



MISSOURI DIVISION OF FIRE SAFETY

HAZARDOUS MATERIALS

NFPA 472-2013

CERTIFICATION PROGRAM



MISSION

The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.



HAZARDOUS MATERIALS CERTIFICATION PROGRAM

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Hazardous Materials Application



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Certification Process

The guidelines for the state certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of first responders and public sector officials and employees in the State of Missouri.

Goals of the Certification Program:

1. To raise the level of hazardous materials training for the State of Missouri.
2. To improve training and education for first responders and public sector officials and employees.
3. Establish minimum basic training standards for first responders and public sector officials and employees.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have attained state certification.

Hazardous Materials Awareness, Operations and Technician Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. This certification is internationally accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (ProBoard). The Missouri Division of Fire Safety shall certify individuals at the levels of Hazardous Materials Awareness, Operations and Technician based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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Hazardous Materials Certification

Hazardous Materials certification is granted to those individuals who meet the required qualifications and successfully pass the certification exam. The requirements for Awareness, Operations and Technician levels are based on NFPA 472-2013 and 29CFR1910-120(q). No individual shall attain higher hazardous materials certification without first completing Hazardous Materials Awareness Level. Applicants seeking certification at the Operations level, must first show documentation of having met the requirements for Hazardous Materials Awareness. Applicants seeking certification at the Technician level, must first show documentation of having met the requirements for Hazardous Materials Awareness and Operations.

All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the certification examination. **Applicants have one year from the time of course completion to complete the certification process.**

I. Applicants Requirements for Hazardous Materials Awareness Certification

Certification as Hazardous Materials - Awareness Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," including the "Authorization for Release of Information." Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Awareness course (MUFRTI online Hazardous Materials Awareness course only: attach copy of a course completion certificate to application).
- C. Applicant must be a resident of Missouri, or employed within the State.
- D. Applicant must be at least 18 years of age.
- E. Copy of a valid Missouri driver's license or a valid state or federal identification
- F. Applicant must attain a score of 70% on the state certification written exam.



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II. Applicants Requirements for Hazardous Materials Operations Certification

Certification as Hazardous Materials - Operations Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," including the "Authorization for Release of Information." Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Operations training program.
- C. Applicant must be a resident of Missouri, or employed within the State.
- D. Applicant must be at least 18 years of age.
- E. Copy of a valid Missouri driver's license or a valid state or federal identification
- F. Applicant must attain a minimum score of 70% on the State certification written and must successfully pass all practical skills tested on the State practical skills examination.
- G. Applicant must be certified by the Division of Fire Safety at the Hazardous Materials Awareness Level to NFPA 472-1997 or newer standard.

III. Awareness and Operations Certification Annual Refresher

- I. Those applicants who are trained in accordance with 29CFR1910-120(q)(6) shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (reference 29CFR1910-120(q)(8)). The Division of Fire Safety has adopted the following refresher requirements:
 - A. Successfully attend a Hazardous Materials Awareness or Operations training program **or**
 - B. A statement of training or competency shall be made by the employer (e.g.: fire chief, police chief, sheriff, etc.). If a statement of training or competency is made, the employer shall keep a record of the methodology used to demonstrate training or competency. This statement shall be available to the Division of Fire Safety for review upon request.



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IV. Applicants Requirements for Hazardous Materials Technician Certification

Certification as Hazardous Materials Technician Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," including the "Authorization for Release of Information." Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Technician training program.
- C. Applicant must be a resident of Missouri, or employed within the State.
- D. Applicant must be at least 18 years of age.
- E. Copy of a valid Missouri driver's license or a valid state or federal identification
- F. Applicant must attain a minimum score of 70% on the State certification written and must successfully pass all practical skills tested on the State practical skills examination .
- G. Applicant must be certified by the Division of Fire Safety at the Hazardous Materials Awareness and Operations Levels to NFPA 472-1997 or newer standard.
- H. The candidate must meet the medical and physical fitness requirements to perform the task of Hazardous Materials Technician as determined by the authority having jurisdiction.

V. Hazardous Materials Technician Recertification

The Hazardous Materials Technician Certification level 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 of record prior to the recertification date. The individual is responsible for supplying the Division with a current home address.



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The Hazardous Materials Technician will be required to complete the following criteria in order to renew certification:

- A. Complete and submit the Recertification Application.
- B. Summary of how your duties over the past three (3) years reflect your current certification level.
- C. Provide documentation of 24 hours of total training (8 hours per year) as a student or instructor, or any combination, in Hazardous Materials Technician related courses or seminars. Continuing education training must include demonstration of competency at all practical skill evolutions conducted during the approved classes and documentation of these proficiencies.

Note: All courses and seminars are subject for approval by the Division of Fire Safety.

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

VI. Application for Certification Testing

Application for Written Testing for Hazardous Materials-Awareness Certification

The following information must be **attached** to the candidate's application for testing:

- A. An "Application for Testing and Certification" completed by applicant - stating name and personal information.
- B. Copy of valid Missouri driver's license or a valid state or federal identification.
- C. Complete an "Authorization for Release of Information" form.
- D. Individuals may apply for testing and in turn will be notified of confirmation of the test date and the location by the Division of Fire Safety.



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Application for Written Testing for Hazardous Materials-Operations Certification

The following information must be **attached** to the candidate's application for testing:

- A. An "Application for Testing and Certification" completed by applicant - stating name and personal information.
- B. Copy of valid Missouri driver's license, or a valid state or federal identification.
- C. Complete an "Authorization for Release of Information" form.
- D. Individuals may apply for testing and in turn will be notified of confirmation of the test date and the location by the Division of Fire Safety.

Application for Written Testing for Hazardous Materials-Technician Certification

The following information must be **attached** to the candidate's application for testing:

- A. An "Application for Testing and Certification" completed by applicant - stating name and personal information.
- B. Copy of valid Missouri driver's license or a valid state or federal identification.
- C. Complete an "Authorization for Release of Information" form.
- D. Individuals may apply for testing and in turn will be notified of confirmation of the test date and the location by the Division of Fire Safety.



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VIII. Certification Written Test Requirements

Candidates must score 70% or better on the state written certification examination. The Awareness exam consists of 50 multiple choice questions and must be completed within one hour. The Operations and Technician exams consist of 100 multiple choice questions and must be completed within two hours.

For Hazardous Materials Awareness and Operations exams, each question is referenced to NFPA 472-2013, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incident* and one or more of the following sources:

1. *Hazardous Materials: Awareness and Operations*, Jones and Bartlett
2. *Fundamentals of Fire Fighter Skills*, Third Edition, Jones and Bartlett
Chapters 28-35 (if not presented in conjunction with an approved Fire Fighter I and II course, the following chapters must also be presented: Chapters 3, 5, 17, and 23)
3. *Hazardous Materials for First Responders*, Fourth Edition, IFSTA
4. *Essentials of Fire Fighting and Fire Department Operations*, Sixth Edition, IFSTA
Chapters 23-24 (if not presented in conjunction with an approved Fire Fighter I and II course, the following chapters must also be presented: Chapters 3, 5, 6, 16, and 17)
5. The Fire and Rescue Training Institute, MU Extension "Hazardous Materials Initial Response: Awareness" course online
6. 2012 Emergency Response Guidebook
(Those students taking the Operations or Technician examinations should be familiar with the Incident Command/Management System)

For Hazardous Materials Technician exams, each question is referenced to NFPA 472-2013, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incident* and one or more of the following sources:

1. *Hazardous Materials: Managing the Incident*, Fourth Edition, Jones and Bartlett
2. Missouri Division of Fire Safety "Hazardous Materials Technician Reference Guide"

Students can prepare for the exam through completion of the appropriate course and reviewing the above references. Applicants must take and pass the certification exam within one year of completing the appropriate course.

Sample Test Question

1. The bottom quadrant of the NFPA 704 System is used to indicate _____.
 - A. health hazards
 - B. flammability
 - C. additional hazards
 - D. reactivity



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A candidate must score 70% or better on Certification Written Examination in order to pass.

In the event of failure:

1. A candidate who has failed the written exam on the first attempt may retest at a later date. A candidate may schedule a retest by submitting an "Application for Retesting and Certification". Candidates may retest during a scheduled regional exam or at the Division of Fire Safety's Office. A different version of the exam will be administered. Application for testing must be made within one year of course completion.
2. Should the candidate fail the written test on the second attempt, he or she will be required to take the appropriate approved Hazardous Materials course again before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.

IX. Hazardous Materials Operations Practical Skills

Hazardous Materials Operations Practical Skills testing are conducted at the conclusion of an approved course.

Each skill objective in the NFPA 472 Hazardous Materials Operations standard is tested at the conclusion of an approved course by approved evaluators. Skills have been created for core competencies and each mission-specific required discipline. Students should have mastered these skills during the approved Hazardous Materials Operations course. All completed skill sheets must be sent to the Division in order to be eligible for certification.

Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to test for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so.

1. Each candidate must be prepared to take appropriate protective equipment to each skill station.
2. Each candidate is allowed two attempts to successfully demonstrate a given skill.
3. Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing.
4. The Lead Evaluator cannot limit the number of stations which a candidate may have a second attempt.



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5. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
6. Candidates who need a second attempt are not allowed to confer with other candidates, instructors, or evaluators to relearn/practice a skill.
7. 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.

A candidate must successfully demonstrate mastery of each priority 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.

Should the candidate fail the practical exam, he or she will be required to take an approved Hazardous Materials Operations course again before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.

X. Hazardous Materials Technician Practical Skills Exam

All Hazardous Materials Technician practical skills testing will be scheduled only by the Division of Fire Safety. The Division will notify students, who have met the certification eligibility requirements, of the practical testing dates and locations. Testing materials will be sent to the Lead Evaluator prior to the scheduled test date.

Individuals with facial hair that comes into contact with the SCBA facepiece will not be allowed to test for certification. The Lead Evaluator will have the authority to deny testing to these individuals and is expected by the Division to do so.

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 the given NFPA Standard can be on a particular skill test. All practical skills exams shall contain a diverse degree of difficulty in job areas.

Hazardous Materials Technician practical skills tested are sequenced in the form of actual contextual skills. Several sequences of skills have been created and are mailed to the evaluator in sealed envelopes. 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.

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



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2. Each candidate is allowed two attempts to successfully demonstrate a given skill.
3. Candidates should be notified confidentially of their pass/fail status on each skill. Results must not be posted for public viewing.
4. The Lead Evaluator cannot limit the number of stations which a candidate may have a second attempt.

A candidate must successfully demonstrate mastery of each priority 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.

Should the candidate fail the practical exam, he or she will be required to take an approved Hazardous Materials Technician course again before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.



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XI. Applying for Hazardous Materials Equivalency/Reciprocity

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.

Equivalency

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) 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

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

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. Certificates must clearly indicate IFSAC or ProBoard 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.



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XII. Saving Clause

The qualifications developed in this program shall not be used to render invalid any rank, qualification, certification, or appointment acquired prior to the adoption of this program.

XIII. Suspension, Revocation or Denial

The Director of 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 pass the practical skills examination (if applicable).

All certifications currently held by the individual will be reviewed.



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XIV. Appeal Process

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:

1. Two representatives of the Missouri Division of Fire Safety, Missouri Fire Safety Education/Advisory Commission appointed by the Director of the Division of Fire Safety
2. 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.

Date Received		Department of Public Safety Division of Fire Safety PO Box 844, Jefferson City, MO 65102 (573) 522-2426 FAX (573) 751-1744 Website: www.dfs.dps.mo.gov	 	Date Approved To Test
Received By				Approved By
Application for Testing and Certification				

Location for Testing:(see website for testing locations and dates)	Date of Testing

Personal Information:				
Last 4 SSN #	Last Name	Suffix	First Name	M.I.
Mailing Address of Applicant			City	State
Driver's License #	D.L. State	Personal Phone # <input type="checkbox"/> Home <input type="checkbox"/> Cell	Email Address	
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	County of Residence

Current Agency Information:			
Agency Name	Phone #	Yrs of total Serv.	County
Street Address	City	State	Zip Code

Agency Type
<input type="checkbox"/> Volunteer FD <input type="checkbox"/> Paid FD <input type="checkbox"/> Academy Student <input type="checkbox"/> Private <input type="checkbox"/> Other Local, State or Federal Agencies

Check the Certification Test(s) Applying For:			
Fire Protection	<input type="checkbox"/> Firefighter I <input type="checkbox"/> Firefighter II	Was Firefighter II taken online?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hazardous Materials	<input type="checkbox"/> Awareness <input type="checkbox"/> Operations	<input type="checkbox"/> Technician	Was HM Awareness online?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Officer	<input type="checkbox"/> Fire Officer I <input type="checkbox"/> Fire Officer II		
Fire Service Instructor	<input type="checkbox"/> Level I <input type="checkbox"/> Level II		
Driver/Operator	<input type="checkbox"/> Pumper		
Fire Inspector	<input type="checkbox"/>		
Fire Investigator	<input type="checkbox"/>		

Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?

Yes No

If yes, download a "Criminal Offense Statement" at
http://www.dfs.dps.mo.gov/documents/forms/MO_815-F0047.pdf

This form MUST be fully completed and submitted with this application.

Authorization for Release of Information

I, (Print Full Name) _____ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and/or Local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: _____ Date: _____

To be completed by the Lead Instructor of a Division of Fire Safety Registered and Approved Course

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: _____

Signature: _____ Date: _____

Hazardous Materials Levels & Fire Fighter I and II ONLY **To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor**

I certify that the above applicant meets the physical and medical requirements set down by the _____ (Authority Having Jurisdiction) to perform the duties of the applicable NFPA standard.

Signature: _____ Date: _____

Testing will be scheduled by the State Fire Marshal's Office, Training and Certification Unit.

COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING