Division of Fire Safety with all testing materials.**

## ***EVALUATOR CODE OF ETHICS***

As a Certification Exam Evaluator for the Division of Fire Safety, I realize that consistent, quality testing is a primary obligation to my students and the departments/agencies they serve.

It is my job to administer testing that will provide the students with a successful and rewarding experience, and I will work to ensure the success of each student.

I will refrain from making remarks or telling stories/jokes that may be considered offensive to others. I will be professional regarding socializing with students, and I will limit student contact outside of the testing situation as not to put the evaluator-student relationship at risk. It is my responsibility to use good judgment in selecting clothing that projects a professional image, and that is appropriate for both evolutions and classroom activities.

If I have comments or complaints about other instructors, students, or staff members, I will express them to the Division of Fire Safety, and not to other individuals or groups.

I expect safety rules to be observed by everyone -- coordinators, instructors, visitors, as well as students.

If for any reason I am unable to evaluate the exam I have been assigned, I will call the Division of Fire Safety as soon as possible.

As a Certification Exam Evaluator, I agree to abide by all the rules and conditions stipulated in the Missouri Division of Fire Safety Certification Policy and Procedures Manual in conducting training, certification testing, controlling examinations, maintaining records and submitting reports.

I further agree not to reproduce or release any testing materials or divulge the contents of the testing bank to anyone other than during an approved test.

I understand that to disregard any of the Division's Certification and Testing Policies would violate my agreement with the Division of Fire Safety and thereby cause the revocation of all certifications I hold with the Division of Fire Safety.

**Assisting Evaluators:**

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Lead Evaluator:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_