

Utah Fire Service Certification System

WILDLAND FIREFIGHTER II



CERTIFICATION STANDARD

*NOVEMBER 2017
Updated May 2018*

Utah Fire Service Certification Council

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Utah Valley University
3131 Mike Jense Parkway
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Wildland Firefighter II 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 the Firefighter Wildland II certification standard. These individuals devoted many hours to reviewing the National Fire Protection Association (NFPA) 1051 standard, certification test bank, curriculum text books, and developing the skills for this standard.

Thank You...

Shane Freeman, Assistant Fire Management Officer
Division of Forestry, Fire & State Lands
Utah Fire Service Certification Representative

Earl Levanger, Fire Warden
Division of Forestry, Fire & State Lands

Dan Cather, Wildland Program Coordinator
Utah Fire and Rescue Academy

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INTRODUCTION

The world we live in is changing so fast, 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 by 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) 1051 standard for *Wildland Fire Fighter Professional Qualifications*, 2016 Edition, Chapter 5, 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 the certification program firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

CERTIFICATION REQUIREMENTS

Entrance Requirements

In order to certify within the Utah Wildland Firefighter II program, departments/firefighters must fulfill the following requirements:

1. Complete Entrance Requirements.
2. Be certified as a Wildland Firefighter I with the UFSCC.
3. Have one (1) year of Wildland fire experience before entering the Wildland II level.
4. Train on the required written and practical objectives.
5. Pass a department "In House" practical skills examination.
6. Pass both written and practical skills examination administered by the Certification Council.
7. Request Wildland Firefighter II certification.
8. Request Wildland Firefighter II re-certification.

The UFSCC acknowledges the importance of and need for entrance requirements as listed in the NFPA 1051, (2016 edition) standard on *Wildland Fire Fighter Professional Qualifications*. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of entrance 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 entrance requirements due to their own special needs. Since this is 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 very careful evaluation before altering or doing away with any entrance requirements.**

Physical Fitness Requirements

The requirements listed in NFPA 1001, (2016 edition) Chapter 4 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 be certified.
- 3- Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*.
- 4- Physical fitness requirements for entry-level personnel shall be developed and validated by the authority having jurisdiction. Physical fitness requirements shall be in compliance with applicable equal employment opportunity regulations and other legal requirements.

*Department Training
Officers*

*Instructor
Qualifications*

In order for departments to enroll in the certification process, it is necessary for the department to assign training officers. It is recommended that the department assign at least two personnel as training officers to coordinate and provide certification training.

Department training officers should be qualified at the level they are teaching. In addition, the Certification Council strongly recommends that training officers be Utah State certified at the Instructor I or Instructors must meet the qualifications listed in the current Field Managers Course Guide (FMCG) (PMS 901-1).

The final entrance requirement is to complete the "Intent to Participate" form provided in Appendix C 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 fill out another "Intent to Participate" form.

DEPARTMENT TRAINING

The position of a Wildland Firefighter II is one that requires a high level of skill and knowledge. The training that is given to and received by wildland firefighter candidates should be of the highest quality and degree. All training received must meet the requirements of NFPA 1051 Chapter 5 (2016 edition) and the skills as approved by the UFSCC contained within the Utah standard. All applicable training received must be documented and recorded on the UFSCC training record. All testing for Wildland Firefighter II will be conducted following the policies and procedures of the UFSCC.

Training for Wildland Firefighter II can be completed by one of the following training courses or methods to qualify to take the state examination.

- 1- Advanced Firefighter Training (S-131, S-133): In addition to S-131, it is **required** that departments also take **S-211, Portable Pumps and Water Use, S-212, Wildland Powersaws, and RT-130, Annual Refresher**. Training may be requested by calling the training division at the Utah Fire and Rescue Academy 1-888-548-7816.
- 2- Crosswalk training curriculum: Contact the UFRA Wildland Program Coordinator and/or your UFRA area coordinator http://www.usfa.dhs.gov/fireservice/subjects/wildfire/crosswalk_overview.shtm

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

Written Objectives

Written objectives for Wildland Firefighter II are covered in the following texts, plus the Utah Fire Service Certification Standard:

- **NFPA 1051, 2016 edition**
- **NWCG, Fireline Handbook, PMS 410-1 March 2004**
- **NWCG, Wildland Fire Incident management Field Guide, 2013**
- **NWCG IRPG 2014**
- **NWCG, Wildland Fire Chain Saws, S-212 Student Workbook**
- **NWCG Wildland Fire Chain Saws S-212 pre-course work**
- **NWCG, Portable Pumps and Water Use, S-211, Student Workbook**
- **NWCG, Firefighter Training, S-130, 2003 edition**

The National Wildfire Coordination Group (NWCG) course manuals may be purchased from:

National Interagency Fire Center
Great Basin Cache Supply Office
3833 S. Development Ave., Boise, ID 83705.
Phone: 208-387-5533 Fax: 208-387-5573.
<http://www.nifc.gov/>

Manipulative Objectives

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 Wildland Firefighter II, the Council recommends that the candidate participates in a comprehensive class and receive instruction on both manipulative skills and written requirements.

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

- **Swiftly** – Each manipulative skill objective must be completed within the allotted time.
- **Safely** – Each manipulative 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 manipulative 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 UFSCC manipulative skill objectives.

Training Records

Each participant shall have a current training record on file with the department which indicates that he/she has trained on all manipulative skill objectives. Training records must have the date and Instructors original signature and/or initials for each line. Departments may set up their own training records or use the one provided in Appendix A.

Department In-House Manipulative Skills Examination

When the course has been completed, 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. This test is to ensure that skill mastery has been maintained from the beginning to the end of the training process, and to prepare participants for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, they must be certified at the level they are in-house testing.

Proctor instructions for the examination are in Appendix B. In-house testers shall follow the proctor instruction sheet to provide for uniformity and fairness during the exam. It is recommended that participants 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 criteria to teach and train is recommended.

If manipulative skill weaknesses are evident, the department shall conduct additional training and hold a new department "in house" manipulative skills examination. Only those participants who successfully passed the department's skills test will be allowed to

participate in the certification council's manipulative skills "spot check" examination. The training record must show that all participants have successfully passed the "in-house" examination.

CERTIFICATION EXAMINATIONS

Written Examinations

After completion of the training process, the Chief/Administrator can request testing for the department. Using the "Request for Examination" form in Appendix C, Chief/Administrator may request a written examination or a manipulative skill "spot check" examination. The candidate will then have three attempts to pass the written examination and three attempts to pass the manipulative skill "spot check" 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 1 year of the first written exam date.

The written examination is a randomly generated 70-question test covering the written objectives of the Wildland 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 participant fails the written examination three times, they have 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 exam. The IRPG and Fireline Handbook will be allowed as references during the state exam.

SAMPLE WRITTEN EXAMINATION QUESTIONS:

To avoid possible confusion, all forms, notes, and records must include:

- a. name and unit number.
- b. home base and destination.
- c. **date and time.**
- d. signature and unit number.

NFPA 1921 specifies that portable pumps weigh no more than _____ Pounds.

- a. 40
- b. 60
- c. **80**
- d. 100

Manipulative Skills "Spot Check" Examination

This is a two-step examination. The first step is a training record check and the second step is a manipulative skill "spot check" examination. A Certification Tester appointed by the Utah Fire Service Certification Council conducts the examination.

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- Participant has been trained in each manipulative skill for the level being evaluated.
- 2- A department training officer or a qualified Instructor has signed off each manipulative skill in the training record / in-house completion record.

3- Each participant has passed a department “in-house” manipulative skills examination.

The manipulative skill "spot check" examination is graded on a 100% pass/fail basis. The test is graded in the following three areas:

- **Swiftly** – Each manipulative skill objective must be completed within the allotted time.
- **Safely** – Each manipulative 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 manipulative 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 UFSCC manipulative skill objectives.

Participants are "spot checked" on three (3) manipulative skills. No prior notification of the skills being tested will be given. Participants are given two attempts if necessary to perform each skill. If they fail on the second try, then they have failed the examination. Applicants must wait 30 days before the third and final attempt. Participants taking third attempts will test on the skill they failed plus **ONE** additional skill from the section of the standard they failed in the previous two attempts. **No training, teaching, or coaching is allowed during this state test.**

Participants who have failed the third attempt of the written examination or the manipulative 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 participant will begin testing with a new 1st attempt of the written examination.

WILDLAND
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 participants who have successfully completed the certification training/testing process. Request for state certification will be submitted to the Council using the "Request for Certification" form provided in Appendix C. 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 certificate and patch. These are sent to the Chief/Administrator for disbursement. There is no cost for testing/certification if the candidate passes their written examination on the first attempt. A \$40 testing/certification 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.

Re-Certification

Wildland Firefighter II certification level is valid a three-year (3) period. Each certified firefighter may renew certification by having the Chief/Administrator of the participating agency submit an "Application for Certification/Re-certification" provided in Appendix C.

Each certified firefighter shall participate in at least 36 hours of structured class and manipulative 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 and Rescue Academy
3131 Mike Jense Parkway
Provo, Utah 84601
(888) 548-7816
www.uvu.edu/ufra

WILDLAND
FIREFIGHTER II
CERTIFICATION
CHECKLIST

ENTRANCE REQUIREMENTS

- Each participant has met requirements listed in NFPA 1051, Chapter 5 (2016 Ed.)
- Department has filed "Intent to Participate" form with the UFSCC.

DEPARTMENT TRAINING RECORD

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

DEPARTMENT "IN HOUSE" MANIPULATIVE SKILLS EXAMINATION

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

CERTIFICATION EXAMINATIONS

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

WILDLAND FIREFIGHTER II CERTIFICATION

- Chief/Administrator must request certification for participants using the "Request for Certification" form.

WILDLAND FIREFIGHTER II MANIPULATIVE SKILL OBJECTIVES

GENERAL

1. Demonstrate use of maps and compass.

REFERENCE: NFPA 1051, 2016 ed., 5.1.1(a)(b)

CONDITION: Given a local topographical map and compass.

COMPETENCE:

- Accurately determine local declination.
- Use compass to point to true North.
- Accurately orient map using compass, landmarks, improved properties, streets, access roads, and/or topographic features.
- Accurately identify current location by determining back azimuths to two identifiable landmarks or topographic features.
- Verify location by comparing topographic features or street references with map.
- Describe location in terms of coordinates or other acceptable description.
- Accurately read map symbols.
- Accurately compute distance and bearing.
- Accurately navigate to an assigned destination.

TIME: 5:00 Minutes

2. Demonstrate proper use of portable or mobile multi-channel radio.

REFERENCE: NFPA 1051, 2016 ed., 5.1.1(a)(b)

CONDITION: Given a radio and assignment.

COMPETENCE:

- Use clear text.
- Correctly prepare radio for operation.
- Complete radio check.
- Select proper channel.
- Make appropriate adjustments (squelch/volume).
- Change location to improve reception/transmission (as needed).
- Use proper radio procedures and techniques.
- Exercise proper radio discipline.
- Describe agency procedures for emergency notification (emergency traffic).
- Describe limitations of radio communications.

TIME: 2:00 Minutes

HUMAN RESOURCE MANAGEMENT

3. Properly size-up a fire and identify safety zones.

REFERENCE: NFPA 1051, 2016, 5.2.2(a)

CONDITION: Properly describe the safety zone guideline with utilization of the IRPG.

COMPETENCE:

- Explain difference between a safety zone versus a deployment site.
- Describe limitations of safety zone guidelines

TIME: 2:00 Minutes

4. Evaluate the readiness of yourself and assigned crew members so that all are equipped and supplied for assigned duties.

REFERENCE: NFPA 1051, 2016, 5.2.1 (a)(b)

CONDITION: Given a wildland fire assignment, agency forms, equipment and personal protective equipment.

COMPETENCE:

- Inspect personal kit to ensure it contains items as needed for assignment.
 - Fireline Handbook
 - IRPG
 - Radio programming guide
 - Equipment safety inspection list
 - Local specific materials
 - ICS 201 incident briefing forms
 - Local maps
- Know flight weight limitation. (if applicable)
- Inspect crew members' personal gear to ensure that it contains items needed for assignment:
 - PPE
 - Prescribed medications
 - Personal hygiene
 - Incident specific tools and equipment
 - Food and water
 - First aid kit

TIME: 3:00 Minutes

5. Brief assigned personnel so that the personnel are informed of specific tasks, standards, safety, operational, and special interest area considerations for the following:

REFERENCE: NFPA 1051, 2016, 5.2.2(a)(b)5.2.3(a)(b)

CONDITION: Given an assignment, IRPG or Fireline Handbook, and equipment requirements.

COMPETENCE:

- Type of incident.
- Current situation status.
- Expected duration of incident.
- Terrain.
- Weather, current and expected.
- Special equipment needed.
- Phone/radio contact procedures during travel.
- Threats to improved property.
- Access/Egress.
- Answer questions for clarification on assignment as needed.

TIME: 5:00 Minutes

PREPARDNESS/SUPPRESSION

6. Maintain and operate a chainsaw so that the proper tool is selected and the assignment is correctly completed.

REFERENCE: NFPA 1051, 2016, 5.5.4 (a)(b)

CONDITION: Given proper PPE, including saw chaps, hearing protection and eye protection, demonstrate proper use of a chainsaw.

COMPETENCE:

- Use proper PPE (including saw chaps).
- Use correct fueling and starting procedures.
- Correctly carry chainsaw.
- Use correct stopping and refueling procedures.
- Inspect and maintain saw.

TIME: 10:00 Minutes

7. Maintain and operate a pump so that the proper tool is selected and the assignment is correctly completed.

REFERENCE: NFPA 1051, 2016, 5.5.5 (a)(b)

CONDITION: Given an assignment/scenario and a pump and accessories to supply a simple hose lay.

COMPETENCE:

- Plan pumping operation (appropriate agent, water source, and type of pump, and accessories).
- Correctly position pump and assemble accessories.
- Prime, start, and warm up pump.
- Operate pump engine at desired PSI and GPM.
- Refuel and maintain pump for continuous operation.
- Correctly stop pump.
- Provide correct field maintenance to engine and pump in accordance with maintenance guidelines.

TIME: 8:00 Minutes

8. Inspect tools and water handling equipment so that availability of the tools and equipment for fire use is ensured.

REFERENCE: NFPA 1051, 2016, 5.3.3(a)(b)

CONDITION: Given an assignment, water handling equipment, and wildland handtools.

COMPETENCE:

- Inspect water handling equipment for readiness.
- Inspect hand tool for readiness.

TIME: 3:00 Minutes

9. Simulate the reduction of fire exposure to improved properties so that improvements are protected and the risk from fire is reduced.

REFERENCE: NFPA 1051, 2016, 5.5.3(a)(b)

CONDITION: Given a wildland/urban interface fire scenario and picture, crew, tools, IRPG, and an assignment.

COMPETENCE:

- Take appropriate action to safely initiate action during initial attack or when completing assigned incident tasks.
- Direct the rearrangement and reduction of fuel.
- Direct the securing of hazards.
- Direct the preparation of building/structure.
- Direct the application of pre-treatment agents (foam, gel).

TIME: 5:00 Minutes

10. Describe methods to secure the area of suspected fire origin and associated evidence so that all evidence or potential evidence is protected from damage or destruction and reported to a supervisor.

REFERENCE: NFPA 1051, 2016, 5.5.6(a)(b)

CONDITION: Given a wildland fire and agency procedures.

COMPETENCE:

- Describe methods to secure area of suspected fire origin and associated evidence.
- Describe how to identify and mark suspected evidence.
- Notify supervisor of possible evidence.

TIME: 5:00 Minutes

11. Serve as a lookout so that fire fighters are warned of changing conditions.

REFERENCE: NFPA 1051, 2016, 5.5.7(a)(b)

CONDITION: Given a wildland fire and agency (LCES) procedures.

COMPETENCE:

- Establish/maintain communications with assigned resources.
- Choose position with good view of all aspects of hazard, values to be protected, and personnel.
- Carry proper equipment (watch, weather observation equipment, map, and radio/batteries).
- Provide updates on any changes that may compromise the safety of fireline personnel.
- Provide appropriate warnings and direction for hazardous conditions and/or indications of extreme fire behavior.
- Ensure strategy and tactics are consistent with LCES.
- Modify LCES to meet changing conditions.

TIME: 5:00 Minutes

12. Select fireline construction methods so that the technique used is compatible with the conditions and meets agency standards.

REFERENCE: NFPA 1051, 2016, 5.5.2(a)(b)

CONDITION: Given an assignment and agency standards.

COMPETENCE:

- Properly size up fire: topography, time of day, fuel group, weather conditions: current/forecasted, and expected fire behavior/intensity.
- Define hazards and evaluate escape routes/safety zones.
- Point of origin and cause.
- Size of fire and location of head.
- Values to be protected (improved properties, agricultural, recreational, etc.).
- Evaluate Initial Attack Plan.
- Direct tactical operations which provide safety to the firefighter.
- Use appropriate fire suppression strategy.
- Use appropriate fireline construction methods.
- Develop appropriate tactics based of selected strategy, values to be protected, and expected fire behavior.
- Maintain status reporting.
- Request additional resources as needed.

TIME: 5:00 Minutes

APPENDIX – A
IN-HOUSE EXAMINATION RECORD

**UTAH FIRE SERVICE CERTIFICATION SYSTEM
WILDLAND FIREFIGHTER II**

NFPA 1051, 2016 Edition

**WILDLAND FIREFIGHTER II
TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM**

NAME: _____ **DEPARTMENT:** _____

* Training records must have the date and instructor’s original signature and/or initials for each line.

SECTION	IN-HOUSE COMP. EXAM			MANIPULATIVE SKILL-DEMONSTRATE
	DATE	INST	PASS	
General				1. Demonstrate use of map and compass.
				2. Demonstrate proper use of portable or mobile multi-channel radio.
Human Resource Management				3. Properly Size up fire and identify safety zones.
				4. Evaluate the readiness of yourself and assigned crew members so that all are equipped and supplied for assigned duties.
				5. Brief assigned personnel so that the personnel are informed of specific tasks, standards, safety, operational, and special interest area considerations.
Preparation/Suppression				6. Maintain and operate a chain saw so that the proper tool is selected and the assignment is correctly completed.
				7. Maintain and operate a pump so that the proper tool is selected and the assignment is correctly completed.
				8. Inspect tools and water handling equipment so that availability of the tools and equipment for fire use is ensured.
				9. Simulate the reduction of fire exposure to improved properties so that improvements are protected and the risk from fire is reduces.
				10- Describe the methods to secure the area of suspected fire origin and associated evidence so that all evidence or potential evidence is protected from damage or destruction and reported to a supervisor.
				11. Serve as a lookout so that fire fighters are warned of changing conditions.
				12. Select fireline construction methods so that the technique used is compatible with the conditions and meets agency standards.

APPENDIX - B
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 the 100% skills test for this level of certification. You must be certified to the level that you are testing, i.e....If you're FF2 you can test both FF1 and 2, Awareness and Operations.

*PRIOR TO CONDUCTING THE TEST, REVIEW TRAINING RECORDS

It is important that before doing this “IN-HOUSE” exam 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, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the Candidates from injury during the testing process.

By using the following instructions you will be able to evaluate the skills being tested and determine the candidate's readiness for the State “Spot Check” exam.

1 - Keep in mind that 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, time 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 - If possible, 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 waiting 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 stations. Ask for any questions. As each skill is tested and completed, sign it off in the section provided on the candidates training record.

By conducting the “In-House” test in the 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 - C
CERTIFICATION FORMS

Utah Fire Service Certification Council



INTENT TO PARTICIPATE

Organization Information

The following organization intends to participate in the Utah Fire Service Certification Program:

Department/Organization Name: _____

Department/Organization Type: Fire EMS Other _____

Address: _____ Dept/Org Phone Number: _____

City: _____ State: _____ Zip Code: _____

Chief/Administrator: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ Evening Phone #: _____

Training Officer: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ Evening Phone #: _____

Chief/Administrator Signature

By signing below, I certify that the information listed is true and correct. I also certify that the above listed department/organization will follow all policies and procedures of the Utah Fire Service Certification system.

Chief/Administrator Signature: _____

Utah Fire Service Certification Council
C/O Utah Fire and Rescue Academy
3131 Mike Jense Parkway
Provo UT 84601
Fax: 801-374-0681

Certification Office Use Only

Utah Fire Service Certification Council EXAMINATION REQUEST

Department/Agency Name(s): _____ Date: _____

Check this box if there is more than one department testing. List each candidate and department on reverse side of form.

Please complete all information on **both** sides/pages of this form and submit it to the certification office **at least 30 days prior to the requested examination date**. A separate request **MUST** be made for each level of certification exam desired and for each exam date.

EXAM TYPE (Place an "X" in the boxes that apply)

Certification exam level requested: _____

*** Departments who choose not to use an authorized, in-house tester will be required to conduct the written examination two (2) hours before the manipulative examination. If an in-house tester tests their own department's written exams, the written and manipulative exams can be taken on different days.**

<input type="checkbox"/> WRITTEN	<input type="checkbox"/> 1 ST ATTEMPT	<input type="checkbox"/> 2 ND ATTEMPT	<input type="checkbox"/> 3 RD ATTEMPT	_____ / _____ Exam Date Exam Time
				*Please allow 2 hours for each written exam

<input type="checkbox"/> MANIPULATIVE	<input type="checkbox"/> 1 ST ATTEMPT	<input type="checkbox"/> 2 ND ATTEMPT	<input type="checkbox"/> 3 RD ATTEMPT	_____ / _____ Exam Date Exam Time
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Number of persons taking **WRITTEN** Exam _____

Number of persons taking **MANIPULATIVE** Exam _____

EXAM LOCATION

Examination requested to be conducted at (location): _____

Street Address: _____ City: _____ Zip: _____

AUTHORIZATION

By signing below I acknowledge that each candidate is currently affiliated with an agency approved by the UFSCC. I also acknowledge that completed training records exist for each candidate testing. The record states that each candidate testing has received a learning experience in each subject area required for testing and has met all other requirements as specified in the Certification Policy and Procedures. For manipulative (skills) testing to occur, the completed training record(s) **must** be present at the test site.

Department/Agency requesting the above exam will have appropriate space and safe accommodations and equipment for all written and manipulative skills.

Chief or Administrator Signature _____ Training Officer Signature _____

Chief or Administrator Name (typed or printed) _____ Training Officer Name (typed or printed) _____

Department/Agency Mailing Address _____ Chief/Training Officer Daytime Telephone # _____

City _____ State _____ Zip _____ Chief/Training Officer Email Address _____

ACCOMMODATIONS

If a candidate needs reasonable accommodations for learning disabilities or other conditions affecting the candidate's ability to complete the written examination, accommodations can be made. Please contact the certification office if accommodations are necessary.

Utah Fire Service Certification Council
~REQUEST FOR CERTIFICATION / RECERTIFICATION~

Department/Organization Name _____

Date _____

Please type or print names as they should appear on each applicant's card and/or certificate. If this is for recertification, print "RECERT" on the level requested line.

Applicant Name	Social Security # (last four digits)	Date of Birth (mm/dd/yyyy)	Level Requested
1 _____	_____	____/____/____	_____
2 _____	_____	____/____/____	_____
3 _____	_____	____/____/____	_____
4 _____	_____	____/____/____	_____
5 _____	_____	____/____/____	_____
6 _____	_____	____/____/____	_____
7 _____	_____	____/____/____	_____
8 _____	_____	____/____/____	_____
9 _____	_____	____/____/____	_____
10 _____	_____	____/____/____	_____
11 _____	_____	____/____/____	_____
12 _____	_____	____/____/____	_____
13 _____	_____	____/____/____	_____
14 _____	_____	____/____/____	_____
15 _____	_____	____/____/____	_____
16 _____	_____	____/____/____	_____
17 _____	_____	____/____/____	_____
18 _____	_____	____/____/____	_____
19 _____	_____	____/____/____	_____
20 _____	_____	____/____/____	_____