

# Utah Fire Service Certification System

## FIREFIGHTER I & II



## CERTIFICATION STANDARD

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# Utah Fire Service Certification Council

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West Jordan Fire Department

**David Youngberg, Battalion Chief**  
North Davis Fire District

**Ted Black, Utah State Fire Marshal**  
Utah State Fire Marshal’s Office

## Utah Fire & Rescue Academy Staff

**Brad Wardle, Director**

**Jolene Chamberlain, Assistant Director**

**Joan Aaron, Certification Program Manager**

## Certification Specialists:

**Jennifer Lindley – Northern Region**

**Trudy Meister – Central Region**

**Sharon Stokes – Salt Lake County/Southern Region**

For questions or comments concerning this or other Utah certification standards, please contact:

Utah Fire Service Certification Council  
Utah Fire & Rescue Academy  
Utah Valley University  
3131 Mike Jense Parkway  
Provo, Utah 84601  
Phone 801-863-7709  
Fax 801-374-0681  
[www.uvu.edu/ufr](http://www.uvu.edu/ufr)

## **Firefighter Technical Committee**

The Certification Council would like to recognize and extend a voice of appreciation to the following fire service professionals for their work on this Firefighter Certification Standard. These individuals devoted many hours to reviewing the National Fire Protection Association (NFPA) 1001 standard, certification test banks, text books, and developing the skills for this standard.

Thank You...

Dave Youngberg, Battalion Chief  
North Davis Fire District  
\*Certification Council Representative

Krista Horting, Battalion Chief  
Weber Fire District  
\*Certification Council Representative

Andy Byrnes, Faculty  
Utah Valley University

Coty Chadburn, Captain  
St. George Fire Department

Gary Kilgore, Program Manager  
Utah Fire & Rescue Academy

William Mackintosh, Captain  
Salt Lake City Fire Department

Colin Ward, Firefighter  
South Salt Lake Fire Department

Chris Whetton, Captain  
Weber Fire District

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## **INTRODUCTION**

The world we live in is rapidly changing, and the many phases of the Fire Service are becoming so technical and complex that fire service training must be utilized to its maximum potential. Any overlap, fragmentation, and lack of basic structure must be eliminated. Standardization is the natural complement and necessity.

The fire service in Utah, through a state certification program, can meet the needs of future growth and establish uniformity through certification. We will then have more effective and efficient utilization of resources so as to provide the best possible fire protection service for all the citizens throughout the state of Utah.

The following certification requirements are based on the objectives listed in the National Fire Protection Association (NFPA) 1001 standard for *Fire Fighter Professional Qualifications*, 2019 Edition, as verified and adopted by the Utah Fire Service Certification Council (UFSCC).

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The UFSCC believes that by participating in these certification program firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

### **In Memoriam, September 11, 2001**

We pay tribute to the 343 members of FDNY who gave their lives to save civilian victims on September 11, 2001, at the World Trade Center. They are true American heroes in death, but they were also American heroes in life. We will keep them in our memory and in our hearts. They are the embodiment of courage, bravery, and dedication. May they rest in peace.

# FIREFIGHTER I

## CERTIFICATION STANDARD

# **FIREFIGHTER I CERTIFICATION REQUIREMENTS**

## ***Entrance Requirements***

In order to certify within the Utah Firefighter I program, candidates must fulfill the following requirements:

- 1- Complete Entrance Requirements.
- 2- Set up and maintain department records.
- 3- Train on the required written and practical objectives.
- 4- Pass a department "In House" practical skills examination.
- 5- Meet any other training requirements/prerequisites as defined by the Certification Council.
- 6- Pass both written and practical skills examination administered by the Certification Council.
- 7- Pass Live Burn Evaluation for Firefighter I.
- 8- Request Firefighter I certification.
- 9- Request re-certification.

## ***Physical Fitness Requirements***

The UFSCC acknowledges the importance of and need for physical fitness requirements as listed in the NFPA 1001, 2019 edition, Standard on *Fire Fighter Professional Qualifications*. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of physical fitness requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the UFSCC. The Council will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of physical fitness requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, **the Utah Fire Service Certification Council strongly recommends careful evaluation before altering or doing away with any existing physical fitness requirements.**

The requirements listed in NFPA 1001, 2019 ed., Chapter 1 are:

1. Meet the minimum educational requirements established by the authority having jurisdiction.
2. The Utah Fire Service Certification Council Policy 11.3 requires that a candidate must be 18 years of age to test and be certified.
3. Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, chapter 5, subsection 5.1.1, as determined by the medical authority of the AHJ.
4. Physical fitness requirements for entry-level personnel should be developed and validated by the authority having jurisdiction. Physical fitness requirements should be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements.



## ***Occupational Safety and Health Requirements***

The requirements listed in NFPA 1500, 2018 Chapter 7, are:

1. Meet the Protective Clothing and Protective Equipment requirements of NFPA 1500, 7.13.1, A7131.
2. Meet OSHA 29 CFR 1910.134(g) Use of respirators, “Prohibiting conditions that may result in facepiece seal leakage”. This pertains to facial hair that may prevent a good face seal.
3. Meet OSHA 1910.134 (g)(1)(i)(A)(B) Occupational health and safety regulatory requirements.

## ***Emergency Medical Care Requirements***

The following additional training requirements **must** be met before certification at the Firefighter I Level will be issued by the UFSCC.

Emergency Medical Care -Applicants for state certification at the Firefighter I level must hold a current CPR certification and have received training in first aid. First aid training should include infection control, bleeding control and shock management.

This training may be obtained through any organization that trains medical responders for CPR and first aid. A qualified instructor should teach these courses. Copies of the CPR cards (both sides) must be documented in the candidates training record.

## ***Department Training Officers***

For departments to enroll in the certification process, it is necessary for the department to assign training officers. Departments who **do not** have certified personnel to act as training officers for certification training should contact the Utah Fire & Rescue Academy at (801) 863-7700 or 1-888-548-7816 for assistance in setting up and monitoring certification training.

Department training instructors shall be certified at the level they are teaching. In addition, the Certification Council strongly recommends that training officers and instructors be state certified at the Instructor I level.

Department training officers or instructors will be responsible for certification training. Their primary responsibility will be to teach, evaluate, and in-house test department personnel on the skill and evolution requirements for each level of certification training.

The final entrance requirement is to complete the "Intent to Participate" form provided in Appendix D and return it to the Certification Council. Remember, participation in the certification process is **VOLUNTARY**. Once you have enrolled, you can withdraw if desired.

**If a department is already participating in the Utah Fire Service Certification System, it will not be necessary to file another “Intent to Participate” form.**

## **DEPARTMENT TRAINING**

The position of a Firefighter I is one that requires a high level of skill and knowledge. The training that is given to and received by firefighter candidates should be of the highest quality and degree. All training received must meet the requirements of NFPA 1001, 2019, Chapter 4 and the skills as approved by the UFSCC contained within the Utah standard. All training received must be documented and recorded on a training record. All testing for Firefighter I will be conducted following the policies and procedures of the UFSCC.

Training for Firefighter I is conducted at the department level or could be received through a joint training agreement between departments on a regional level. Regardless of where the training is received, it must prepare the candidate to be a competent and effective firefighter.

The course material should be referenced to the following textbook to prepare the candidate to successfully pass the state certification examination.

### ***Written Objectives***

The written objectives for Firefighter I are covered in the following texts:

- **IFSTA, Essentials of Fire Fighting, 7<sup>th</sup> Edition**
- **National Fire Protection Association, NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, 2019 Edition**

There are numerous methods departments have used to help prepare their personnel for the written examination. Considering the high level of skill and knowledge that is required for Firefighter I, the Council recommends that the candidate participates in a comprehensive class and receive instruction on both skill and written requirements.

### ***Skill Objectives***

Each candidate **must** be trained and evaluated in the performance of **all** skills. Each of the skill objectives shall be completed swiftly, safely, and with competence as defined below:

- **Swiftly** - Each skill objective must be completed within the allotted time.
- **Safely** - Each skill objective must be completed safely. Conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** - Each skill objective is performed in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS skill objectives.

## ***Department Training Records***

Each candidate shall have a current, accurate, and complete training record on file with the department which indicates that they have been trained on all skill objectives. The Training Record must be completed in its entirety in order to test. Training Records may be completed on a computer or by hand. Departments may set up their own training records, or use the one provided on page 51 of this standard, or the fillable Excel Training Record found online on UFRA's website. If a department chooses to set up their own training record it must meet the following requirements:

1. Certification level clearly defined with NFPA standard number and edition.
2. Signature line for the candidate attesting that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed.
3. Signature line for the Chief/Training Officer attesting that the candidate has been trained on all skills and a complete In-House Comprehensive Exam was administered and passed.
4. The date of completion for the training record is recorded.
5. All skills from the Utah Certification Standard for this level are listed on the training record and columns exist for:
  - a. Training Record – Date/Inst
  - b. In-House Comprehensive Exam –Date/Inst/Pass

## ***Department “In House” Skills Examination***

At the completion of the department's skills training, the department is required to hold an "in-house" skills examination for the level being trained. This is a comprehensive "in house" skill test conducted by the department training officers or course instructors. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare candidates for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are in-house testing.

Proctor instructions for the examination are in Appendix C. In-house testers shall follow the proctor instruction sheet to provide for uniformity and fairness during the exam. It is recommended that candidates be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If skill weaknesses are evident, the department shall conduct additional training and hold a new department "in house" skills examination. Only those candidates who successfully pass the department's skills "in-house" test will be allowed to participate in the state certification exam. Department training records must show that all candidates have successfully passed the "in-house" examination.

## ***Live Fire Requirement***

Live fire testing requirements shall be demonstrated during the live fire training exercise conducted during the training class. These skills will be evaluated and signed off by a qualified Certification Tester that is not an instructor of the training class. The test will be scored on a pass/fail basis during the exercise. Once completed, all evaluation sheets will be returned to the certification office in a sealed envelope to protect the integrity of the testing process. This process tests to the live fire requirement of NFPA 1001, NFPA 1003 and NFPA 1403.

## **CERTIFICATION EXAMINATIONS**

After completion of the training process, the Chief/Administrator can request testing for the candidate using the "Examination Request" form in Appendix D. The candidate will then have three attempts to pass the written examination. A separate application must be sent to the Certification Council for each attempt. Request forms must reach the Certification Council no later than **30 days** prior to the examination date. The entire examination process must be completed within one year of the first written exam date.

### ***Written Examinations***

The written examination is a randomly generated **150-question** test covering the written objectives of the Firefighter I standard. A minimum score of 70% is required to pass the certification exam. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of the last exam. Three attempts are given to pass the exam. If a candidate fails the written examination three times, he/she has failed the certification process and must wait **1 year** from the date of the last failed exam before re-entering testing. Exam results are forwarded to the Chief/Administrator within 30 days following the receipt of the completed examination.

#### **SAMPLE WRITTEN EXAMINATION QUESTIONS:**

The transfer of heat by the movement of air or liquid would be considered?

- a- Conduction
- b- Radiation
- c- **Convection**
- d- Direct-flame contact

What is a good, **two-firefighter** method for breaking a tight coupling without a spanner wrench?

- a- **Stiff-arm**
- b- Foot-tilt
- c- Knee-press
- d- Coupling tilt

### ***Skills "Spot Check" Examinations***

This is a two-step examination. The first step is a department records check and the second step is a skill "spot check" examination. A certification tester appointed by the Utah Fire Service Certification Council conducts the examination.

Training records are checked. If records are inadequate, corrective action must be taken before proceeding to the next step. The records must meet minimum requirements and are checked for the following:

- 1- Candidate has been trained in each skill and fireground evolution for the level being evaluated.
- 2- A department training officer has signed off each skill and fireground evolution.
- 3- Each candidate has passed a department "in-house" skills examination. The skills and fireground evolution "spot check" examination is graded on a 100% pass/fail basis. The test is graded in the following three areas:
  - **Swiftly** - Each skill objective must be completed within the allotted time.
  - **Safely** - Each skill objective must be completed safely. Conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.

- **Competence** - Each skill objective is performed in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS skill objectives.

Candidates are "spot checked" on **ONE (1) Live Fire Evolution** and **TWO (2) Examination Evolutions**. No prior notification for any of the evolutions being tested will be given.

**Live Fire Evolution:** Candidates will test one evolution. This is a 100% Pass/Fail test. If a candidate fails any portion of the skill then they have failed the evolution and must retest the entire evolution. This would be considered the second attempt for that skill. If a candidate fails this second attempt, they have failed the evolution.

**Examination Evolutions:** Candidates will test two Examination Evolutions. This is a 100% Pass/Fail test. If a candidate fails any portion of the skill then they have failed the evolution and must retest the entire evolution. This would be considered the second attempt for that skill. If a candidate fails this second attempt, they have failed the evolution.

Candidates who fail the 2<sup>nd</sup> attempt on either the live fire evolution or the examination evolutions must wait **30 days** before the third and final attempt. Candidates taking third attempts will test only on the evolution they failed. **No training, teaching, or coaching is allowed during this state test.**

Candidates who have failed the third attempt of the written examination or the skills examination have failed the certification process and must wait **1 year** from the date of the failed third attempt to re-enter state testing. The candidate will begin testing with a new 1st attempt of the written examination, following a request for examination. If a candidate wishes to enter a new course, the candidate may petition the certification office to re-enter the certification examination process no sooner than 120 days after their 3<sup>rd</sup> attempt failure. A petition, in writing, must be submitted to the certification office explaining the reason(s) for the petition.

## **FIREFIGHTER I CERTIFICATION**

When all requirements for certification have been met, applicants are eligible to be certified. The Chief/Administrator may apply to the Utah Fire Service Certification Council for certification for those candidates who have successfully completed the certification training/testing process. Request for state certification will be submitted to the Council using the "Certification/Recertification Request" form provided in Appendix D. The names are then checked against the official state records to ensure that each individual listed has met all requirements.

Those applicants who have met the requirements are issued a wallet card, certificate, and patch. Cards and patches are sent to the Chief/Administrator for disbursement. Certificates may be downloaded online. There is no cost for testing/certification if the candidate passes their written examination on the first attempt. A \$40 fee will be assessed if the candidate passes their written exam on the 2nd attempt, and a \$60 fee will be assessed if the candidate passes their written exam on the 3rd attempt. This fee schedule is applicable as of July 1, 2013.

**\*The above fee table applies to Utah Fire Departments only. All other agencies will be assessed a testing/certification fee of \$90.00 per level.**

## ***Prerequisites for Firefighter I Certification***

**HAZARDOUS MATERIALS CERTIFICATION** - Applicants for certification **must** be certified through an accredited agency at the **Hazardous Materials Awareness Level and Hazardous Materials Operations Level**. Training and certification at the Awareness and Operations levels may be achieved at any time during the Firefighter I training process. Firefighter I certification **will not** be issued until candidates have fulfilled this requirement.

Hazardous Materials Awareness level and Operations level training can be requested by contacting the Utah Fire and Rescue Academy.

The Utah Fire & Rescue Academy may provide Awareness level training (8 hours) at local departments. Candidates who have completed this training should have their Chief/Administrator request the certification examination (written and skill spot check) from the UFSCC.

Operations level training consists of 40 hours of cognitive and skills training that can be taught at local departments. Candidates who have completed this training should have their Chief/Administrator request the certification examination (written and skill spot check) from the UFSCC.

## ***Re-certification***

Certification at the Firefighter I Level is valid for a three-year (3) period. Each certified firefighter may renew certification by having the Chief/Administrator of the participating agency submit the "Certification/Re-certification Request" form provided in Appendix D.

Each certified firefighter shall participate in at least 36 hours of structured class and skill training per year. A total of 108 hours of training is required during the previous certification period.

## ***For More Information on Utah Firefighter Certification, contact the:***

Utah Fire Service Certification Council  
Utah Fire & Rescue Academy  
3131 Mike Jense Parkway  
Provo, UT 84601  
1-888-548-7816  
[www.uvu.edu/ufra](http://www.uvu.edu/ufra)

# **FIREFIGHTER I CERTIFICATION CHECKLIST**

## **ENTRANCE REQUIREMENTS:**

- ☐ Each candidate has met requirements listed in NFPA 1001, 2019 Edition, Chapter 1.
- ☐ Each candidate has met the additional requirements of CPR – BLS – Healthcare Provider, and a copy of card (front and back), is with records.
- ☐ Department has filed "Intent to Participate" form with the UFSCC.

## **DEPARTMENT TRAINING RECORDS:**

- ☐ Each candidate has a training record on file with the department that shows:
  - 1- A learning experience in each skill objective.
  - 2- Dates of training.
  - 3- Initials of instructors.
- ☐ Each candidate has trained on the Firefighter I Level written objectives.

## **DEPARTMENT "IN HOUSE" SKILLS EXAMINATION:**

- ☐ Each candidate has successfully completed an "In House" skills examination.
- ☐ Results of exam are documented in department training records.

## **ADDITIONAL TRAINING /PREREQUISITE REQUIREMENTS:**

- ☐ Each candidate is certified at the Hazardous Materials Awareness Level and Hazardous Materials Operations Level.

## **CERTIFICATION EXAMINATIONS:**

- ☐ Each candidate has passed the UFSCC written examination.
- ☐ Each candidate has passed the UFSCC skill "Spot Check" examination administered by an approved Certification Tester.

## **FIREFIGHTER I - CERTIFICATION:**

- ☐ Chief/Administrator request certification for candidates using the "Certification/Recertification Request" form.

# **FIREFIGHTER I SKILL OBJECTIVES**

## **GENERAL**

### **PERSONAL PROTECTIVE EQUIPMENT**

**\*\*According to NFPA 1500, the visor is not considered appropriate eye protection\*\***

**1. Demonstrate field reduction of contaminants of PPE and prepare for reuse.**

REFERENCE: NFPA 1001, 2019 Edition, 4.1.2

CONDITION: Given full firefighter PPE.

COMPETENCE:

- Doff SCBA.
- Verbalize and simulate the use of hoseline to rinse off all PPE and equipment.
- Doff PPE.
- Verbalize the need to bag contaminated PPE.
- Verbalize the need for formal cleaning.
- Inspect all equipment for damage.

TIME: 5:00 Minutes

**2. Demonstrate donning and doffing structural firefighter protective clothing.**

REFERENCE: NFPA 1001, 2019 Edition, 4.1.2, 4.3.1, 4.3.3

CONDITION: Given helmet, hood, boots, gloves, coat and pants.

COMPETENCE:

- Don hood (hood maybe rolled down around collar of coat).
- Don and fasten all closures on pants/boots and coat.
- Collar turned up on coat.
- Don helmet and tighten chin strap (helmet ear flaps down).
- Don gloves.
- Doff protective clothing and place back in-service.

TIME: 1:00 Minute to Don (No time limit for doffing)

## **ROPES**

**3. Demonstrate the hoisting of the following tools: fire axe, pike pole, roof ladder, hose line (charged/dry).**

REFERENCE: NFPA 1001, 2019 Edition, 4.1.2, 4.3.20

CONDITION: Wearing full structural firefighter protective clothing, tool or equipment, minimum 25 ft. of rope. \*Gloves are not required.

COMPETENCE:

- Select tool to be hoisted.
- Tie with an approved knot for hoisting.
- Use "tag" line when appropriate.
- Hoist tool or equipment.

TIME: 1:00 Minute for tool selected (Hoisting time not included in the 1:00 minute)



**4. Demonstrate tying the following knots:**

**A. Clove hitch, running with overhand safety, or loop method.**

REFERENCE: Utah Standard, Appendix A  
NFPA 1001, 2019 Edition, 4.3.20

CONDITION: Given a length of rope, object to place knot on. \*Gloves are not required.

COMPETENCE: 

- Select correct length of rope.
- Tie correct knot with overhand safety in correct position.

TIME: 35 Seconds

**B. Figure-eight on a bight (with overhand safety).**

REFERENCE: Utah Standard, Appendix A  
NFPA 1001, 2019 Edition, 4.3.20

CONDITION: Given a length of rope. \*Gloves are not required.

COMPETENCE: 

- Select correct length of rope.
- Tie correct knot with overhand safety in correct position.

TIME: 35 Seconds

**C. Figure-eight bend (as joining two ropes, with overhand safeties).**

REFERENCE: Utah Standard, Appendix A  
NFPA 1001, 2019 Edition, 4.3.20

CONDITION: Given two lengths of rope of equal diameter. \*Gloves are not required.

COMPETENCE: 

- Select correct diameter of rope.
- Tie correct knot with overhand safeties in correct position.

TIME: 1:00 Minute

**D. Water knot (with overhand safeties).**

REFERENCE: Utah Standard, Appendix A  
NFPA 1001, 2019 Edition, 4.3.20

CONDITION: Given 12 ft. X 1 inch tubular webbing. \*Gloves are not required

COMPETENCE: 

- Select correct length of webbing.
- Tie correct knot with overhand safeties in correct position.

TIME: 1:30 Minutes

**5. Demonstrate inspecting, cleaning and storing rope after use.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.1

CONDITION: Given rope, rope bag (if available), rope log, and cleaning supplies.

COMPETENCE:

- Identify type of rope, life safety or utility.
- Inspect rope for damage or wear.
- Wash rope using approved method (verbalize).
- Dry rope using approved method (verbalize).
- Bag or coil rope.
- Document use of rope and inspection on rope log.

TIME: 3:00 Minutes

## **FIRE DEPARTMENT COMMUNICATIONS RADIO AND PHONES**

**6. Demonstrate receiving a report of a fire or emergency situation from the public (telephone) and initiate appropriate action.**

REFERENCE: NFPA 1001, 2019 Edition, 4.2.1

CONDITION: Given a fire or emergency scenario.

COMPETENCE:

- Identify self.
- Record time of call.
- Record type and address of incident.
- Record callers name and call back number.
- Ask questions for additional information.
- Advise caller to call 911.
- Hang up after caller.
- Relay message to dispatch.

TIME: 1:00 Minute

**7. Demonstrate receiving a business or personal telephone call from the public.**

REFERENCE: NFPA 1001, 2019 Edition, 4.2.2

CONDITION: Given a scenario, following department SOP.

COMPETENCE:

- Identify self.
- Record time of call.
- Record message.
- Record callers name and call back number.
- Hang up after caller.
- Relay caller's information.

TIME: 1:00 Minute

**8. Demonstrate the use of mobile and portable radio equipment.**

REFERENCE: NFPA 1001, 2019 Edition, 4.2.3

CONDITION: Given a mobile/portable radio equipment.

COMPETENCE:

- Turn on power.
- Set to correct channel.
- Adjust volume.
- Adjust squelch (if radio is equipped).
- Perform radio check according to Authority Having Jurisdiction (AHJ), SOP's (simulate).

TIME: 1:00 Minute

## **FIREGROUND OPERATIONS**

### **SELF CONTAINED BREATHING APPARATUS**

**9. Identify each component of the Self-Contained Breathing Apparatus (SCBA).**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.1

CONDITION: Given a Self-Contained Breathing Apparatus as used by department.

COMPETENCE:

- Backpack/harness.
- Air cylinder - cylinder, valve, and pressure gauge.
- Regulator assembly - pressure hose(s), low pressure alarm, main line valve, emergency by-pass valve, secondary gauges.
- Facepiece assembly - hose, exhalation valve, and head harness.
- PASS device.

TIME: 5:00 Minutes

**10. Demonstrate donning Self-Contained Breathing Apparatus (SCBA).**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.1

CONDITION: Wearing pants, boots, coat, hood and given an SCBA, helmet and gloves.

COMPETENCE:

- Crouch or kneel at SCBA.
- Check SCBA cylinder pressure gauge (verbalize pressure).
- Open cylinder valve fully.
- Check regulator and cylinder gauge - gauges should be within 100 psi of each other.
- Don Backpack and fasten/tighten all straps (over-the-head or coat method).
- Don facepiece, adjust head harness, check seal and exhalation valve.
- Don protective hood.
- Attach hose to regulator or face piece.
- Turn on or ensure PASS is active.
- Don helmet with chin strap secured.
- Don gloves.

**\*Steps may vary with different SCBA's, however all of the above should be covered during the donning process.**

TIME: 1:00 Minute

**11. Demonstrate the following emergency procedures in the event of SCBA failure:**

**A. Skip breathing.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.1, 4.3.5

CONDITION: Wearing full structural firefighter protective clothing and SCBA. \*As per manufacture recommendations for SCBA used by department.

COMPETENCE:

- Inhale normally (as during regular breathing).
- Holds breath (as long as it would take to exhale).
- Inhale again.
- Exhale slowly.

TIME: 1:00 Minute

**B. Emergency procedures in the event of a facepiece failure.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.1, 4.3.5

CONDITION: Wearing full structural firefighter protective clothing and SCBA, simulated facepiece damage. \*As per manufacture recommendations for SCBA used by department.

COMPETENCE:

- Notify partner of problem.
- Activate emergency communications (Mayday).
- Active PASS.
- Activate bypass.
- Exit structure with partner.

TIME: 1:00 Minute

**C. Emergency procedures in the event of an interrupted/restricted air flow.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.1, 4.3.5

CONDITION: Wearing full structural firefighter protective clothing and SCBA, simulated regulator damage. \*As per manufacture recommendations for SCBA used by department.

COMPETENCE

- Notify partner of problem.
- Activate emergency communications (Mayday).
- Activate PASS.
- Close mainline valve (if applicable).
- Operate By-pass.
  1. Open By-pass valve, inhale
  2. Close By-pass valve,
  3. Repeat as needed.
- Exit structure with partner.

TIME: 1:00 Minute

**D. Emergency procedures in the event of "Free Flow" of air.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.1, 4.3.5

CONDITION: Wearing full structural firefighter protective clothing and SCBA, simulated SCBA damage. \*As per manufacture recommendations for SCBA used by department.

COMPETENCE:

- Notify partner of problem.
- Activate emergency communications (Mayday).
- Activate PASS.
- Exhale forcefully to reset valve or regulator.
- If exhaling does not resolve problem, open and close By-pass valve once.
- If By-pass valve doesn't resolve problem, restrict flow of air out of air cylinder by closing bottle valve, and opening it as needed.
- Crack bottle open, take a breath, close bottle, repeat as needed.
- Exit structure with partner.

TIME: 1:00 Minute

**E. Emergency procedures in the event of Exhalation valve being "seared" shut.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.1, 4.3.5

CONDITION: Wearing full structural firefighter protective clothing and SCBA, simulated facepiece damage. \*As per manufacture recommendations for SCBA used by department.

COMPETENCE:

- Notify partner of problem.
- Activate emergency communications (Mayday).
- Activate PASS.
- Hold facepiece in place and exhale forcefully.
- If exhaling does not resolve problem, exit the structure with partner.

TIME: 1:00 Minute

**12. Doff and perform a check of SCBA after use with a cylinder change.**

REFERENCE: NFPA 1001, 2019 Edition, 4.1.2, 4.3.1

CONDITION: Given an SCBA and spare cylinder. \*As per manufacture recommendations for SCBA used by department.

COMPETENCE:

- Place SCBA on firm surface, close cylinder valve.
- Obtain full cylinder.
- Relieve excess pressure from regulator.
- Disconnect high pressure hose.
- Release clamp on bottle and remove cylinder from frame.
- Check pressure on new bottle (verbalize pressure reading).
- Place new cylinder in frame and secure clamp or closure.
- Check high pressure hose O-ring, if applicable.
- Connect high pressure hose to cylinder.
- Open cylinder valve and check for leaks.
- Check cylinder and secondary gauges-should read within 100 psi of each other.
- Close cylinder valve and relieve excess pressure from regulator, listen for low-pressure alarm.
- Fully extend all straps on SCBA backpack.
- Fully extend all straps on facepiece.

TIME: 2:00 Minutes

**13. Demonstrate routine maintenance procedures for an SCBA: Inspect, clean, and sanitize an SCBA system.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.1

CONDITION: Given an SCBA with facepiece and cleaning solution specified by manufacturer. \*As per manufacture recommendations for SCBA used by department.

COMPETENCE:

- Inspect SCBA and facepiece.
- Wash facepiece and sanitize (verbalize sanitation procedure).
- Rinse in fresh water, hang to dry.
- Wash/rinse backpack (keep water from entering regulator).

TIME: 5:00 Minutes

## **EMERGENCY RESPONSE - APPARATUS**

### **14. Demonstrate safety procedures for mounting, use of seat belts, hearing protection and other safety equipment on apparatus, safely dismounting fire apparatus.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.2, 4.3.3

CONDITION: Wearing full structural firefighter protective clothing, fire apparatus equipped with seat belts, radio headsets or other noise barriers.

COMPETENCE:

- Use handrails, steps to mount apparatus.
- Properly fasten seat belts.
- Don hearing protection if needed.
- Uses handrails or steps to dismount apparatus.

TIME: 2:00 Minutes

## **FORCIBLE ENTRY**

**\*\*According to NFPA 1500, the visor is not considered appropriate eye protection\*\***

### **15. Demonstrate the proper care and maintenance of forcible entry tools and equipment.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.1

CONDITION: Wearing gloves and eye protection, given cutting, prying, pulling, or striking tools, soap, water, brush, & rags.

COMPETENCE:

- Carry tool in a safe manner.
- Protect self and others from sharp or pointed edges during maintenance.
- Remove excess dirt with brush or hose.
- Wash tool with soap and water.
- Inspect tool head and handle for damage.
- Sharpen tool heads (per manufacture recommendations or department SOP).
- Dry tool and protect surface as per manufacture recommendations

TIME: 5:00 Minutes per tool



**16. Demonstrate forcible entry for the following doors:**

**A. Swinging doors (stopped or rabbeted jamb).**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.4

CONDITION: Wearing full structural firefighter protective clothing with appropriate eye protection, appropriate forcible entry tool.

COMPETENCE:

- Select proper forcible entry tool(s).
- Carry tool in a safe manner.
- Try door before prying.
- Correctly identify door type (stopped or rabbeted).
- Pry or force entry ~~at or~~ near lock.
- Force door correct direction.
- Control the door and access.

TIME: 1:00 Minute

**B. Sliding doors.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.4

CONDITION: Wearing full structural firefighter protective clothing with appropriate eye protection, appropriate forcible entry tool.

COMPETENCE:

- Select proper forcible entry tool(s).
- Carry tool in a safe manner.
- Try door before prying.
- Pry or force entry at lock or near bottom of door.
- Force door away from frame.
- Control the door and access.

TIME: 1:00 Minute

**C. Overhead doors.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.4

CONDITION: Wearing full structural firefighter protective clothing with appropriate eye protection, appropriate forcible entry tool.

COMPETENCE

- Select proper forcible entry tool(s).
- Carry tool in a safe manner.
- Try door before breaching.
- Force entry with appropriate cut.
- Control the door and access.

TIME: 2:00 Minutes

**17. Demonstrate forcible entry and through-the-lock entry techniques for the following windows:**

**A. Sliding windows.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.4

CONDITION: Wearing full structural firefighter protective clothing with appropriate eye protection, appropriate forcible entry tool.

COMPETENCE:

- Select proper tool(s).
- Carry tool in a safe manner.
- Try window before prying.
- Locate lock.
- Pry or force entry at proper location on window.
- Clear any window coverings or obstructions.

TIME: 1:00 Minute

**B. Double hung windows.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.4

CONDITION: Wearing full structural firefighter protective clothing with appropriate eye protection, appropriate forcible entry tool.

COMPETENCE:

- Select proper tool(s).
- Carry tool in a safe manner.
- Try window before prying.
- Locate lock.
- Pry or force entry at center of lower sash.
- Clear any window coverings or obstructions.

TIME: 1:00 Minute

**18. Demonstrate breaching for the following exterior walls:**

**A. Masonry.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.4

CONDITION: Wearing full structural firefighter protective clothing with appropriate eye protection, appropriate forcible entry tool.

COMPETENCE:

- Select proper tool(s).
- Carry tool in a safe manner.
- Confirm utilities are off.
- Correctly use tool(s) to breach wall.
- Identify possible hazards associated with breaching wall.

TIME: 5:00 Minutes

**B. Metal.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.4

CONDITION: Wearing full structural firefighter protective clothing with appropriate eye protection, appropriate forcible entry tool.

COMPETENCE:

- Select proper tool(s).
- Carry tool in a safe manner.
- Confirm utilities are off.
- Find and mark studs or supports (if applicable).
- Make appropriate cut.
- Identify possible hazards associated with breaching wall.

TIME: 5:00 Minutes

**C. Wood.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.4

CONDITION: Wearing full structural firefighter protective clothing with appropriate eye protection, appropriate forcible entry tool.

COMPETENCE:

- Select proper tool(s).
- Carry tool in a safe manner.
- Confirm utilities are off.
- Remove exterior covering (if needed).
- Sound for studs or supports.
- Make appropriate cut along studs.
- Identify possible hazards associated with breaching wall.

TIME: 5:00 Minutes

## **SAFETY**

**19. Demonstrate the use of SCBA to exit through a:**

**A. A restricted passage without removing SCBA.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.1, 4.3.9

CONDITION: Wearing full structural firefighter protective clothing and SCBA, restricted passage where firefighter cannot pass without a low profile.

COMPETENCE:

- Notify Command of situation.
- Loosen SCBA backpack (Leave facepiece on).
- Move SCBA backpack to side of firefighter.
- Maintain control of SCBA at all times.
- Exit restricted passage.
- Reposition and tighten SCBA backpack.

TIME: 3:00 Minutes

**B. A restricted passage removing SCBA.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.1, 4.3.9

CONDITION: Wearing full structural firefighter protective clothing and SCBA, restricted passage where firefighter cannot pass with a low profile.

COMPETENCE:

- Notify Command of situation.
- Remove backpack completely.
- Maintain control of SCBA at all times.
- Exit restricted passage.
- Re-don backpack assembly.
- Tighten SCBA backpack.

TIME: 3:00 Minutes

**20. Demonstrate techniques for action when trapped or disoriented in a fire or hostile situation:**

**A. Search for an exit using hose line.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.5, 4.2.4

CONDITION: Wearing full structural firefighter protective clothing and SCBA (SCBA facepiece covered), 150 ft. of 1 1/2" or larger hose with nozzle attached, 300 sq. ft. room, 2-firefighter team.

COMPETENCE:

- Notify command of situation. (Mayday)
- Communicate to team members' actions, problems or needs for assistance.
- Activate PASS device.
- Attempt to retrace steps.
- While searching for an exit, locate hose, find coupling.
- Use hose and follow to safety using coupling as guide.
- Maintain contact with team member(s) verbally, physically, or by sight.
- Exit hazardous area before exhausting air supply as a team.

TIME: 3:00 Minutes

**B. Search for an exit using a wall.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.5, 4.2.4

CONDITION: Wearing full structural firefighter protective clothing and SCBA (SCBA facepiece covered), 300 sq. ft. room and 2-firefighter team.

COMPETENCE:

- Notify command of situation. (Mayday)
- Communicate to team members' actions, problems or needs for assistance.
- Activate PASS device.
- Attempt to retrace steps.
- Search for wall.
- Find wall and follow to safety using right or left-hand technique.
- Maintain contact with team member(s) verbally, physically, or by sight.
- Exit hazardous area before exhausting air supply as a team.

TIME: 2:00 Minutes

## **LADDERS**

**21. Demonstrate the proper carry, position, raise, and lower of a single ladder.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.6, 4.3.10, 4.3.11, 4.3.12

CONDITION: Wearing full structural firefighter protective clothing and a single ladder.

COMPETENCE:

- Start 25 ft. from structure.
- Lift ladder with legs (not back) to carry position.
- Carry ladder correctly.
- Check for overhead obstructions (must verbalize).
- Determine structure stability (must verbalize).
- Place and raise ladder to proper position.
- Check climbing angle. (Four-point contact with ground and building)
- Lower ladder, reversing the raising procedure.

TIME: 1:00 Minute (Lowering ladder not included in time)

**22. Demonstrate the proper carry, position, raise and lower of 24 ft., 28 ft., or 35 ft. extension ladder.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.6, 4.3.10, 4.3.11, 4.3.12

CONDITION: Wearing full structural firefighter protective clothing, 24 ft. or 28 ft. extension ladder (2 firefighter team) or 35 ft. extension ladder (3-4 Firefighter team).

COMPETENCE:

- Start 50 ft. from structure.
- Leader gives preparatory commands.
- Team lifts with legs.
- Proper carry to structure.
- Check for overhead obstructions (must verbalize).
- Determine structure stability (must verbalize).
- Raise fly section to proper height.
- Determine locks are engaged (must verbalize).
- Tie off halyard.
- Check climbing angle. (Four-point contact with ground and building)
- Lower ladder, reversing the raising procedure.

TIME: 3:00 Minutes (Lowering ladder not included in time)

**23. Demonstrate procedure for climbing, working, and descending from extension or aerial ladder with a tool, (with safety harness for aerial ladder).**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.6, 4.3.10, 4.3.11, 4.3.12

CONDITION: Wearing full structural firefighter protective clothing, axe, extension or aerial ladder (safety harness for aerial ladder).

**SAFETY ALERT: NEVER USE LEG LOCK ON AERIAL LADDER**

COMPETENCE:

- Check climbing angle of ladder.
- Climb with arms straight, body perpendicular to the ground.
- Climb smoothly and rhythmically.
- Maintain three points of contact with ladder while climbing.
- Carry tool properly.
- Lock-in around rung or use safety harness.
- Lock-in on opposite side from the working side.

TIME: 2:00 Minutes

**24. Demonstrate bringing a victim down a ladder from second story window or roof.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.9, 4.3.6

CONDITION: Wearing full structural firefighter protective clothing, extension ladder, and victim: conscious or unconscious.

**SAFETY ALERT: LADDER HEELED OR TIED OFF  
SAFETY LINE OR HARNESS ON VICTIM OR USE RESCUE  
MANIKIN**

COMPETENCE:

- Ensure the ladder tip is placed at the sill of the rescue window. (must verbalize).
- Proper carry of victim (conscious or unconscious).
- Descend the ladder one rung at a time supporting and reassuring the victim.

TIME: 5:00 Minutes

**25. Demonstrate deployment of a roof ladder on a pitched roof.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.12

CONDITION: Wearing full structural firefighter protective clothing and SCBA, roof ladder, extension ladder, and 2-firefighter team. (Begin with extension ladder placed on building and secured).

COMPETENCE:

- Raise roof ladder with hooks deployed and place against extension ladder or roof.
- Properly climb extension ladder.
- Carry roof ladder to the roofline and lock-in.
- Slide roof ladder up roof.
- Ensure hooks are securely grabbing peak of roof.

TIME: 2:00 Minutes

**26. Demonstrate inspection, maintenance, and cleaning procedures for ground ladders.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.1

CONDITION: Given an extension ladder, soap, water, brush, rags, and 2-firefighter team.

COMPETENCY:

- Wash ladder with water, soap, brush and then dry ladder.
- Check rungs for looseness, cracks, dents, or unusual wear.
- Check all bolts, rivets, and welds for looseness.
- Check beams, trusses, and truss blocks for damage.
- Check all braces, slides, stops, locks.
- Check pulleys and halyards.
- Check heat sensor labels for color change.
- Mark any defects found and tag out of service.
- Check for smooth operation by raising and lowering ladder.
- Record cleaning, inspection, maintenance.

TIME: 10:00 Minutes

## **HOSE, NOZZLES, APPLIANCES**

**27. Demonstrate proper set-up of a Master stream (350 GPM or greater).**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.8

CONDITION: Wearing full structural firefighter protective clothing, water supply, master stream appliance, if appliance has multiple inlets use 100 feet per inlet 2 1/2" hose or larger, 2-firefighter team.

COMPETENCE:

- Set up appliance.
- Connect hose line from apparatus to appliance.
- Secure monitor as per manufacturers guidelines.
- Signal for water.
- Exercise safety as hose lines charge.
- Adjust stream of appliance once water is at nozzle.
- Flow water.

TIME: 5:00 Minutes

**28. Demonstrate the proper method for extending a charged hose line.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10

CONDITION: Wearing full structural firefighter protective clothing, 150 ft. of 1 1/2" or larger hose, hose clamp, nozzle, 2-firefighter team.

COMPETENCE:

- Apply hose clamp approx. 3 - 5 feet behind coupling, or communicate shutdown of hoseline.
- Add 50' section of hose.
- Replace nozzle and charge hoseline slowly.

TIME: 1:30 Minutes



**29. Demonstrate the proper method for replacing a burst section of hose.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10

CONDITION: Wearing full structural firefighter protective clothing, 150 ft. of 1 1/2" or larger hose, hose clamp, nozzle, 2-firefighter team.

COMPETENCE:

- Apply hose clamp approx. 3 - 5 feet behind coupling, or communicate shutdown of hoseline.
- Drain hose at nozzle.
- Replace 2 sections for one burst section.
- Remove hose clamp, if applicable, and charge hoseline slowly.

TIME: 2:00 Minutes

**30. Demonstrate coupling and uncoupling hose using the following:**

**A. Foot-Tilt method.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10

CONDITION: Wearing full structural firefighter protective clothing, 100 ft. of 2 1/2" or larger hose.

COMPETENCE:

- Place foot behind male end of hose and apply pressure to tilt male coupling.
- Check for presence of gasket on female coupling.
- Connect hoses using couplings.

TIME: 20 Seconds

**B. Two-Firefighter method.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10

CONDITION: Wearing full structural firefighter protective clothing, 100 ft. of 1 1/2" or larger hose.

COMPETENCE:

- One firefighter holds male coupling and one firefighter holds female coupling.
- Check for presence of gasket on female coupling.
- Firefighters couple hoses using the Higbee indicator as a guide.

TIME: 20 Seconds

**31. Advance an attack line from a pumper, for the following:**

**A. For ground level fire attack (structural, ground cover, vehicle).**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.7, 4.3.10, 4.3.19

CONDITION: Wearing full structural firefighter protective clothing, SCBA, minimum of 150 feet of 1 1/2" hose or larger, nozzle.

COMPETENCE:

- Correctly and completely unload hose from apparatus.
- Advance hose to attack position, extend hose line to avoid kinks.
- Signal for water.
- Open nozzle to bleed air from attack line and check stream pattern.

TIME: 2:00 Minutes

**B. Up a ladder to second floor window or roof.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10

CONDITION: Wearing full structural firefighter protective clothing and SCBA, 2-firefighter team, minimum of 150 feet of 1 1/2" hose or larger, nozzle, secured extension ladder, hose straps or webbing.

COMPETENCE:

- Correctly and completely unload hose from apparatus.
- Advance uncharged hose up the ladder.
- Secure hose to ladder with hose straps or webbing.
- If working from ladder ensure proper leg lock or safety harness.
- Signal for water.
- Open nozzle to bleed air from attack line and check stream pattern.

TIME: 3:00 Minutes

**C. Up/down an inside/outside stairway to upper/lower floors.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10

CONDITION: Wearing full structural firefighter protective clothing and SCBA, minimum of 150 feet of 1 1/2" hose or larger, nozzle and 2-firefighter team.

COMPETENCE:

- Correctly and completely unload hose from apparatus.
- Advance to door.
- Signal for water.
- Open nozzle to bleed air from attack line and check stream pattern.
- Advance up or down 2 flights of stairs.
- Lay hose against outside wall.

TIME: 3:00 Minutes

**32. Demonstrate how to connect to a standpipe and advance a hoseline from the standpipe.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10

CONDITION: Wearing full structural firefighter protective clothing and SCBA, minimum of 100 feet of 1 1/2" or larger hose, appropriate fittings, 2-firefighter team.

COMPETENCE:

- Advance to standpipe with needed equipment.
- Connect to standpipe at connection below fire floor.
- Properly position hose line in stairwell.
- Advance the entire hose length, avoiding kinks.
- Signal for water.
- Open nozzle to bleed air from attack line and check stream pattern.

TIME: 2:00 Minutes

**33. Demonstrate the following hose carries:**

**A. Single section drain and carry.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10

CONDITION: Wearing full structural firefighter protective clothing, 50 ft. of 1 1/2" or larger hose.

COMPETENCE:

- Pick-up coupling allowing water to drain.
- Place coupling in front of body with hose loop over shoulder.
- Layer hose on shoulder.
- Hose controlled and secured.

TIME: 1:00 Minute

**B. Accordion shoulder carry from ground.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10

CONDITION: Wearing full structural firefighter protective clothing, 50 ft. of 1 1/2" or larger hose.

COMPETENCE:

- Fold hose on ground.
- Line up folds and couplings.
- Lift hose to shoulder using legs.
- Hose controlled and secured.

TIME: 1:00 Minute

**34. Demonstrate the following hose loads:**

**A. Load supply hose lines on fire apparatus using the Flat or Accordion hose loads.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.2

CONDITION: With gloves, helmet, 150 feet of 2 1/2" or larger hose, gate valve, 3-Firefighter team.

COMPETENCE:

- Layer hose in hose bed correctly.
- Use Dutchman where appropriate.

TIME: 3:00 Minutes

**B. Load attack hose lines on fire apparatus using the flat, triple fold or minuteman hose loads.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.2

CONDITION: With gloves, Helmet, 150 feet of 1 1/2" or 1 3/4" hose, 3-Firefighter team.

COMPETENCE:

- Attach to discharge.
- Layer hose in hose bed correctly.
- Use Dutchman where appropriate.
- Finish load with nozzle in correct location and secured.

TIME: 3:00 Minutes

**35. Demonstrate the following hose rolls:**

**A. Straight roll.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.2

CONDITION: With gloves, 50 feet of 1 1/2" hose or larger.

COMPETENCE:

- Roll hose with male coupling in the center.
- Lay completed roll on ground, tamp protruding coils.

TIME: 1:00 Minute

**B. Donut roll.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.2

CONDITION: With gloves, 50 feet of 1 1/2" hose or larger. Skill may be accomplished as a 2-Firefighter team OR as 1 Firefighter as determined by the AHJ.

COMPETENCE:

- Roll hose with male coupling inside roll and female coupling approximately 3' ahead of male coupling.
- Lay completed roll on ground, tamp protruding coils.

TIME: 1:00 Minute

**36. Demonstrate the procedures for cleaning, inspecting and maintaining:**

**A. Fire hose and couplings.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.2

CONDITION: Fire hose, soap, water, brush or hose washing and drying equipment.

COMPETENCY:

- Wash hose using clear water and a brush, if required use mild soap.
- Rinse with clear water.
- Wash couplings with clear water and a brush.
- Inspect hose for mechanical, thermal, or chemical damage.
- Inspect couplings for damage.
- Remove gasket from female coupling and pinch together, check for cracks.
- Reinstall gasket in female coupling.
- Check male threads for damage by threading into female coupling.
- Mark and record any damage found, if necessary remove from service.

TIME: 5:00 Minutes

**B. Nozzles; combination, fog and smooth bore.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.2

CONDITION: Fog nozzle, solid stream nozzle, hose, pumping apparatus, soap, water, brush.

COMPETENCY:

- Wash nozzle using mild soap/water.
- Rinse with clear water.
- Inspect nozzle for external damage or debris.
- Inspect nozzle for internal damage or debris.
- Remove gasket from nozzle and check for cracks.
- Reinstall gasket in female coupling.
- Check female swivel and place nozzle on hose.
- Demonstrate proper operation of nozzle.

TIME: 4:00 Minutes

## **SEARCH AND RESCUE**

**37. Demonstrate proper techniques while conducting a search for a victim in a structure (with or without hose line or safety rope) and remove victim to safe area.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.5, 4.3.9

CONDITION: Wearing full structural firefighter protective clothing and SCBA (vision obscured, forcible entry tool, 2-firefighter team with hand-held radio, 300 sq. room.

COMPETENCE:

- Stay low while searching.
- Organized search pattern, maintaining orientation.
- Call out for victim.
- Pause occasionally to listen for sounds.
- Locate victim and communicate it to command.
- Remove victim to safe area using appropriate drag or carry.
- Team integrity is maintained.

TIME: 6:00 Minutes for each 300 sq. ft. searched

**38. Demonstrate proper rescue procedures for the following:**

**A. Move a victim 20 feet using the extremities carry.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.9

CONDITION: Wearing full structural firefighter protective clothing, 2-firefighter team.

COMPETENCE:

- Lift with legs.
- One firefighter behind the patient, reaching underarms, grabbing wrist.
- Second firefighter facing the same direction slip hand under knees.
- Move victim 20 feet upon command of firefighter at head.

TIME: 1:00 Minute

**B. Move an unconscious firefighter with or without functioning SCBA, 20 feet using the coat drag.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.9

CONDITION: Wearing full structural firefighter protective clothing, 2-firefighter team.

COMPETENCE:

- Place firefighter face-up.
- Grasp fire coat or SCBA strap, or integrated drag strap.
- Work as a team to move firefighter to safe area.
- Move firefighter 20 feet.

TIME: 1:00 Minute

## **VENTILATION**

**39. Demonstrate procedures for breaking window or door glass and removing obstructions, from ground level or while working from a ladder.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.11

CONDITION: Wearing full structural firefighter protective clothing, pike pole or axe. If using ladder, secure properly.

COMPETENCY:

- Stand or ladder on windward side of glass pane, lock into ladder if applicable.
- Strike with tool as high as possible.
- Keep hands above or aside point of impact, if possible.
- Stand at 45-degree angle to window/door.
- Clear all glass from frame or track.
- Remove screens and window coverings, if applicable.

TIME: 1:00 Minute  
40. **Demonstrate opening a 4 ft. X 4 ft. ventilation hole for vertical ventilation.**

**A. Roof.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.12

CONDITION: Wearing full structural firefighter protective clothing and SCBA, fire axe, power saw, pike pole, roof ladder, and 3-Firefighter team.

COMPETENCE:

- Proper use of roof ladder (with wind at firefighters back or side).
- Use spotter for safety.
- Sound roof for integrity.
- Correctly open ventilation hole.
- Use appropriate tool to push down ceiling and remove any barriers.
- Exit roof area once ventilation hole is completed.

TIME: 4:00 Minutes with power saw (time starts when cut begins)  
6:00 Minutes with hand tools (time starts when cut begins)

**B. Floor.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.12

CONDITION: Wearing full structural firefighter protective clothing and SCBA, chain saw, circular saw, or fire axe, and pike pole, 2-firefighter team.

COMPETENCE:

- Sound floor for structural supports.
- Correctly open ventilation hole.
- Use appropriate tool to remove any barriers.
- Exit once ventilation hole is completed.

TIME: 4:00 Minutes with power saw (time starts when cut begins)  
6:00 Minutes with hand tools (time starts when cut begins)



**41. Demonstrate the set-up of a high-volume blower fan in a doorway for "positive pressure" ventilation of a structure.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.11

CONDITION: Given a report of a structure fire, 2-member firefighter team, don P.P.E. & SCBA prior to beginning evolution, positive pressure blower, and forcible entry tools.

COMPETENCY:

- Determine access point and fire location.
- Create appropriate exhaust opening as close to the seat of the fire as possible.
- Exhaust opening should be 75 to 150 percent as large as the entry opening. (As per manufacturer's specifications).
- Start positive pressure blower.
- Set blower so that the cone of air from the blower completely covers the door opening.
- Open door to structure and pressurize building.
- Set blower so placement does not interfere with entry & exit of firefighters from the building.
- Open interior doors systematically to maintain positive pressure in the structure.
- Maintain team integrity during ventilation work.

TIME: 3:00 Minutes

## **OVERHAUL OPERATIONS**

**42. Demonstrate search and exposure of hidden fires in walls, ceilings, and floors.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.8, 4.3.13

CONDITION: Wearing full structural firefighter protective clothing and SCBA, appropriate tools, flashlight, thermal sensor device (optional), hose line or water extinguisher.

COMPETENCE:

- Search for hidden fires using; sight, touch, sound, or thermal sensors.
- With appropriate tool open walls, ceilings, and floors to expose hidden fire.
- Expose void spaces without compromising structural integrity.
- Use water as needed to extinguish hidden fires as found.
- Evaluate for complete extinguishment.
- Fire cause evidence is preserved.

TIME: 5:00 Minutes

## SALVAGE OPERATIONS

### 43. Demonstrate the proper folds and rolls for salvage covers for a one or two firefighter spread.

REFERENCE: NFPA 1001, 2019 Edition, 4.3.14

CONDITION: Minimum 10' X 12' salvage cover, 2-firefighter team.

COMPETENCE:

- Fold cover to reduce size.
- Fold with finish side out.
- Finish cover by rolling or folding.

TIME: 1:00 Minute

### 44. Demonstrate one-firefighter and two-firefighter deployment of a salvage cover.

#### A. One-firefighter deployment.

REFERENCE: NFPA 1001, 2019 Edition, 4.3.14

CONDITION: Wearing full structural firefighter protective clothing, minimum 10 ft. X 12 ft. salvage cover.

COMPETENCE:

- Stack (cluster) objects to be covered.
- Unfold or unroll cover over all objects.
- Tuck cover in at bottom.

TIME: 1:00 Minute

#### B. Two-firefighter deployment (Balloon Throw).

REFERENCE: NFPA 1001, 2019 Edition, 4.3.14

CONDITION: Wearing full structural firefighter protective clothing, minimum 10 ft. X 12 ft. salvage cover and 2-firefighter team.

COMPETENCE:

- Stack (cluster) objects to be covered.
- Stretch the cover along one side of the object to be covered.
- Make several accordion folds with inside hand.
- Pull the cover tight and throw, pocketing as much air as possible.
- As a team float the cover over the object to be covered.
- Guide into position and tuck in at bottom.

TIME: 1:00 Minute

**45. Demonstrate the proper construction of a water chute.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.14

CONDITION: Wearing full structural firefighter protective clothing, salvage cover, ladder or 2-pike poles and 2-firefighter team.

COMPETENCE:

- Open salvage cover.
- Roll salvage cover edges over pike poles and turn over to create water chute.
- Adjust water chute on ladder for water removal.
- Remove water from structure.

TIME: 2:00 Minutes

**46. Demonstrate the proper construction of a catchall.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.14

CONDITION: Wearing full structural firefighter protective clothing, minimum 10ft X 12ft salvage cover and 2-firefighter team.

COMPETENCE:

- Open salvage cover.
- Roll sides inward approximately 3'.
- Fold ends of the side rolls at a 90 degree angle.
- Tuck the end roll under the side roll to lock.

TIME: 2:00 Minutes

**47. Demonstrate the covering or closing of building openings including doors, windows, floors, and roofs.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.14

CONDITION: Verbalize the method for covering or closing building openings.

COMPETENCE:

- Select correct material to cover openings.
- Use a sufficient amount of material to cover the opening completely.
- Secure edges of material down completely to keep weather out.

TIME: 5:00 Minutes

**48. Separate, remove, and relocate charred material from un-charred material while protecting the area of fire origin for determination of fire cause.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.8, 4.3.13, 4.3.14, 4.3.21

CONDITION: Wearing full structural firefighter protective clothing and SCBA, appropriate tools and equipment, flashlight, hoseline or water extinguisher, 2-firefighter team, atmospheric monitoring equipment.

COMPETENCE:

- Separate charred from un-charred material in cooperation with a fire investigator.
- Extinguish any smoldering material.
- Remove charred material to safe area.
- Preserve any potential fire cause evidence by leaving where found.
- Advise fire investigator where you found evidence.
- Verify atmosphere is safe by operating air monitoring equipment.
- Verbalize the need for mitigation of hazard.

TIME: 5:00 Minutes

**49. Demonstrate stopping the flow of water from a discharging sprinkler head, using a wedge or stopper.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.14

CONDITION: Wearing full structural firefighter protective clothing and SCBA, ladder, wedges or stopper.

COMPETENCE:

- Select appropriate tool.
- Stop sprinkler flow.

TIME: 1:00 Minute

**50. Operate a main control valve on an automatic sprinkler system from "open" to "closed" and then back to "open".**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.14

CONDITION: Wearing full structural firefighter protective clothing.

COMPETENCE:

- Identify main control valve.
- Operate the valve.

TIME: 1:00 Minute

**51. Demonstrate the procedure of inspection, cleaning, and maintaining salvage covers.**

REFERENCE: NFPA 1001, 2019 Edition, 4.5.1

CONDITION: Salvage cover, soap and water, brushes or brooms patching material.

COMPETENCE:

- Demonstrate washing and drying salvage cover.
- Inspect cover for tears or holes.
- Mark holes if found and patch according to manufacturer or departmental guidelines.

TIME: 2:00 Minutes per cover

## **WATER SUPPLY**

**52. Demonstrate hydrant-to-pumper hose connections in order to:**

**A. Supply a forward hose lay.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.15

CONDITION: Wearing full structural firefighter protective clothing, 2 1/2" or larger supply hose, gate valves, spanner wrenches and hydrant wrench, (given apparatus operator, not tested).

COMPETENCE:

- Select correct equipment to connect to hydrant.
- Loop hose around hydrant, secure hose.
- Signal apparatus operator to proceed.
- Connect hydrant gate valves.
- Open hydrant completely, flush. (open gradually to prevent water hammer).
- Charge hoseline (slowly) when signal is given.
- Shut hydrant down slowly to prevent water hammer and check drain.
- (Apparatus operator makes all pumper connections)

TIME: 3:00 Minutes (Shutting down hydrant not part of time)

**B. Supply a reverse hose lay.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.15

CONDITION: Given the assignment of water supply. Wearing full structural firefighter protective clothing, 2 1/2" or larger supply hose, gate valves, spanner wrenches, hydrant wrench, 2-firefighter team, (given apparatus operator, not tested).

COMPETENCE:

- Remove and ground minimum of 50' of supply hose from apparatus.
- Kneel on hose and signal apparatus operator to proceed to hydrant.
- At the hydrant, select correct equipment to connect to hydrant.
- Connect hydrant gate valves.
- Open hydrant completely, flush, (open gradually to prevent water hammer).
- Charge supply line (slowly) when signal is given by apparatus operator.
- Shut hydrant down slowly to prevent water hammer and check drain.
- (Apparatus operator makes all pumper connections)

TIME: 5:00 Minutes

**53. Demonstrate a hand lay of 300 feet of supply line, 2 1/2" or larger from a pumper to a water source.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.15

CONDITION: Wearing full structural firefighter protective clothing, appropriate equipment to connect to hydrant, approximately 300 ft. of supply hose, 4-Firefighter team.

COMPETENCE:

- Shoulder load 50' of hose from hose bed, approximately 50' between firefighter.
- Lay entire length with no kinks or tangles.
- Connect to hydrant.

TIME: 5:00 Minutes

**54. Demonstrate the assembly and connecting of the equipment necessary for drafting from a static water supply source.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.15

CONDITION: Wearing full structural firefighter protective clothing, 2 sections of 2 1/2" or larger hard suction hose, appropriate adapters and tools, roof ladder, 2-firefighter team.

COMPETENCE:

- Fasten rope to strainer to aid in handling hard suction hose.
- Check for presence of gaskets.
- Couple strainer to hard suction hose.
- Couple the two sections of hard suction hose together, taking care not to get dirt in coupling.
- Connect completed hose to apparatus.
- Keep a minimum of 24 inches of water surrounding the strainer.
- Uses rubber mallet to ensure air-tight connections.

TIME: 5:00 Minutes

**55. Demonstrate the assembly and connecting of the equipment necessary for drafting from a portable water tank.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.15

CONDITION: Wearing full structural firefighter protective clothing, 2 sections of 2 1/2" or larger hard suction hose, appropriate adapters and tools, portable tank, 2-firefighter team.

COMPETENCE:

- Set up portable water tank.
- Check for presence of gaskets.
- Fasten rope to strainer to aid in handling hard suction hose.
- Couple strainer to hard suction hose.
- Couple the two sections of hard suction hose together, taking care not to get dirt in coupling.
- Connect completed hose to apparatus.
- Uses rubber mallet to ensure an air-tight connection.

TIME: 12:00 Minutes

## **PORTABLE FIRE EXTINGUISHERS**

### **56. Demonstrate the use of portable fire extinguishers on Class A, Class B, and Class C fires.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.16

CONDITION: Wearing full structural firefighter protective clothing including eye protection, class A-B-C portable extinguisher.

COMPETENCE:

- Select correct extinguisher for type of fire.
- Check pressure gauge.
- Approach fire upwind/upgrade.
- Use the PASS technique
  - Pull pin and squeeze handle to test extinguisher.
  - Aim at base of fire.
  - Squeeze handle.
  - Sweep the nozzle back and forth at the base of the flames.

TIME: 1:00 Minute

## **FIREGROUND SUPPORT ACTIVITIES**

### **57. Demonstrate safety procedures when using fire service lighting equipment.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.17

CONDITION: Wearing full structural firefighter protective clothing, power supply (mounted or portable), lights, cords, connectors, ground-fault interrupter (GFI).

COMPETENCE:

- Start power supply.
- Reset ground-fault interrupter (GFI) if necessary.
- Extend cord and light.
- Illuminate light.

TIME: 2:00 Minutes

### **58. Demonstrate shutting off utility services to a building:**

#### **A. Shut off propane tank or natural gas valve.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.18

CONDITION: Wearing full structural firefighter protective clothing, appropriate tool for natural gas or propane tank.

COMPETENCE:

- Assess for hazards.
- Select correct tool.
- Turn valve(s) to the off position.

TIME: 30 Seconds



**B. Secure power to structure by shutting off main power breaker.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.18

CONDITION: Wearing full structural firefighter protective clothing.

COMPETENCY:

- Assess for hazards.
- Select correct breaker.
- Switch breaker to the off position.

TIME: 30 Seconds

## **LIVE FIRE EVOLUTIONS**

**All live fire evolutions must be trained/tested in compliance with the adopted edition of NFPA 1403, Standard on Live Fire Training Evolutions.**

**1. Demonstrate an Offensive attack on a passenger vehicle fire.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.3, 4.3.7, 4.3.13

CONDITION: Given a report of a Vehicle fire, **2-member firefighter team** (4- member engine company: Officer and Engineer are fulfilling their roles) will respond on a fire apparatus, Don P.P.E. & SCBA prior to beginning evolution, attack line (charged), axe, or Haligan bar (forcible entry tool), traffic control device. **Team will don P.P.E. and SCBA prior to beginning evolution.**

COMPETENCE:

- Deploy traffic control device.
- Identify automobile fuel type.
- Assess for fuel leaks.
- Completely unload attack line from apparatus.
- Open attack line and flush line.
- Set nozzle pattern between straight stream to narrow fog 30 and 60 degrees.
- Attack fire from uphill and upwind if possible.
- Approach vehicle from 45 degree angle.
- Immobilize vehicle.
- Attack fire, staying away from vehicle tires and bumpers.
- Extinguish any ground fires.
- Move to fire inside vehicle.
- Gain entry into compartment on fire.
- Overhaul all automobile compartments to find any hidden fires.

TIME: 4:00 Minutes (Time begins when crew dismounts apparatus)

**2. Demonstrate an Offensive attack on a Class A fire, Exterior fire, dumpster or pile of class A material.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.8, 4.3.13

CONDITION: Given a report of a fire in a dumpster, **2-member firefighter team** (4- member engine company: Officer and Engineer are fulfilling their roles), Don P.P.E. & SCBA prior to beginning evolution, attack line (charged), appropriate tools. **Team will don P.P.E. and SCBA prior to beginning evolution.**

COMPETENCE:

- Completely unload attack line from apparatus.
- Open attack line and flush line.
- Set nozzle pattern between straight stream to narrow fog.
- Attack fire from uphill and upwind if possible.
- Extinguish any ground fires.
- Cool the approach side of the dumpster, if applicable.
- Overhaul to find any hidden fires using hand tools.

TIME: 4:00 Minutes (Time begins when crew dismounts apparatus)

**3. Demonstrate an Offensive attack on an Interior Class A fire, tank water as water source.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.10, 4.3.13

CONDITION: Given a report of a structure fire, **2-member firefighter team** (4- member engine company: Officer and Engineer are fulfilling their roles), Don P.P.E. & SCBA (excluding face-piece) prior to beginning evolution, starting in the seated position in the apparatus, 150' minimum attack line (charged), appropriate forcible entry tools.

COMPETENCE:

- Completely unload attack line from apparatus.
- Select forcible entry tool(s) and carry to door.
- Secure hose.
- Signal for water.
- Open attack line and flush line.
- Set nozzle to appropriate pattern.
- Don face-piece, go on air, check partner's PPE (no skin showing, pass device activated).
- Force Entry on door (try before you pry).
- Control the door and access.
- Sound floor for integrity, check overhead in room for extension.
- Advance into structure searching for fire and possible victims (back-up firefighter carries forcible entry tool(s)).
- Find seat of fire and extinguish using the correct nozzle pattern.
- Maintain team integrity during attack (sight, voice or physical contact).
- Overhaul to find any hidden fires.
- Contact command (interior tester), verbalize "fire under control".
- Provide CAAN (Conditions, Actions, Air, Needs) Report (Monitor smoke, heat, fire).

TIME: 5:00 Minutes (Time begins on a voice command from the tester i.e. "start"/"begin". Time stops when bullets are complete, not when they exit.)

4. **Demonstrate an Offensive attack on a Class A fire, ground cover fire.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.19

CONDITION: Given a report of a ground cover fire in vacant lot 60 feet X 60 feet, **2-member firefighter team** (4- member engine company: Officer and Engineer are fulfilling their roles) will respond on a fire apparatus, Don fire protective clothing prior to beginning evolution, attack line (charged). **Team will don P.P.E. and SCBA prior to beginning evolution.**

COMPETENCE:

- Completely unload attack line from apparatus (if necessary).
- Attack fire from blackened side of fire.
- Attack fire from downhill and upwind if possible.
- Observe weather conditions for changes.
- Maintain team integrity during attack.

TIME: 5:00 Minutes (Time begins when team dismounts apparatus)

5. **Demonstrate Vertical Ventilation activities in support of fire attack operations on an interior structure fire.**

REFERENCE: NFPA 1001, 2019 Edition, 4.3.12

CONDITION: Given a report of a structure fire, **4-member firefighter team**, Don P.P.E. & SCBA prior to beginning evolution, attack line (charged), pike pole, fire axe or chain saw, 24' Extension Ladders and roof ladder.

COMPETENCE:

- Determine location for ventilation hole.
- Select appropriate tools.
- Start chain saw on ground (if used).
- Remove extension ladder from apparatus and carry to access point.
- Properly position ladder and raise to roof.
- Properly climb ladder.
- Properly place roof ladder on roof.
- Determine roof integrity by sounding roof.
- Cut inspection hole or safety/Kerf cuts as necessary.
- Carry tools and equipment to roof.
- Verbalize the need for secondary means of egress.
- Select correct location above fire to cut hole while working from roof ladder.
- Cut ventilation hole.
- Communicate with interior team before using proper tool to open the ceiling.
- Maintain team integrity during ventilation work.
- Exit roof area once ventilation hole has been cut.
- Notify command ventilation is complete.

TIME: 8:00 Minutes (Time begins when team dismounts apparatus)

## Examination Evolutions

**In order to create a more realistic testing environment, the individual skills have been assembled into these Examination Evolutions. Candidates must train and complete an In-House exam on all examinations evolutions. During testing, candidates will be tested on a random draw of two of the following examination evolutions. The evolutions will be graded on a 100% Pass/Fail basis.**

### 1. Rescue Evolution

REFERENCE:	NFPA 1001, 2019 Edition, 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5, 4.3.7, 4.3.9, 4.3.10
CONDITION:	Given a report of a possible rescue, and beginning in the apparatus in a seated position, <b>2-member firefighter team</b> wearing full structural firefighter protective clothing and SCBA, engineer/pump operator, forcible entry tools, hand-held radio, minimum 300 sq. ft. area with limited or no visibility (upon entry), attack line with nozzle, simulated victim.
COMPETENCE:	<ul style="list-style-type: none"><li>• Use handrails and steps to dismount apparatus.</li><li>• Correctly and completely unload hose from apparatus.</li><li>• Select proper forcible entry tool(s).</li><li>• Carry tool in a safe manner.</li><li>• Advance hose to attack position, extend hose line to avoid kinks.</li><li>• Secure hose.</li><li>• Signal for water.</li><li>• Open nozzle to bleed air from attack line and check stream pattern.</li><li>• Don face-piece, go on air, check partner's PPE (no skin showing, pass device activated).</li><li>• Correctly identify door type.</li><li>• Try door before prying.</li><li>• Pry or force entry near lock.</li><li>• Force door correct direction.</li><li>• Control the door and access.</li><li>• Sound floor for integrity, check overhead in room.</li><li>• Make entry searching for a victim with or without a hoseline.</li><li>• Conduct a search.</li><li>• Organized search pattern, maintaining orientation.</li><li>• Call out for victim.</li><li>• Pause occasionally to listen for sounds.</li><li>• Locate victim and communicate it to command.</li><li>• Move victim out of structure using appropriate techniques.</li><li>• Maintain team integrity during evolution (sight, voice or physical contact).</li></ul>
TIME:	6:00 Minutes (Time begins on a voice command from the tester i.e. "start"/"begin".)

## 2. Salvage & Ventilation Evolution

REFERENCE:	NFPA 1001, 2019 Edition, 4.1.2, 4.3.1, 4.3.3, 4.3.11, 4.3.14
CONDITION:	Given an assignment for salvage and ventilation, a <b>2-member firefighter team</b> , helmet, hood, boots, gloves, coat and pants, SCBA, 2 minimum 10 ft. X 12 ft. salvage covers, hose line or water extinguisher, ladder, 2 pike poles, vent fan.
COMPETENCE:	<p><b>Don PPE</b></p> <ul style="list-style-type: none"><li>• Don hood (hood may be rolled down around collar of coat).</li><li>• Don and fasten all closures on pants/boots and coat.</li><li>• Collar turned up on coat.</li><li>• Check SCBA cylinder pressure gauge (verbalize pressure).</li><li>• Open cylinder valve fully.</li><li>• Check regulator and cylinder gauge - gauges should be within 100 psi of each other.</li><li>• Turn on or ensure PASS is active.</li><li>• Don backpack and fasten/tighten all straps (over-the-head or coat method).</li><li>• Don facepiece, adjust head harness, check seal and exhalation valve.</li><li>• Protective hood pulled over head.</li><li>• Attach hose to regulator or face piece.</li><li>• Don helmet with chin strap secured.</li><li>• Don gloves.</li><li>• All PPE donned appropriately.</li><li>• Check partner's PPE (no skin showing, pass device activated).</li></ul> <p><b>Ventilate structure:</b></p> <ul style="list-style-type: none"><li>• Start positive pressure fan.</li><li>• Establish exhaust opening (verbalize).</li><li>• Set fan so that the cone of air from the fan completely covers the door opening.</li><li>• Set fan so placement does not interfere with entry &amp; exit of firefighters from the building.</li></ul> <p><b>Remove water from structure:</b></p> <ul style="list-style-type: none"><li>• Build catchall.</li><li>• Open salvage cover.</li><li>• Roll sides inward approximately 3 feet.</li><li>• Fold ends of the side rolls at a 90° angle.</li><li>• Tuck the end roll under the side roll to lock.</li><li>• Build water chute</li><li>• Open salvage cover.</li><li>• Roll salvage cover edges over pike poles and turn over to create water chute.</li><li>• Adjust water chute on ladder for water removal.</li><li>• Communicate assignment complete to command.</li></ul>
TIME:	8:00 Minutes (Time begins on a voice command from the tester i.e. "start"/"begin".)

## 3. Defensive Operations Evolution

REFERENCE:	NFPA 1001, 2019 Edition, 4.3.2, 4.3.3, 4.3.8, 4.3.10, 4.3.15
CONDITION:	Given assignments for defensive operations and beginning in the apparatus in a seated position, <b>2-member firefighter team</b> wearing full structural firefighter protective clothing, engineer/pump operator (not being tested), SCBA, hand-held radio, supply hose line able to support minimum 350 GPM, gate valves, spanner wrenches and hydrant wrench, 150 feet of charged attack line with nozzle, extra section of hose, hose clamp optional, master stream appliance.
COMPETENCE:	<p><b>Secure a Hydrant</b></p> <ul style="list-style-type: none"> <li>• Use handrails and steps to dismount apparatus.</li> <li>• Correctly unload hose from apparatus.</li> <li>• Select correct equipment to connect to hydrant.</li> <li>• Connect hydrant gate valves.</li> <li>• Open hydrant completely, flush.</li> <li>• Charge supply line (slowly) when signal from engineer is given.</li> </ul> <p><b>Deploy a Master Stream (350 GPM or greater)</b></p> <ul style="list-style-type: none"> <li>• Set up appliance</li> <li>• Connect 100ft hose line per inlet from apparatus to appliance.</li> <li>• Secure monitor as per manufacturers guidelines.</li> <li>• Signal for water.</li> <li>• Exercise safety as hose lines charge.</li> <li>• Adjust stream of appliance once water is at nozzle.</li> <li>• Flow water to hit target.</li> </ul> <p><b>Extend a Charged Hose Line (with nozzle)</b></p> <ul style="list-style-type: none"> <li>• Apply hose clamp approx. 3 - 5 feet behind coupling, or communicate shutdown of hoseline.</li> <li>• Add 50' section of hose.</li> <li>• Replace nozzle and charge hoseline slowly.</li> </ul>
TIME:	9:00 Minutes (Time begins on a voice command from the tester i.e. "start"/"begin".)

#### 4. Ladder Evolution

REFERENCE:	NFPA 1001, 2019 Edition, 4.3.2, 4.3.3, 4.3.6, 4.3.10, 4.3.12, 4.3.20
CONDITION:	Given a ladder assignment and beginning in the apparatus in a seated position, <b>2-member firefighter team</b> wearing full structural firefighter protective clothing, SCBA, hand-held radio, axe or pike pole for hoisting, tool for sounding roof, 24' ladder minimum, rope bag.
COMPETENCE:	<ul style="list-style-type: none"> <li>• Use handrails and steps to dismount apparatus.</li> <li>• Start 50 ft. from structure.</li> <li>• Leader gives preparatory commands.</li> <li>• Team lifts with legs.</li> <li>• Properly carry tools and ladder to structure.</li> <li>• Check for overhead obstructions (must verbalize).</li> <li>• Determine structure stability (must verbalize).</li> <li>• Raise fly section to proper height.</li> <li>• Determine locks are engaged (must verbalize).</li> <li>• Tie off halyard.</li> <li>• Check climbing angle. (Four-point contact with ground and building)</li> <li>• Ladder is secured prior to climbing.</li> <li>• Ladder must be climbed after going on air.</li> <li>• Climb with arms straight, body perpendicular to the ground.</li> <li>• Climb smoothly and rhythmically.</li> <li>• Maintain three points of contact with ladder while climbing.</li> <li>• Carry tool properly.</li> <li>• Sound roof for integrity before stepping on.</li> <li>• Stay on roof supports (must verbalize).</li> <li>• Hoist an axe or pike pole.</li> <li>• Tie with an approved knot for hoisting.</li> <li>• Use "tag" line when appropriate.</li> <li>• Lower ladder and tools safely to the ground (not included in the time).</li> </ul>
TIME:	7:00 Minutes (Time begins on a voice command from the tester i.e. "start"/"begin". Time stops when tool is detached. Evolution is complete when ladder and tools are lowered.)

# UTAH FIRE SERVICE CERTIFICATION SYSTEM

## FIREFIGHTER I

NFPA 1001, 2019 Edition

### FIREFIGHTER I

#### TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM

<b>Candidate Name:</b>	<b>Department:</b>
<b>Candidate Signature:</b>	<b>Date of Completion:</b>
<b>Chief/Training Officer Name:</b>	<b>Chief/Training Officer Signature:</b>

This form may be completed on a computer but must be printed out for the Certification Tester to verify on test day. Date of completion and signatures of Chief/Training Officer and Candidate must be original signatures. Signatures attest that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed. Falsification of signatures or any component of this document may result in the revocation, suspension, or denial of certification.

**\*\*ALL SHADED/BOLDED SKILLS MUST BE SIGNED OFF BEFORE LIVE FIRE TESTING MAY OCCUR\*\***

SECTION	TRAINING RECORD		IN-HOUSE COMPREHENSIVE EXAMS			SKILL
	DATE	INST	DATE	INST	PASS	
PRE-REQUISITE						Copy of CPR card and Documentation of First Aid Training.
GENERAL						1. Field reduction of contaminants of PPE and prepare for reuse.
						<b>2. Donning and doffing structural firefighter protective clothing.</b>
ROPES						3. Hoisting of tools/equipment.
						4A. Clove hitch, running with overhand safety, or loop method.
						4B. Figure-eight on a bight (with overhand safety).
						4C. Figure-eight bend (joining two ropes, with overhand safeties).
						4D. Water knot (with overhand safeties).
						5. Inspect/clean/store rope.
FIRE DEPARTMENT COMMUNICATION						6. Receive a report of a fire or emergency from a telephone.
						7. Demonstrate receiving business call from the public.
						<b>8. Demonstrate the use of portable radio equipment.</b>
SCBA'S						<b>9. Identify/describe components of SCBA.</b>
						<b>10. Demonstrate donning an SCBA.</b>
						<b>11A. Emergency procedures for "Skip breathing".</b>
						<b>11B. Emergency procedures for facepiece failure.</b>
						<b>11C. Emergency procedures in event of interruption/restricted air flow.</b>
						<b>11D. Emergency procedures in the event of "Free-flow" of air.</b>



						<b>11E. Emergency procedures in event of Exhalation valve failure.</b>
						<b>12. Doff &amp; perform check of SCBA after use with a cylinder change.</b>
						<b>13. Inspect/clean/sanitize SCBA.</b>
<b>EMERG. RESPONSE</b>						14. Apparatus safety procedures during emergency response.
<b>FORCIBLE ENTRY</b>						15. Proper care, maintenance of forcible entry tools / equip.
						<b>16A. Force entry on swinging door.</b>
						<b>16B. Force entry on sliding door.</b>
						<b>16C. Force entry on overhead door.</b>
						17A. Force entry on sliding window.
						17B. Force entry on double hung window.
						18A. Demonstrate breaching on masonry wall.
						18B. Demonstrate breaching on metal wall.
						18C. Demonstrate breaching on wood wall.
<b>SAFETY</b>						<b>19A. Demonstrate use of SCBA to exit through a restricted passage without removing SCBA.</b>
						<b>19B. Demonstrate use of SCBA to exit a restricted passage removing SCBA.</b>
						<b>20A. Demonstrate exiting using a hose line.</b>
						<b>20B. Demonstrate exiting using a wall.</b>
<b>LADDERS</b>						21. Demonstrate proper carry, position, raise & lower of a single ladder.
						22. Demonstrate carry/position/raise/lower ladders/24ft, 28ft, or 35 ft.
						23. Demonstrate climbing, working on and descending ladder with a tool.
						24. Demonstrate bringing a victim down a ladder.
						25. Deploy roof ladder on pitched roof.
						26. Inspect, maintain, and clean a ground ladder.
<b>HOSE, NOZZLES, APPLIANCES</b>						27. Demonstrate set-up of a Master stream device.
						<b>28. Demonstrate proper method for extending a charged line.</b>
						29. Demonstrate proper method for replacing burst section of hose.
						30A. Couple/uncouple hose: foot-tilt method.
						30B. Couple/uncouple hose: two-firefighter method.
						<b>31A. Advance attack line into ground level fire.</b>
						31B. Advance attack line up ladder: second floor window or roof.
						31C. Advance attack line up/down inside/outside stairway.
						32. Connect hose to standpipe and advance.
						33A. Single section drain and carry.
						33B. Accordion shoulder carry from ground.
						34A. Load supply hose using flat or accordion hose loads.

						34B. Load attack hose lines using flat, Triple fold, Minuteman.
						35A. Demonstrate a Straight roll.
						35B. Demonstrate a Donut roll.
						36A. Demonstrate cleaning, inspecting, maintaining fire hose & couplings.
						36B. Demonstrate cleaning, inspecting, maintaining nozzles.
SEARCH AND RESCUE						<b>37. Search for victim in structure and remove.</b>
						<b>38A. Move victim 20' using extremities carry.</b>
						<b>38B. Move unconscious firefighter 20ft. using coat drag.</b>
VENTILATION						39. Break glass while working from ground or a ladder.
						40A. Open ventilation on a roof.
						40B. Open ventilation on a floor.
						41. Set-up blower fan for "positive" pressure.
OVERHAUL						42. Expose hidden fires in walls, ceilings, and floors.
SALVAGE						43. Fold / roll salvage cover for a one or two-firefighter spread.
						44A. One-firefighter deployment.
						44B. Two-firefighter deployment (balloon throw).
						45. Construct water chute.
						46. Construct catchall.
						47. Cover/close building openings.
						48. Separate charred from uncharred material.
						49. Stop flow from discharging sprinkler head.
						50. Operate main control valve.
						51. Inspect/clean/maintain salvage cover.
WATER SUPPLY						52A. Hydrant-to pumper connection to supply a forward hose lay.
						52B. Hydrant-to pumper connection to supply a reverse hose lay.
						53. Demonstrate hand lay of 300 ft. 2 1/2" hose, pumper to water.
						54. Assemble equipment for drafting operation – static source.
						55. Assemble equipment for drafting operation – portable tank.
FIRE EXTINGUISHER						56. Use a portable fire extinguisher on Class A, B, C fires.
FIREGROUND SUPPORT						57. Demonstrate use of lighting equipment.
						58A. Demonstrate shutting off propane or natural gas valve.
						58B. Secure power structure by shutting off main power breaker.
LIVE FIRE EVOLUTIONS						1. Demonstrate an offensive attack on a Vehicle fire.
						2. Demonstrate an offensive attack on an Exterior class A fire.
						<b>3. Demonstrate an offensive attack on an Interior Structure fire.</b>
						4. Demonstrate an offensive attack on a Ground cover fire.

CERTIFICATION EXAMINATION EVOLUTIONS						5. Demonstrate Vertical ventilation.
						1. Rescue Evolution
						2. Salvage and Ventilation Evolution
						3. Defensive Operations Evolution
						4. Ladder Evolution

FIREFIGHTER II  
CERTIFICATION  
STANDARD

# **FIREFIGHTER II CERTIFICATION REQUIREMENTS**

## ***Entrance Requirements***

In order to certify within the Utah Firefighter II program, candidates must fulfill the following requirements:

- 1- Complete Entrance Requirements.
- 2- Set up and maintain department records.
- 3- Train on the required written and practical objectives.
- 4- Pass a department "In House" practical skills examination.
- 5- Meet any other training requirements/prerequisites as defined by the Certification Council.
- 6- Pass both written and practical skills examination administered by the Certification Council.
- 7- Request Firefighter II certification.
- 8- Request re-certification.

## ***Physical Fitness Requirements***

The UFSCC acknowledges the importance of and need for physical fitness requirements as listed in the NFPA 1001, 2019 edition, Standard on *Fire Fighter Professional Qualifications*. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of physical fitness requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the UFSCC. The Council will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of physical fitness requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, **the Utah Fire Service Certification Council strongly recommends careful evaluation before altering or doing away with any existing physical fitness requirements.**

The requirements listed in NFPA 1001, 2019 ed., Chapter 1 are:

1. Meet the minimum educational requirements established by the authority having jurisdiction.
2. The Utah Fire Service Certification Council Policy 11.3 requires that a candidate must be 18 years of age to test and be certified.
3. Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, chapter 5, subsection 5.1.1, as determined by the medical authority of the AHJ.
4. Physical fitness requirements for entry-level personnel should be developed and validated by the authority having jurisdiction. Physical fitness requirements should be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements.

## ***Occupational Safety and Health Requirements***

The requirements listed in NFPA 1500, 2018 Chapter 7, are:

1. Meet the Protective Clothing and Protective Equipment requirements of NFPA 1500, 7.13.1, A7131.
2. Meet OSHA 29 CFR 1910.134(g) Use of respirators, "Prohibiting conditions that may result in facepiece seal leakage". This pertains to facial hair that may prevent a good face seal.
3. Meet OSHA 1910.134 (g)(1)(i)(A)(B) Occupational health and safety regulatory requirements.

## ***Department Training Officers***

For departments to enroll in the certification process, it is necessary for the department to assign training officers. Departments who **do not** have certified personnel to act as training officers for certification training should contact the Utah Fire & Rescue Academy at (801) 863-7700 or 1-888-548-7816 for assistance in setting up and monitoring certification training.

Department training instructors shall be certified at the level they are teaching. In addition, the Certification Council strongly recommends that training officers and instructors be state certified at the Instructor I level.

Department training officers or instructors will be responsible for certification training. Their primary responsibility will be to teach, evaluate, and in-house test department personnel on the skill and evolution requirements for each level of certification training.

The final entrance requirement is to complete the "Intent to Participate" form provided in Appendix D and return it to the Certification Council. Remember, participation in the certification process is **VOLUNTARY**. Once you have enrolled, you can withdraw if desired.

**If a department is already participating in the Utah Fire Service Certification System, it will not be necessary to file another "Intent to Participate" form.**

## **DEPARTMENT TRAINING**

The position of a Firefighter II is one that requires a high level of skill and knowledge. The training that is given to and received by firefighter candidates should be of the highest quality and degree. All training received must meet the requirements of NFPA 1001, 2019 Ed., Chapter 5 and the skills as approved by the UFSCC contained within the Utah Standard. All training received must be documented and recorded on a Training Record. All testing for Firefighter II will be conducted following the Policies and Procedures of the UFSCC.

Training for Firefighter II is conducted at the department level or could be received through a joint training agreement between departments on a regional level. Regardless of where the training is received, it must prepare the candidate to be a competent and effective firefighter.

The course material should be referenced to the following textbook to prepare the candidate to successfully pass the state certification examination.

### ***Written Objectives***

The written objectives for Firefighter II are covered in the following text:

- **IFSTA, Essentials of Fire Fighting, 7<sup>th</sup> Edition**
- **National Fire Protection Association, NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2019 Edition**

There are numerous methods departments have used to help prepare their personnel for the written examination. Considering the high level of skill and knowledge that is required of a Firefighter II, the Council recommends that the candidate participate in a comprehensive class and receives instruction on both skills and written requirements.

## ***Skill Objectives***

The candidate **must** be trained and evaluated in the performance of **all** skill objectives. Each of the skill objectives shall be completed swiftly, safely and with competence as defined below:

- 1- **Swiftly** - Each skill objective must be completed within the allotted time.
- 2- **Safely** - Each skill objective must be completed safely. Conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- 3- **With Competence** - Each skill objective is performed in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS skill objectives.

## ***Department Training Records***

Each candidate shall have a current, accurate, and complete training record on file with the department which indicates that they have been trained on all skill objectives. The Training Record must be completed in its entirety in order to test. Training Records may be completed on a computer or by hand. Departments may set up their own training records, or use the one provided on page 72 of this standard, or the fillable Excel Training Record found online on UFRA's website. If a department chooses to set up their own training record it must meet the following requirements:

1. Certification level clearly defined with NFPA standard number and edition.
2. Signature line for the candidate attesting that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed.
3. Signature line for the Chief/Training Officer attesting that the candidate has been trained on all skills and a complete In-House Comprehensive Exam was administered and passed.
4. The date of completion for the training record is recorded.
5. All skills from the Utah Certification Standard for this level are listed on the training record and columns exist for:
  - a. Training Record – Date/Inst
  - b. In-House Comprehensive Exam –Date/Inst/Pass

## ***Department "In House" Skills Examination***

At the completion of the department's skills training, the department is required to hold an "in-house" skills examination for the level being trained. This is a comprehensive "in house" skill test conducted by the department training officers or course instructors. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare candidates for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are in-house testing.

Proctor instructions for the examination are in Appendix C. In-house testers shall follow the proctor instruction sheet to provide for uniformity and fairness during the exam. It is recommended that candidates be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If skill weaknesses are evident, the department shall conduct additional training and hold a new department "in house" skills examination. Only those candidates who successfully pass the department's skills and fireground evolutions "in-house" test will be allowed to participate in the state certification exam. Department training records must show that all candidates have successfully passed the "in-house" examination.

## **CERTIFICATION EXAMINATIONS**

After completion of the training process, the Chief/Administrator can request testing for the candidate using the "Examination Request" form in Appendix D. The candidate will then have three attempts to pass the written examination. A separate application must be sent to the Certification Council for each attempt. Request forms must reach the Certification Council no later than **30 days** prior to the examination date. The entire examination process must be completed within one year of the first written exam date.

### ***Written Examinations***

The written examination is a randomly generated **100-question** test covering the written objectives of the Firefighter II standard. A minimum score of 70% is required to pass the certification exam. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of the last exam. Three attempts are given to pass the exam. If a candidate fails the written examination three times, he/she has failed the certification process and must wait **1 year** from the date of the last failed exam before re-entering testing. Exam results are forwarded to the Chief/Administrator within 30 days following the receipt of the completed examination.

#### **SAMPLE WRITTEN EXAMINATION QUESTIONS:**

The safest recommended means for a firefighter to disconnect electrical service to a building is by:

- a. cutting the service entrance wire.
- b. pulling the meter.
- c. locating the nearest transformer and deactivating it.
- d. shutting off the main power breaker/fuse in the panel box.**

Valves for water systems are broadly divided into two types. They are:

- a. gate and indicating.
- b. ball and check
- c. indicating and non-indicating.**
- d. screw and yoke.

### ***Skills "Spot Check" Examinations***

Training records are checked. If records are inadequate, corrective action must be taken before proceeding to the next step. The records must meet minimum requirements and are checked for the following:

- 1- Candidate has been trained in each skill and fireground evolution for the level being evaluated.
- 2- A department training officer has signed off each skill and fireground evolution.
- 3- Each candidate has passed a department "in-house" skills examination.

The skills and fireground evolution "spot check" examination is graded on a 100% pass/fail basis. The test is graded in the following three areas:

- **Swiftly** - Each skill objective must be completed within the allotted time.
- **Safely** - Each skill objective must be completed safely. Conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.



- **Competence** - Each skill objective is performed in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS skill objectives.

Candidates will be tested on ONE Examination Evolution. This is a 100% Pass/Fail test. No prior notification of the skill being tested will be given. Candidates are given two attempts if necessary to perform the evolution. If they fail on the second try, then they have failed the examination. Applicants must wait **30 days** before the third and final attempt. Candidates taking third attempts will test on the evolution they failed. **No training, teaching, or coaching is allowed during this state test.**

Candidates who have failed the third attempt of the written examination or the skills examination have failed the certification process and must wait 1 year from the date of the failed third attempt to re-enter state testing. The candidate may begin testing with a new 1st attempt of the skills or written examination. If a candidate wishes to enter a new course, the candidate may petition the certification office to re-enter the certification examination process no sooner than 120 days after their 3rd attempt failure. A petition, in writing, must be submitted to the certification office explaining the reason(s) for the petition.

## **FIREFIGHTER II CERTIFICATION**

When all requirements for certification have been met, applicants are eligible to be certified. The Chief/Administrator may apply to the Utah Fire Service Certification Council for certification for those candidates who have successfully completed the certification training/testing process. Request for state certification will be submitted to the Council using the "Certification/Recertification Request" form provided in Appendix D. The names are then checked against the official state records to ensure that each individual listed has met all requirements.

Those applicants who have met the requirements are issued a wallet card, certificate, and patch. Cards and patches are sent to the Chief/Administrator for disbursement. Certificates may be downloaded online. There is no cost for testing/certification if the candidate passes their written examination on the first attempt. A \$40 fee will be assessed if the candidate passes their written exam on the 2nd attempt, and a \$60 fee will be assessed if the candidate passes their written exam on the 3rd attempt. This fee schedule is applicable as of July 1, 2013.

**\*The above fee table applies to Utah Fire Departments only. All other agencies will be assessed a testing/certification fee of \$90.00 per level.**

### ***Prerequisites for Firefighter II Certification***

Prior to certification at the Firefighter II level, applicants must be State Certified through the Utah Fire Service Certification System at the Firefighter I Level, Hazardous Materials Awareness Level and Hazardous Materials Operations Level.

Training and certification at these levels may be achieved at any time during the Firefighter II training process. Firefighter II certification **will not** be issued until candidates have fulfilled this requirement.

### ***Re-certification***

Certification at the Firefighter II Level is valid for a three-year (3) period. Each certified Firefighter II may renew certification by having the Chief/Administrator of the Participating Agency submit the "Certification/Recertification Request" form provided in Appendix D.

Each certified Firefighter II shall participate in at least 36 hours of structured class and skill training per year. A total of 108 hours of training is required during the previous certification period.

***For More Information on Utah Firefighter Certification, contact the:***

**Utah Fire Service Certification Council  
Utah Fire & Rescue Academy  
3131 Mike Jense Parkway  
Provo, UT 84601  
1-888-548-7816  
[www.uvu.edu/ufra](http://www.uvu.edu/ufra)**

## **FIREFIGHTER II CERTIFICATION CHECKLIST**

- ☐ Each candidate has met requirements listed in NFPA 1001, 2019 Edition, Chapter 1.
- ☐ Department has filed "Intent to Participate" form with the UFSCC.

### **DEPARTMENT TRAINING RECORDS:**

- ☐ Each candidate has a training record on file with the department that shows:
  - 1- A learning experience in each skill objective.
  - 2- Dates of training.
  - 3- Initials of instructors.
- ☐ Each candidate has trained on the Firefighter II Level written objectives.

### **DEPARTMENT "IN HOUSE" SKILLS EXAMINATION:**

- ☐ Each candidate has successfully completed an "In House" skills examination.
- ☐ Results of exam are documented in department training records.

### **ADDITIONAL TRAINING /PREREQUISITE REQUIREMENTS:**

- ☐ Each candidate is state certified through the UFSCC at Firefighter I, Hazardous Materials Awareness and Hazardous Materials Operations.

### **CERTIFICATION EXAMINATIONS:**

- ☐ Each candidate has passed the UFSCC written examination.
- ☐ Each candidate has passed the UFSCC skill "Spot Check" examination administered by an approved Certification Tester.

### **FIREFIGHTER II - CERTIFICATION:**

- ☐ Department request certification for candidates using the "Certification/Re-certification Request" form.

## FIREFIGHTER II SKILL OBJECTIVES

**\*\*According to NFPA 1500, the visor is not considered appropriate eye protection\*\***

### GENERAL

- 1. Demonstrate procedures for assuming and transferring command at an emergency scene, utilizing an incident management system.**

REFERENCE: NFPA 1001, 2019 Edition, 5.1.1, 5.1.2, 5.2.2

CONDITION: Given a sample incident scenario, and an initial report form.

COMPETENCE:

- Give a brief size up:
  1. Unit on scene.
  2. Location.
  3. Type of building and construction.
  4. Current conditions (This is what I see).
  5. Declare a strategy.
  6. Initial actions (What I need to do immediately).
  7. Identify Side "A".
  8. Establish Incident Command & Accountability and announce location.
  9. Name the Incident.
- Request additional resources if needed.
- Transfer command (utilizing department guidelines).

TIME: 2:00 Minutes

### FIRE DEPARTMENT COMMUNICATIONS

- 2. Complete a basic fire report by completing a Utah Fire Incident Reporting System (UFIRS).**

REFERENCE: NFPA 1001, 2019 Edition, 5.2.1

CONDITION: UFIRS "Incident Report" form, fire scenario, or computer software used by the AHJ.

COMPETENCE:

- Complete all blanks/boxes for scenario.
- Correct data and information.
- Check spelling.
- Legibility.
- Other pertinent information is recorded in narrative.

TIME: 15:00 Minutes

## **FIREGROUND OPERATIONS**

**Skills 3, 4, 5 must be trained/tested in compliance with the adopted edition of NFPA 1403, *Standard on Live Fire Training Evolution*.**

**3. Demonstrate the correct procedures for extinguishment of an exterior combustible liquids fire with a foam fire stream.**

REFERENCE: NFPA 1001, 2019 Edition, 5.3.1

CONDITION: Given a scenario, wearing full structural firefighter protective clothing and SCBA, attack line, foam concentrate, foam system/equipment, foam nozzle, and 2-firefighter team.

COMPETENCE:

- Assemble foam application system, if applicable.
- Select correct concentration for required application, if applicable.
- Approach spill as part of coordinated team.
- Demonstrate proper application techniques. (Bank, Roll, or Rain)
- Retreat from spill maintaining team integrity.

TIME: 5:00 Minutes

**4. Coordinate an interior attack line for team's accomplishment of an assignment in a structure fire.**

REFERENCE: NFPA 1001, 2019 Edition, 5.3.2

CONDITION: As the senior firefighter (team leader) given a scenario coordinate an interior attack, 3-firefighter team for example: attic fire, grade level, upper level, or basement level fire), wearing full structural firefighter protective clothing and SCBA, 150 feet of charged attack line, forcible entry tools.

COMPETENCE:

- Determine location of fire, (attic fire, grade level, upper level, or basement level fire).
- Receive 360 walk-around report.
- Ensure overhead spaces are checked for fire.
- Ensure the floor has been sounded.
- Communicate CAAN (Conditions, Actions, Air, Needs) report to command (Monitor smoke, heat, fire).
- Communicate attack method to team members.
- Communicate interior fire conditions to team and IC.
- Communicate rescue and ventilation needs with IC.
- Advance to seat of fire and extinguish.
- Team integrity is maintained (sight, voice or physical contact).
- Maintain situational awareness.
- Verbalize that routes of egress have been established and protected.

TIME: 6:00 Minutes

**5. Demonstrate the correct procedures for control of a fire involving a flammable gas cylinder by cooling vapor space in tank and monitoring cylinder while approaching tank to close service line valve.**

REFERENCE: NFPA 1001, 2019 Edition, 5.3.3

CONDITION: Given a scenario, wearing full structural firefighter protective clothing and SCBA, adequate water supply, master stream appliance, 100 feet 2-2 1/2" hose or larger, 2 attack lines, 2 combination nozzles, flammable gas cylinder outside of a structure, 9-Firefighter team, appropriate tools.

COMPETENCE:

- Apply solid stream to vapor space of tank from maximum effective reach (if it can be accomplished safely i.e. distance and location, until relief valve(s) close).
- Contents are identified.
- Cylinder integrity is evaluated.
- Confirm order with officer to approach tank to shut off valve.
- Identify escape routes and safe havens.
- Extend hoselines to isolate control valve upwind and uphill.
- Coordinated advance to cylinder.
- Adjust nozzle patterns during advance for crew protection.
- Try not to extinguish flame.
- Close valve completely without breaking protective fog stream.
- Coordinated retreat from cylinder.
- Maintain nozzle patterns and cooling stream on vapor space during retreat.
- Maintain team integrity and monitor situational awareness.
- Continue monitoring pressure relief valves.

SAFETY: Controlling flammable gas cylinder fires can be a very dangerous operation. The Firefighter II should act as a team member, under the direct supervision of an officer during these operations.

TIME: 20:00 Minutes

**6. Protect evidence of fire cause and origin so that the evidence is properly protected from further disturbance.**

REFERENCE: NFPA 1001, 2019 Edition, 5.3.4

CONDITION: Given a scenario, wearing full structural firefighter protective clothing and SCBA, flashlight, overhaul tools, hose line or water extinguisher.

COMPETENCE:

- Identify the fire origin area.
- Identify possible sources of fire ignition, (verbalize).
- Identify types of evidence, (verbalize)
- Protect any evidence by leaving where found.
- Establish barriers to protect the scene and evidence as found.
- Notify command or fire investigator of findings.

TIME: 5:00 Minutes

## RESCUE OPERATIONS

**SAFETY NOTE:** while conducting rescue operations around vehicles, safety should be exercised with regards to automobile airbags. Many vehicles have airbags on both the driver and passenger sides of the vehicle. Many vehicles have airbags in the doors or roofs. While training on these skills, exercise caution to protect firefighters from accidental airbag activation. Always disconnect the batteries while training on vehicles. The reserve energy supply can maintain sufficient voltage to deploy an airbag after the battery has been disconnected. Stay out of the path of any un-deployed airbag.

7. **Demonstrate the following evolutions, which may be required to extricate an entrapped victim of a motor vehicle accident by displacing or removing: (candidates do not have to perform actual cuts/actions during testing, however must be simulated with equipment in hand.)**

**A. Vehicle Windshield.**

REFERENCE: NFPA 1001, 2019 Edition, 5.4.1, 5.4.2

CONDITION: Given a scenario, wearing full structural firefighter protective clothing, including appropriate eye protection, vehicle, cribbing, extrication equipment used by the department, 2-firefighter team.

COMPETENCE:

- Conduct size-up and establish safety zone.
- Crib vehicle for safety.
- Disconnect the vehicle battery.
- Maintain victim safety during windshield removal.
- Remove the windshield completely.

TIME: 10:00 Minutes

**B. Vehicle Roof.**

REFERENCE: NFPA 1001, 2019 Edition, 5.4.1, 5.4.2

CONDITION: Given a scenario, wearing full structural firefighter protective clothing including appropriate eye protection, vehicle, cribbing, extrication equipment used by the department, 4-firefighter team.

COMPETENCE:

- Conduct size-up and establish safety zone.
- Crib vehicle for safety.
- Disconnect the vehicle battery.
- Check for supplemental safety restraint systems.
- Remove side and rear windows as needed.
- Maintain victim safety during roof removal.
- Cut necessary roof posts and fold roof back or remove roof entirely.

TIME: 5:00 Minutes (Using powered equipment)  
10:00 Minutes (Using hand tools)

**C. Vehicle Door.**

REFERENCE: NFPA 1001, 2019 Edition, 5.4.1, 5.4.2

CONDITION: Given a scenario, wearing full structural firefighter protective clothing including appropriate eye protection, vehicle, cribbing, extrication equipment used by the department, 2-firefighter team.

COMPETENCE:

- Conduct size-up and establish safety zone.
- Crib vehicle for safety.
- Disconnect the vehicle battery.
- Check for supplemental safety restraint systems.
- Maintain victim safety during door removal.
- Remove the door.

TIME: 5:00 Minutes (Using powered equipment).  
15:00 Minutes (Using hand tools).

**D. Displace dashboard.**

REFERENCE: NFPA 1001, 2019 Edition, 5.4.1, 5.4.2

CONDITION: Given a scenario, wearing full structural firefighter protective clothing including appropriate eye protection, vehicle, cribbing, extrication equipment used by the department, 2-firefighter team.

COMPETENCE:

- Conduct size-up and establish safety zone.
- Crib vehicle for safety.
- Disconnect the vehicle battery.
- Check for supplemental safety restraint systems.
- Maintain victim safety during dashboard displacement.
- Displace the dashboard.

TIME: 10:00 Minutes (Using powered equipment).  
20:00 Minutes (Using hand tools).

**PREVENTION, PREPAREDNESS, & MAINTENANCE**



**8. Perform a fire safety survey in an occupied structure.**

REFERENCE: NFPA 1001, 2019 Edition 5.5.1

CONDITION: Given an assignment, clipboard, pencils, and form as used by AHJ.

COMPETENCE:

- Contact owner/occupant.
- Explain purpose and benefit to owner/occupant.
- Conduct survey, identify fire hazards.
- Recommend appropriate resolutions to owner/occupant.
- Discuss general fire safety information with them.
- Conclude survey.
- Complete inspection form.

TIME: 20:00 Minutes

**9. Present fire safety information to station visitors or small groups.**

REFERENCE: NFPA 1001, 2019 Edition 5.5.2

CONDITION: Given prepared materials and one of the following topics (i.e. Stop, Drop, and Roll), so that all information is presented and accurate.

COMPETENCE:

- Determine the audience and safety topic to be taught.
- Conduct presentation according to lesson outline.
- Return equipment and materials according to department policy.
- Record information about the presentation in appropriate database.

TIME: 20:00 Minutes

**10. Prepare a pre-incident survey.**

REFERENCE: NFPA 1001, 2019 Edition 5.5.3

CONDITION: Given an assignment, symbols used by AHJ, clipboard, form, graph paper pencils, or electronic devices (tablets, PC's, etc.).

COMPETENCE:

- Draw a plot plan.
- Draw a floor plan.
- Identify utility controls.
- Identify means of egress.
- Identify occupant information.
- Identify occupancy or life safety hazards.
- Provide recommendations to correct hazards.
- Identify suppression systems and controls.
- Use standard mapping symbols and abbreviations.

TIME: 30:00 Minutes

**11. Demonstrate the service and maintenance of power plants and lighting equipment.**

REFERENCE: NFPA 1001, 2019 Edition, 5.5.4

CONDITION: Given a powered generator, electrical power cords, portable lighting.

COMPETENCE:

- Check oil and fuel for "full" level, if applicable.
- Check air cleaner element for debris, if applicable.
- Check spark plug and spark plug wire for deterioration and proper connection, if applicable.
- Check unit for loose bolts or screws.
- Check electrical cords to ensure insulation is not damaged.
- Check portable lights for damage.
- Start unit and test operation of lighting equipment.
- Document maintenance of equipment in log book.

TIME: 5:00 Minutes

**12. Demonstrate annual service test for fire hose.**

REFERENCE: NFPA 1001, 2019 Edition, 5.5.5

CONDITION: Fire helmet, gloves, 2-firefighter team and a pump operator not being evaluated if using a department pumper, 150 ft. up to 300 ft. of 1 1/2" or larger hose, hose testing machine or fire department pumper, appropriate test valve, nozzle, marking pen, and hose records.

**SAFETY: PRESSURIZED HOSE IS POTENTIALLY DANGEROUS. DO NOT STAND OR WALK NEAR PRESSURIZED HOSE DURING TEST. DO NOT ATTEMPT THIS TEST WITHOUT THE APPROPRIATE TEST VALVE.**

COMPETENCE:

- Connect hose sections together (check gaskets before connecting).
- Tighten connections between sections with spanner.
- Connect test length to an open test gate valve.
- Attach nozzle to open end of the hose line.
- Fill hose with a pump pressure of 50 psi or to hydrant pressure.
- Open nozzle and discharge all air from hose line.
- Close nozzle.
- Check hose for kinks and twists or leaking connections.
- Mark hose jackets against each coupling.
- Close test gate valve.
- Increase pump pressure to the required test pressure, per manufacturer's recommendations.
- Maintain test pressure for 5 minutes.
- Slowly reduce pump pressure.
- Close discharge valves and open nozzle to drain pressure from hoseline.
- Check marks placed on the hose at the couplings.
- Record the test results for each section of hose.

TIME: 10:00 Minutes

## **Certification Examination Evolutions**

**In order to create a more realistic testing environment, the individual skills have been assembled into these Certification Examination Evolutions. Candidates must train and complete an In-House exam on all certification examinations evolutions. During testing, candidates will be tested on a random draw of two of the following certification examination evolutions. The evolutions will be graded on a 100% Pass/Fail basis.**

**1. Extrication Evolution**

**Demonstrate the following evolutions, which may be required to extricate an entrapped victim of a motor vehicle accident. (Candidates do not have to perform actual cuts/actions during testing, must be simulated with equipment in hand)**

REFERENCE:	NFPA 1001, 2019 Edition, 5.4.1, 5.4.2
CONDITION:	Given a report of a trapped driver and beginning in the apparatus in a seated position, <b>2-firefighter team</b> wearing full structural firefighter protective clothing, including appropriate eye protection, vehicle, cribbing, extrication equipment used by the department, fire extinguisher or handline.
COMPETENCE:	<ul style="list-style-type: none"><li>• Assess vehicle and associated hazards.</li><li>• Establish safety zones.</li><li>• Deploy fire extinguisher or handline.</li><li>• Crib vehicle for safety.</li><li>• Disconnect the vehicle battery.</li><li>• Remove glass.</li><li>• Check for supplemental safety restraint systems.</li><li>• Start/operate extrication equipment. (Not to be used on vehicle for exam.)</li><li>• Maintain victim safety during extrication.</li><li>• Remove applicable doors.</li><li>• Roll/jack dash board.</li></ul>
TIME:	6:00 Minutes

**2. Extinguishment of a Class B Fire**

REFERENCE:	NFPA 1001, 2019 Edition, 5.1.1, 5.1.2, 5.2.2, 5.3.1, 5.3.4
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CONDITION:	Given a sample incident scenario and beginning in the apparatus in a seated position, 2-firefighter team wearing full structural firefighter protective clothing and SCBA, pump operator not being tested, attack line, foam concentrate, foam system/equipment, foam nozzle, equipment/supplies for protecting evidence, tactical worksheet as used by AHJ or provided (sample in Appendix B).
COMPETENCE:	<ul style="list-style-type: none"> <li>• Give a brief size up:               <ol style="list-style-type: none"> <li>1. Unit on scene.</li> <li>2. Location.</li> <li>3. Type of building and construction.</li> <li>4. Current conditions (This is what I see).</li> <li>5. Declare a strategy.</li> <li>6. Initial actions (What I need to do immediately).</li> <li>7. Identify Side “A”.</li> <li>8. Establish Incident Command &amp; Accountability and announce location.</li> <li>9. Name the Incident.</li> </ol> </li> <li>• Request additional resources if needed.</li> <li>• Transfer command (utilizing department guidelines).</li> <li>• Assemble foam application system, if applicable.</li> <li>• Select correct concentration for required application, if applicable.</li> <li>• Approach spill on air as part of coordinated team.</li> <li>• Demonstrate proper application techniques. (Bank, Roll, or Rain)</li> <li>• Retreat from spill maintaining team integrity.</li> <li>• Identify the fire origin area.</li> <li>• Identify possible sources of fire ignition, (verbalize).</li> <li>• Identify types of evidence, (verbalize)</li> <li>• Protect any evidence by leaving where found.</li> <li>• Establish barriers to protect the scene and evidence as found.</li> <li>• Notify command or fire investigator of findings.</li> </ul>
TIME:	8:00 Minutes

# UTAH FIRE SERVICE CERTIFICATION SYSTEM

## FIREFIGHTER II

NFPA 1001, 2019 Edition

### FIREFIGHTER II TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM

<b>Candidate Name:</b>					<b>Department:</b>	
<b>Candidate Signature:</b>					<b>Date of Completion:</b>	
<b>Chief/Training Officer Name:</b>					<b>Chief/Training Officer Signature:</b>	
<p>This form may be completed on a computer but must be printed out for the Certification Tester to verify on test day. Date of completion and signatures of Chief/Training Officer and Candidate must be original signatures. Signatures attest that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed. Falsification of signatures or any component of this document may result in the revocation, suspension, or denial of certification.</p>						
SECTION	TRAINING RECORD		IN-HOUSE COMPREHENSIVE EXAMS			SKILL
	DATE	INST	DATE	INST	PASS	
GENERAL						1. Demonstrate procedures for assuming and transferring command at an emergency scene using the Incident Command System (ICS).
COMMUNICATIONS						2. Complete a UFIRS "Incident Report".
FIREGROUND OPERATIONS						3. Demonstrate procedures for extinguishment of an exterior combustible liquids fire with a foam fire stream.
						4. Coordinate an interior attack for team's accomplishment of an assignment during a structure fire.
						5. Demonstrate correct procedures for control of a flammable gas cylinder.
						6. Protect evidence of fire cause and origin.
RESCUE OPERATIONS						7A. Demonstrate evolution of displacing a "Vehicle Windshield".
						7B. Demonstrate the evolution of displacing a "Vehicle Roof".
						7C. Demonstrate the evolution of displacing a "Vehicle Door".
						7D. Demonstrate evolution of displacing a "Vehicle dashboard".
						8. Perform a fire safety survey in an occupied structure.
						9. Present fire safety information to station visitors or small groups.

<b>PREVENTION PREPAREDNESS MAINTENANCE</b>						10. Prepare pre-incident survey.
						11. Demonstrate the service/maintenance of power plants & lighting equipment.
						12. Demonstrate an annual service test for fire hose.
<b>EXAMINATION EVOLUTIONS</b>						1. Extrication Evolution.
						2. Extinguishment of a Class B fire.

**APPENDIX - A**  
**KNOTS**

## Clove Hitch



**Step 1**



**Step 2**



**Step 3**



**Step 4**



**Step 5**



## Figure Eight on a Bight



**Step 1**



**Step 2**

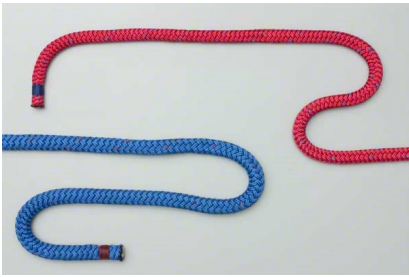


**Step 3**

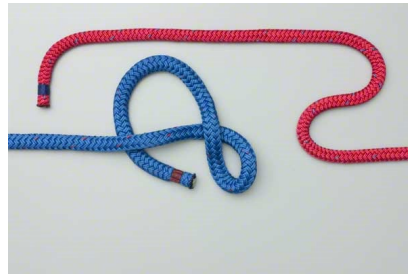


**Step 4**

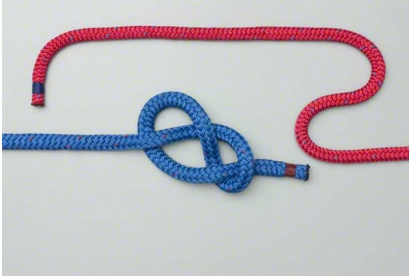
## Figure Eight Bend (joining two ropes)



**Step 1**



**Step 2**



**Step 3**



**Step 4**



**Step 5**



**Step 6**



**Step 7**



**Step 8**



**Step 9**



**Step 10**

## Water Knot



**Step 1**



**Step 2**



**Step 3**



**Step 4**



**Step 5**



**Step 6**



**Step 7**



**Step 8**



**Step 9**



**Step 10**



**Step 11**



**Step 12**

**APPENDIX – B**  
**SAMPLE TACTICAL WORKSHEET**



## Channel

- ☐ Working Fire Notifications:
  - ☐ 1st Alarm ☐ 2nd Alarm ☐ Additional Alarms / Staging
- ☐ On Scene Report:
  - ☐ Location / Building Type / Smoke and Fire Conditions / Threats to Exposures
- ☐ **Declare Strategy:** ☐ Offensive ☐ Defensive
- ☐ **Declare Mode:** ☐ Investigative ☐ Fast Action ☐ Command
- ☐ Establish Command:
  - ☐ Name / Incident Commander / Designate "A" Side / Command Post Location
- ☐ Designate Accountability Location:
- ☐ Initial Operations / Urgent Needs / Instructions to Incoming Units:

## Time the MAYDAY was called

[illegible]

- Fire Attack
  - Determine Flow path
- Initial Lines
  - Back-up
  - FDC/Standpipe
  - Exposure Protection
  - Search/Rescue
- Evacuation
- Ventilation
- Water Supply
  - Secondary Water Supply
- IRIC
- RIC
- Assign Safety Officer
- Utilities
  - Gas
  - Electric
  - Water
- Rehab
- Salvage
- Overhaul
- Medical
- Occupant Services
- Police/Traffic Control
- PIO
- Red Cross
- Health Department
- Board-up Company
- Building inspector

Elapsed Time Notifications: 10 20 30 40 50 60  
PAR PAR PAR

		IRIC or RIC
		Safety
		Rehab

**APPENDIX – C**  
**IN-HOUSE PROCTOR INSTRUCTIONS**



## Proctor Instructions for In-House Comprehensive Examination

As the training officers for your department, you are authorized by the Certification Council to conduct an in-house skills examination (100%) for this level of certification. You must be certified to the level that you are testing. For example, if you're FF II you can test both FF I and II, Awareness and Operations. The in-house skills examination must be completed and signed off prior to the actual certification spot check exam (completed by a UFRA certification tester).

- **Prior to conducting the test, review each candidate's training record**

It is important that before doing this in-house training skills test that the candidate has completed training in all areas for the level being tested.

- **Safety Officer selected and briefed**

Select a Safety Officer to assist you during the test. This person is there to protect the candidates from injury during the testing process, is not taking the test, and is not assisting with the testing process.

**To better evaluate the skills being tested and determine the candidate's readiness for the State Spot Check exam, follow these in-house exam instructions below:**

1. This is a TEST and there should be NO COACHING or TRAINING during the testing process. If a candidate fails to perform a skill, that skill will count as a first attempt failure and they will be given a second attempt. If they fail a second attempt, they need to be retrained on that skill and tested again. Only **qualified** candidates that have passed with **100%** should be allowed to take the State Spot Check exam.
2. Before beginning the testing process conduct a meeting with all candidates and review the testing process. Explain that this is a test and that the same process being used for the in-house will be used during the state exam.
3. Designate two separate areas for students testing: One area for those who are in the testing process and one area for those who have not yet begun the testing process. If separate areas are not available, make sure someone is in the room to ensure that students do not discuss the testing material. Make sure these areas have no training manuals or other reference materials for students to look at while awaiting testing.
4. To evaluate a candidate's performance, use the following as a guide:
  - a. The skill is completed in the allotted time.
  - b. Competence is shown by completing all performance criteria.
  - c. Safety is shown while completing the skill.
5. At each test station the tester will read the skill to be demonstrated, the condition to be met and the time limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing station. Ask for any questions. As each skill is tested and completed, sign it off in the section provided on the candidate's training record.

By conducting the in-house skills examination in this manner, you will prepare your candidates to successfully pass the State Spot Check exam. This will also assure that training records are current and that only those who are truly prepared take the Certification Examination.

**APPENDIX D**  
**CERTIFICATION FORMS**

Certification Forms are located on our website at UVU.edu/UFRA under Certification  
[https://www.uvu.edu/ufra/certification/certification\\_forms.html](https://www.uvu.edu/ufra/certification/certification_forms.html)

Which includes the following forms:  
Intent to Participate  
Examination Request  
Certification/Recertification Request