



Certification Guide for New Department Chiefs & Training Officers

Congratulations on your new position as a chief or training officer. In your position, it is important to be familiar with the Utah state certification process. Certification contributes to the success of Utah firefighters, but it is not required by all departments. If you choose to participate in the state certification system, there are many benefits. This guide is designed to help you understand the certification process. You'll learn what certification means and why it's beneficial, how the certification process works, and the name of your certification specialist.

Certification Specialists

Certification specialists are the UFRA staff members who process all exam and certification-related items for each department in their respective counties. If you have any questions regarding exams or certifications, contact the certification specialist in charge of your county. (If your certification specialist is not available and you have a time-sensitive issue, another certification specialist may be able to assist you.)

- **Jennifer Lindley:** Jennifer.Lindley@uvu.edu, 801-863-7709
Serves the following counties: Box Elder, Cache, Daggett, Davis, Morgan, Rich, Summit, Tooele, Weber
- **Trudy Meister:** TMeister@uvu.edu, 801-863-7709
Serves the following counties: Carbon, Duchesne, Emery, Grand, Juab, Millard, Sanpete, Sevier, Uintah, Utah, Wasatch
- **Sharon Stokes:** Sharon.Stokes@uvu.edu, 801-863-7709
Serves the following counties: Beaver, Garfield, Iron, Kane, Piute, Salt Lake, San Juan, Washington, Wayne

Benefits of Certification

The main benefit of state certifications is that firefighters in your department can ensure they are trained to an international standard. Certifications issued by UFRA are accredited by two internationally recognized organizations:

- **Pro Board:** The Pro Board's mission is "to establish an internationally recognized means of acknowledging professional achievement in the fire service and related fields. The **accreditation** of agencies that **certify** uniform members of public fire departments, both career and volunteer, is the primary goal" (<https://theproboard.org/about-us/>).
- **International Fire Service Accreditation Congress (IFSAC):** IFSAC "provides accreditation to entities that certify the competency of and issue certificates to individuals who pass examinations based on the National Fire Protection Association fire service professional qualifications and other standards approved by the Assembly" (<https://ifsac.org/for-certifying-entities/>).

Completing Training Records

To begin the certification process, firefighters must complete training records for the level that they are certifying on (Hazmat Operations, ADO-Pumper, etc.). The training record can be obtained on UFRA's website at <https://www.uvu.edu/ufra/certification/index.html>. Once on the site, firefighters may select the levels they are training on and choose the corresponding certification standard. The training record is found at the end of the standard.

Once the training record is completed (including the in-house exam), the state certification test can be scheduled.

Scheduling Written and Skills Exams

Each certification level requires a written test and a skills test. Once a firefighter is ready to test, the department chief or training officer must complete and submit an Examination Request form, which can be found on the certification website under "Certification Forms."

Submitting Exam Request Forms

The Examination Request form must be *received* by your certification specialist (by mail or email) 30 days prior to the requested exam date. When filling out the form, the submitting officer must do the following:

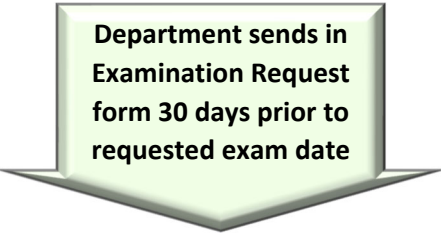
- Make sure to fill out the form *completely*—including candidate names.
- Choose which type of tester you are requesting for the written exam:
 - **Authorized department testers** have been trained by the Certification Office to administer written exams (not skills) for their own department members. Not all departments have department testers. Department testing privileges will be revoked if testing violations occur (i.e., cheating).
 - **Certification testers** have undergone training from the Certification Office and are authorized to administer written and skills tests to any department in the state.
- Include the signature of the chief or training officer.

Once the exam has been scheduled, the chief or training officer will be sent a confirmation letter. The letter includes the exam date, exam type, location, certification level, and number of candidates taking the exam. Review details of the letter and notify your certification specialist of any changes that may need to be made.


Written Exams

The written exam may be administered in one of three ways:


1. Use your authorized department tester.
 - If this option is chosen, list the department tester on the Examination Request form.
 - Written and skills exams may be scheduled on a different day.
2. Use a state certification tester.
 - Both written and skills exams must be held on the same day.



Department sends in Examination Request form 30 days prior to requested exam date



Certification staff sends chief/training officer a confirmation letter



Certification staff schedules a tester

3. Take the written exam at UFRA.
 - The day and time will be determined with your certification specialist.

Skills Exam

All skills exams will be administered by a certification tester at a station. (The exception are the Inspector and Officer levels. These skills exams may be administered at UFRA, if needed.)

Testing Process

On the day of the exam, the tester (who has received a confirmation letter for the assignment from the Certification Office) will arrive at the test site 30 minutes early to prepare for the exam. The tester will bring a test box with testing materials sent from the Certification Office.

The tester will follow policies and procedures related to conducting the exam (these are determined by the state Certification Council).

After the Exam

The Certification Office will receive test materials back from the tester (this may take five days). The exams will be graded, and results will be recorded.

The Certification Office will email pass/fail notifications to the chief or training officer. For written exams, detailed results are mailed to department for candidates in individually sealed envelopes for distribution by the chief/training officer.

Receiving results may take up to 25 days. For security reasons, exam scores are never given over the phone or via email directly to candidates.

If Exams Are Passed...

Once written *and* skills exams for a level are successfully passed, the chief/training officer should submit a Certification/Re-certification Request form to the certification specialist. Certification and re-certification fee information is listed at the end of this document.


Along with the form, the department should send updated photos for ID cards. ID cards are plastic cards, the size of credit cards, that have the firefighter's picture and certification levels listed.

- **Certifications are not automatically issued; a Certification/Re-certification Request form must be submitted.**
- **Exam scores remain valid for three years. If certification is not requested within three years, the training record and exams must be redone.**

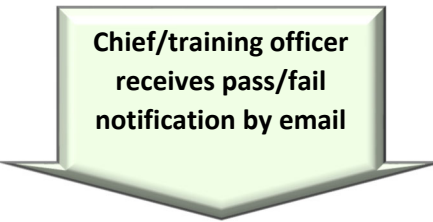
If Exams Are Failed...

Candidates are allowed three attempts to pass each exam (each attempt on the written exam is separate from each attempt on the skills exam).


For each new attempt, another Examination Request form must be submitted so the exam may be scheduled. The second and third attempts must be completed within



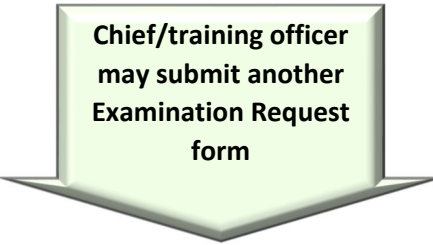
Tester administers the exam



Chief/training officer receives pass/fail notification by email



Chief/training officer submits a Certification / Re-certification Request form



Chief/training officer may submit another Examination Request form

one year of the first attempt. If the exam isn't successfully passed within one year, the testing process starts over. To restart the testing process, the candidate must wait one year from the last date of testing. If desired, the candidate may petition to shorten the required time of restarting testing from one year to 120 days.

Certifications Issued

Within 25 days of receiving the Certification/Re-certification Request form, certification(s) will be issued, and the following will happen:

- A letter detailing the certification(s) issued will be mailed to the chief/training officer along with patches for each level certified.
- Identification (ID) cards will be sent if the Certification Office has a recent picture of the firefighter (less than five years old).
- Certificates of certification may be downloaded on the UFRA website's Lookup System: uvu.edu/ufra/lookup/index.php. (Note: Certificates are no longer mailed to departments, unless requested and purchased.)

Re-certification Process

Once certifications are issued, they are valid/active for **three years** and then expire. To keep certifications active, there are two requirements:

- The firefighter must complete 36 hours of training each year, or 108 hours over the three-year period.
- A Certification/Re-certification Request form must be submitted. It may take up to 25 days for this to be processed.

Each time a new certification level is issued for an individual, the expiration date of ALL certifications is moved to three years from the issue date of the new certification.

EXCEPTION: Hazmat Technician. To re-certify at the Hazmat Technician level, a new training record must be submitted with the Re-certification Request form (before the three-year expiration date).

A report may be generated online (using the Lookup System feature) to show the certifications and expiration dates of each department member. Contact your certification specialist to obtain your Certification Department Number.

Reciprocity

If a firefighter comes from another state with either an IFSAC seal or a Pro Board certificate, the Utah Fire Service Certification System will offer reciprocity to that firefighter upon two conditions. 1) The person must first be part of a Utah fire department. 2) The level being requested must be accredited within the Utah system. Once these two conditions are met, the person may have his/her chief or training officer request reciprocity using the "Reciprocity Certification Request" form found on the website.



Certification staff
issues certification



Re-certification is
requested, and
expiration dates are
updated

Resources

The following resources are included on the UFRA website:

- Certification specialist contact information
- Certification standards
- Training Record forms
- Examination Request form
- Certification/Re-certification Request form
- Lookup System
 - View department certification list (includes expiration dates)
 - View a list of individual certifications
 - ID cards will soon be available

Certification Fees

<u>Fee</u>	<u>Item</u>
Free	Certification - First Written Attempt
\$40	Certification - Second Written Attempt
\$60	Certification - Third Written Attempt
\$90	Certification - Non-Fire Department Agencies
\$ 5	Recertification - All Levels Received (except HazMat Tech)
\$ 5	Recertification - HazMat Technician
\$20	Reciprocity - per level, with IFSAC or Pro Board seals
\$10	Printed original certificate with seal
\$10	Additional printed ID card

Fees are billed to the department once certification is issued, and an invoice is mailed to the department address.