

# Utah Fire Service Certification System

## FIRE & LIFE SAFETY EDUCATOR I / II



CERTIFICATION STANDARD

*NOVEMBER 2015*



## Utah Fire Service Certification Council

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Payson Fire Department

Vice-Chairperson

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# Fire & Life Safety Educator I / 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 Fire & Life Safety Educator I / II certification standard. These individuals devoted many hours to reviewing the National Fire Protection Association (NFPA) 1035 standard, certification test bank, and developing the skills for this standard. These professionals received little compensation for their time and effort while completing this work. Their compensation comes from the satisfaction of knowing they have contributed to the professional development and safety of the fire service of Utah.

Thank You...

Scott Spencer, Chief  
Payson Fire Department  
\*Certification Council Representative

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

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Sandy Fire Department

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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 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) 1035 standard for Fire & Life Safety Educator , 2015 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 this 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.

# **CERTIFICATION REQUIREMENTS**

## *Entrance Requirements*

In order to certify within the Fire & Life Safety Educator I program, departments/firefighters must fulfill the following requirements:

1. Complete entrance requirements.
2. Meet pre-requisite as UFSCC Fire Service Instructor I.
3. Train on the required written and practical objectives.
4. Develop portfolio matching skills as outlined in the Utah standard.
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 Fire & Life Safety Educator I certification.
8. Request re-certification.

The UFSCC acknowledges the importance of and need for entrance requirements as listed in the NFPA 1001 standard on 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, 2013 ed., 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 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 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*

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 one level above the level they are teaching. In addition, the Certification Council strongly recommends that training officers be State Certified at the **Instructor I** level.

Department training officer(s) will be responsible for certification training. Their primary responsibility will be to teach, evaluate and in-house test department personnel on the manipulative skill requirements for each level of certification training.

Departments who **do not** have qualified personnel to act as training officers for certification training should contact the Utah Fire and Rescue Academy at 1-888-548-7816 for assistance in setting up and monitoring certification training.

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 file another "Intent to Participate" form.**

## **DEPARTMENT** **TRAINING**

The position of a Fire & Life Safety Educator I is one that requires a high level of skill and knowledge. As a Fire & Life Safety Educator I you will be teaching children and adults in the basic skills that are life saving. The skills and knowledge you give to your students could mean the difference between life and death. Therefore, the training that is given to and received by a Fire & Life Safety Educator I candidate should be of the highest quality and degree. All training received must meet the requirements of NFPA 1035; Chapter 4 (2015 edition) and the skills as approved by the UFSCC contained within the Utah certification standard. All testing for Fire & Life Safety Educator I will be conducted following the policies and procedures of the UFSCC.

Participants in the Fire & Life Safety Educator I program must successfully complete a training course to qualify to take the state examination. Departments can create their own Fire & Life Safety Educator I course which meets the requirements as outlined in NFPA 1035 Chapter 4 (2015 edition). The skills as given in this standard must be completed for each person and a completed portfolio checklist must exist for each participant.

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

### *Written Objectives*

Written objectives for Fire & Life Safety Educator I are covered in the following text:

- **National Fire Protection Association, NFPA 1035, *Standard on Fire and Life Safety Educator Professional Qualifications, 2015 Edition.***
- **IFSTA, *Fire and Life Safety Educator, 3<sup>rd</sup> Edition.***

This textbook is available from various fire service bookstores. A current list of IFSTA textbook sources is available by calling the certification office at 1-888-548-7816.

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 Fire & Life Safety Educator I, the Council recommends that the candidate participates in a comprehensive class and receive instruction on both manipulative and written requirements.

### *Manipulative Objectives*

Each participant **must** be trained and evaluated in the performance of **all**-manipulative skills as listed in this standard. Through the training process a portfolio will be developed that the candidate will need to use later in the certification process. Each of the manipulative skills 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 UFSCS manipulative skill objectives.

*Department Training  
Record*

Each participant will develop a portfolio that contains verification that all skills have been completed. Appendix A contains a checklist for the portfolio. Completion of the portfolio is mandatory for certification. This portfolio is completed by the participant and verified by the department training officer or an instructor if the portfolio is developed during a course.

*Portfolio*

At the completion of the department's manipulative skills training, the department is required to hold an "in-house" skills examination for the level of Fire & Life Safety Educator I. This requirement is satisfied with the development and completion of the candidates' portfolio. Department's Chief or Training Officer will verify and sign the "Fire & Life Safety Educator I Portfolio Checklist" that the portfolio contains documentation for each skill and that a 15:00 minute presentation has been completed. Request for testing should **only** be requested after the portfolio is completed.

*Department "In House"  
Manipulative Skills  
Examination*

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 test to teach and train is recommended.

# CERTIFICATION EXAMINATIONS

## *Written Examinations*

After completion of the training process, the Chief/Administrator can request testing for the candidate using the "Request for Examination" form in Appendix C. 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.

The written examination is a randomly generated **60-question** test covering the written objectives of the Fire & Life Safety Educator 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 participant 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 is best defined as:*

- a. conduction
- b. **convection.**
- c. radiation.
- d. direct flame contact.

*Performance standards for the fire educator are identified in:*

- a. NFPA 1001.
- b. **NFPA 1035.**
- c. NFPA 1403.
- d. NFPA 1000.

## *Manipulative Skills Examination*

This is a two step examination. The first step is a department records check and the second step is a manipulative skill examination. A Certification Tester appointed by the Utah Fire Service Certification Council conducts the examination.

Portfolios are checked. If it is 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 instructor has signed off each manipulative skill.
3. Each participant has a completed portfolio.

Each participant **must** be trained and evaluated in the performance of **all**-manipulative skills as listed in this standard. Through the training process a portfolio will be developed that the candidate will need to use later in the certification process. Each of the manipulative skills 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 UFSCS manipulative skill objectives.

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 give one additional presentation. **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.

**FIRE & LIFE**  
**SAFETY**  
**EDUCATOR 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 participants who have successfully completed the certification training, portfolio and 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 wallet card and certificate. 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.

**\*The above fee table applies to Utah Fire Departments only. All other agencies will be assessed a testing/certification fee of \$40.00 per level.**

*Prerequisites for  
Certification*

Fire Service Instructor I - Applicants for certification **must** be state certified through the Utah Fire Service Certification System at the **Fire Service Instructor I** level prior to certification at this level. Fire & Life Safety Educator I certification **will not** be issued until participants have fulfilled this requirement.

*Re-certification*

Certification at the Fire & Life Safety Educator I Level is valid for a three-year (3) period. Each certified Fire & Life Safety Educator I may renew certification by having the Chief/Administrator of the participating agency submit an "Application for Certification/Re-certification" provided in Appendix C. There is a re-certification fee of \$ 5.00 per person that should accompany the application.

Each person certified at the Fire & Life Safety Educator I level 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](http://www.uvu.edu/ufra)

**FIRE & LIFE**  
**SAFETY**  
**EDUCATOR I**  
**CERTIFICATION**  
**CHECKLIST**

**ENTRANCE REQUIREMENTS:**

- Each participant has met requirements listed in NFPA 1035, Chapter 4 and/or those established by the authority having Jurisdiction.
- Department has filed "Intent to Participate" form with the UFSCC.

**DEPARTMENT TRAINING RECORDS:**

- Each participant has a portfolio checklist on file with the department that shows:
  - 1- A learning experience in each manipulative skill objective.
  - 2- Dates of training.
  - 3- Initials of instructors.
- Each participant has trained on the Fire and Life Safety Educator I Level written and manipulative skills examination.

**SKILL PORTFOLIO:**

- Each participant has successfully completed a skills portfolio.

**ADDITIONAL TRAINING/PREREQUISITE REQUIREMENTS:**

- Each participant is state certified through the UFSCC at the Fire Service Instructor I level.

**CERTIFICATION EXAMINATIONS:**

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

**FIRE & LIFE SAFETY EDUCATOR I - CERTIFICATION:**

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

# FIRE & LIFE SAFETY EDUCATOR I MANIPULATIVE SKILL OBJECTIVES

## ADMINISTRATION

- 1. Document and prepare written activity reports so that all components of the form are completed with the correct information.**

REFERENCE: NFPA 1035, 2015 Edition, 4.2.1

CONDITION: Given specific forms provided by the AHJ and information on a fire education activity, record each activity and component.

COMPETENCE:

- Date of training recorded.
- Name(s) of instructors for training session.
- Participant attending instruction.
- Topic taught during training session.
- Hours of instruction.
- Record test or evaluation scores of participants if applicable.

TIME: As Needed

- 2. Schedule an educational session so that all activities are scheduled and completed without conflict to work schedule.**

REFERENCE: NFPA 1035, 2015 Edition, 4.2.2, 4.2.3, 4.2.4

CONDITION: Given a list of events (minimum of 5 events) and forms provided by the AHJ, activity requests, and pre-activity requirements and time allotments.

COMPETENCE:

- Prepare activity report.
- Identify training need or goal.
- Identify community resources, services and organizations
- Identify department policies for scheduling a facility.
- Identify required instructor(s) to deliver course.
- Create a timeline that identifies due dates for the delivery of a course.
- Complete required forms to request facility, materials, and budget needs.
- Complete calendar showing schedule of activities over a one week period.

TIME: As Needed

## PLANNING AND DEVELOPMENT

### 3. **Identify partners for addressing fire and life safety issues so that information and resources are shared.**

REFERENCE: NFPA 1035, 2015 Edition, 4.3.1

CONDITION: Given a fire and life safety issue, community resources and organization.

COMPETENCE:

- Identify organizations with common fire/life safety issues/goals.
- Identify opportunities to work together.
- Identify needs of each organization.

TIME: As Needed

## EDUCATION

### 4. **Present a lesson from selected material so that the lesson plan is followed, objectives are met, safety is maintained for the instructor and student, an evaluation instrument is used during the presentation and education information is distributed to the audience.**

REFERENCE: NFPA 1035, 2015 Edition, 4.4.1, 4.4.2, 4.4.3, 4.4.4

CONDITION: Given a lesson plan, selected material, presentation method, audience, time allotment, classroom, and an evaluation instrument.

COMPETENCE:

- State lesson objective to class.
- Follow lesson plan.
- Address questions from students.
- Safety is maintained for participants during the presentation.
- Evaluation instrument is presented during the presentation.
- Education information is distributed to the audience.
- Summarize lesson objectives.

TIME: 15:00 Minutes (+/- 2 minutes)

### 5. **Notify the public of a scheduled fire education event so that the location, time, topic and sponsoring agency are included and that the information reaches the intended audience within the specified time.**

REFERENCE: NFPA 1035, 2015 Edition, 4.4.5, 4.4.6

CONDITION: Given a scheduled event, event information, and specified time frame.

COMPETENCE:

- Identify legal requirements and policies for distribution and posting of materials.
- Identify intended audience.
- Identify time requirements for disruption of material.
- Identify distribution method.

TIME: As Needed

## EVALUATION

**6. Administer and Score a student evaluation instrument so that validity is determined and necessary changes are accomplished.**

REFERENCE: NFPA 1035, 2015 Edition, 4.5.1, 4.5.2

CONDITION: Given evaluation instrument, test data, objectives and agency policies and procedures.

COMPETENCE:

- Apply testing policies and procedures
- Grade and rank student test scores.
- Determine mean score of test group.
- Evaluate test scores to determine if questions skewed.
- Record test scores.
- Report test scores to students following policy.

TIME: As Needed

**FIRE AND LIFE SAFETY  
EDUCATOR II  
CERTIFICATION STANDARD**

**CERTIFICATION**  
**REQUIREMENTS**  
**FOR FIRE & LIFE**  
**SAFETY**  
**EDUCATOR II**

*Entrance Requirements*

*Department Training  
Officers*

The following certification requirements are based on the objectives listed in the National Fire Protection Association (NFPA) 1035, Chapter 5, standard for Fire & Life Safety Educator Professional Qualifications, 2015 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 this certification program firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

In order to certify within the Fire & Life Safety Educator II program, firefighters/departments must fulfill the following requirements:

1. Complete Entrance Requirements.
2. Certified as a Fire & Life Safety Educator I with UFSCC.
3. Set up and maintain department records.
4. Train on the required written and practical objectives.
5. Develop portfolio matching skills as outlined in the Utah standard.
6. Meet any other training requirements/prerequisites as defined by the certification Council.
7. Pass both written and practical skills examination administered by the certification Council.
8. Request Fire & Life Safety Educator II certification.
9. Re-certification.

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

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

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.

The final entrance requirement is to complete the "Intent to Participate" form provided in Appendix F and return it to the

## **DEPARTMENT** **TRAINING**

### *Written Objectives*

### *Manipulative Objectives*

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.**

Participants in the Fire & Life Safety Educator II program must successfully complete a training course to qualify to take the state examination. Departments can create their own Fire & Life Safety Educator II course which meets the requirements as outlined in NFPA 1035 Chapter 5 (2015 edition). The skills as given in this standard must be completed for each person and a completed checklist must exist for each participant.

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

Written objectives for Fire & Life Safety Educator II are covered in the following text:

- **National Fire Protection Association, NFPA 1035, *Standard on Fire and Life Safety Educator Professional Qualifications, 2015 Edition.***
- **IFSTA, *Fire and Life Safety Educator, 3<sup>rd</sup> Edition.***

These textbooks are available from various fire service bookstores. A current list of IFSTA textbook sources is available by calling the Certification office at 1-888-548-7816.

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 Fire & Life Safety Educator II, the Council recommends that the candidate participates in a comprehensive class and receive instruction on both manipulative and written requirements.

Each participant **must** be trained and evaluated in the performance of **all** manipulative skills as listed in this standard. Through the training process a portfolio will be developed that the candidate will need to use later in the certification process. Each of the manipulative skills 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 UFSCS manipulative skill objectives.

### *Portfolio*

Each participant will develop a portfolio that contains verification that all skills have been completed. Appendix B contains a checklist for the portfolio. Completion of the portfolio is mandatory for certification. This portfolio is completed by the participant and verified by the department training officer or an instructor if the portfolio is developed during a course.

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

At the completion of the department's manipulative skills training, the department is required to hold an "in-house" skills examination for the level of Fire & Life Safety Educator II. This requirement is satisfied with the development and completion of the candidates' portfolio. Department's Chief or Training Officer will verify and sign the "Fire & Life Safety Educator II Portfolio Checklist" that the portfolio contains documentation for each skill. Request for testing should **only** be requested after the portfolio is completed. Request for testing should **only** be requested after the portfolio is complete.

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 test to teach and train is recommended.

# CERTIFICATION EXAMINATIONS

## *Written Examinations*

After completion of the training process, the Chief/Administrator can request testing for the candidate using the "Request for Examination" form in Appendix C. 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.

The written examination is a randomly generated **80-question** test covering the written objectives of the Fire & Life Safety Educator 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, 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 department within 30 days following the receipt of the completed examination.

### SAMPLE WRITTEN EXAMINATION QUESTIONS:

*The analysis of costs and benefits should point to:*

- 1- an inventory of material resources.
- 2- a review of existing programs.
- 3- the best program objective for available funding.**
- 4- the target audience for your program.

*Oral tests are difficult to score consistently because:*

- 1- they are generally diagnostic in nature.
- 2- people express the same ideas in different ways.**
- 3- people will phrase answers the same way.
- 4- oral tests usually get confused with drilling.

## *Manipulative Skills Examination*

This is a two step examination. The first step is a department records check and the second step is a manipulative skill examination. A Certification Tester appointed by the Utah Fire Service Certification Council conducts the examination.

Portfolio will be checked. If it is 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 instructor has signed off each manipulative skill.
- 3- Each participant has a completed portfolio.

Each participant **must** be trained and evaluated in the performance of **all** manipulative skills as listed in this standard. Through the training process a portfolio will be developed that the candidate will need to use later in the certification process. Each of the manipulative skills 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 UFSCS manipulative skill objectives.

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 give one additional presentation. **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 then they 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.

**FIRE & LIFE**  
**SAFETY**  
**EDUCATOR 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, portfolio and 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 wallet card and certificate. 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.

**\*The above fee table applies to Utah Fire Departments only. All other agencies will be assessed a testing/certification fee of \$40.00 per level.**

*Prerequisites for  
Certification*

Applicants for certification **must** be state certified through the Utah Fire Service Certification System at the level of Fire & Life Safety Educator I prior to certification at this level. Fire & Life Safety Educator II certification **will not** be issued until participants have fulfilled this requirement.

*Re-certification*

Certification at the Fire & Life Safety Educator II Level is valid for a three-year (3) period. Each person certified at the Fire & Life Safety Educator II may renew certification by having the Chief/Administrator of the Participating Agency submit an "Application for Certification/Re-certification" provided in Appendix C. There is a re-certification fee of \$5.00 per person that should accompany the application.

Each person certified at the Fire & Life Safety Educator I level 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](http://www.uvu.edu/ufra)

**FIRE & LIFE**  
**SAFETY**  
**EDUCATOR II**  
**CERTIFICATION**  
**CHECKLIST**

**ENTRANCE REQUIREMENTS:**

- Each participant has met requirements listed in NFPA 1035, Chapter 6 and/or those established by the authority having Jurisdiction.
- Department has filed an "Intent to Participate" form with the UFSCC.

**DEPARTMENT TRAINING RECORDS:**

- Each participant has a portfolio checklist on file with the department that shows:
  - 1- A learning experience in each manipulative skill objective.
  - 2- Dates of training.
  - 3- Initials of instructors.
- Each participant has trained on the Fire and Life Safety Educator II Level written and manipulative skills examination.

**SKILL PORTFOLIO:**

- Each participant has successfully completed a skills portfolio.

**ADDITIONAL TRAINING/PREREQUISITE REQUIREMENTS:**

- Each participant is state certified through the UFSCC at the Fire & Life Safety Educator I.

**CERTIFICATION EXAMINATIONS:**

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

**FIRE & LIFE SAFETY EDUCATOR II - CERTIFICATION:**

- Department request certification for participants using the "Request for Certification" form.

<p style="text-align: center;"><b>FIRE &amp; LIFE SAFETY EDUCATOR II MANIPULATIVE SKILL OBJECTIVES</b></p>
----------------------------------------------------------------------------------------------------------------

## **ADMINISTRATION**

- 1. Project and prepare a program budget expenditure so that projections are within accepted guidelines and program needs are addressed in the projected expenditures.**

REFERENCE: NFPA 1035, 2015 Edition, 5.2.1, 5.2.2

CONDITION: Given a program and needs, budgetary guidelines, projections, past expenditures, current materials, and personnel cost provided by the AHJ.

COMPETENCE:

- Identify training program and its needs.
- Identify past actual expenses.
- Assess and update educational material.
- Determine and project costs: materials, personnel salary and benefits, equipment, facility and travel.
- Track and record actual expenses: materials, personnel salary and benefits, equipment, facility and travel.

TIME: As Needed

## **PLANNING AND DEVELOPMENT**

- 2. Establish fire and life safety education priorities within a program so that local fire and life safety education activities address identified risk priorities.**

REFERENCE: NFPA 1035, 2015 Edition, 5.3.1

CONDITION: Given relevant local loss and injury data provided by AHJ.

COMPETENCE:

- Identify sources of data.
- Collect data relevant to community needs.
- Analyze data to identify risk areas: who, what, when, where and how.
- Identify and set educational priorities.
- Identify and select educational activities to meet priorities.

TIME: As Needed

**3. Facilitate a fire and life safety collaborative partnership, so that fire and life safety education objectives for the partnership are achieved.**

REFERENCE: NFPA 1035, 2015 Edition, 5.3.2

CONDITION: Given information on the organizations in the partnership, the goal of the partnership, and organizational guidelines of the AHJ.

COMPETENCE:

- Identify resources
- Identify potential partnerships.
- Identify strengths and needs of each partner.
- Identify potential conflicts between partners.
- Formulate educational objectives with group.
- Develop a consensus on a comprehensive educational strategy.

TIME: As Needed

**4. Prepare a request for support resources so that the request conforms to the provider's requirements.**

REFERENCE: NFPA 1035, 2015 Edition, 5.3.3

CONDITION: Given a description of the resources needed as provided by the AHJ.

COMPETENCE:

- Identify potential funding resources.
- Prepare and write organizational policy for requesting additional funds.
- Identify funding needs.

TIME: As Needed

## **EDUCATION**

**5. Develop informational material so that information provided is accurate, relevant to the objective, and specific to the audience.**

REFERENCE: NFPA 1035, 2015 Edition 5.4.1

CONDITION: Given an identified fire or life safety objective and characteristics of the target audience provided by the AHJ.

COMPETENCE:

- Assemble information
- Identify written communication relevant to the needs of target population
- Identify resources to assist with special needs and language issues

TIME: As Needed

**6. Develop a lesson plan so that the objectives are met.**

REFERENCE: NFPA 1035, 2015 Edition, 5.4.2

CONDITION: Given learning objectives and a specified audience(s) provided by the AHJ.

COMPETENCE:

- Identify lesson objectives.
- Identify learning characteristics of the target audience.
- Identify methods and activities that meet lesson objectives, audience needs, time constraints.

TIME: As Needed

**7. Develop educational materials so that the materials support the lesson plan and are specific to the audience.**

REFERENCE: NFPA 1035, 2015 Edition, 5.4.3

CONDITION: Given a lesson plan as developed in Skill #6 and a specified audience.

COMPETENCE:

- Identify available resources for course delivery.
- Assess and choose, or develop, audiovisual material.
- Assess and choose, or develop, educational material.
- Select educational and audiovisual materials that meets the needs of audience.

TIME: As Needed

**8. Adapt a lesson plan so that a modified lesson plan is responsive to the specific characteristics of a new target audience.**

REFERENCE: NFPA 1035, 2015 Edition, 5.4.2.

CONDITION: Given the lesson plan developed in Skill #7 and a specific audience.

COMPETENCE:

- Identify available resources for course delivery.
- Assess and choose, or develop, audiovisual material.
- Assess and choose, or develop, educational material.
- Select educational and audiovisual materials that meet the needs of audience.

TIME: As Needed

**9. Design a fire and life safety education program so that the goals of the given strategy are addressed.**

REFERENCE: NFPA 1035, 2015 Edition, 5.4.4

CONDITION: Given a comprehensive educational strategy and community risk data as provided by the AHJ.

COMPETENCE:

- Formulate overall educational strategy.
- Develop an action plan.
- Identify partners, resources and methods.
- Develop lesson objectives.
- Determine evaluation method.

TIME: As Needed

## **EVALUATION**

**10. Develop an evaluation strategy so that program outcomes are measured**

REFERENCE: NFPA 1035, 2015 Edition, 5.5.1

CONDITION: Given educational program goals, objectives and evaluation instruments as provided by the AHJ.

COMPETENCE:

- Collect evaluation data.
- Analyze evaluation data.
- Implement evaluation strategy
- Reevaluate evaluation outcomes.

TIME: As Needed

**11. Design and Implement an evaluation instrument so that the evaluation instrument measures the program outcome.**

REFERENCE: NFPA 1035, 2015 Edition, 5.5.2, 5.5.3

CONDITION: Given educational program goals and objectives and an evaluation instrument and strategy as provided by the AHJ.

COMPETENCE:

- Measure program outcome.
- Validate instrument.
- Implement evaluation methods.

TIME: As Needed

**APPENDIX - A**  
**PORTFOLIO CHECKLIST**



## Fire & Life Safety Educator I Portfolio Checklist

Date of Submission: \_\_\_\_\_

Name: \_\_\_\_\_

Department and/or Agency: \_\_\_\_\_

Present Job Title: \_\_\_\_\_

Birthdate (mm/dd/yyyy): \_\_\_\_\_

To obtain Certification as a **Fire & Life Safety Educator I** within the Utah Fire Service Certification System, please complete the following form. You must provide documentation as required for each area listed. Completion of this information and material will constitute your portfolio.

**These requirements are based on NFPA 1035, Chapter 4, 2015 Edition.**

NFPA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
4.2.1	Provide a sample of a form used by your agency to schedule public education activities.		
4.2.2	Provide a sample of a completed written activity report of a public education presentation that you conducted.		
4.2.3	Provide an example of how you schedule presentations		
4.3.1	Provide a resource list of organizations or associations in your community used to support your agencies public education program.		
4.4.1	Provide three (3) examples of instructional materials you used with learning objectives and identify intended audience.		
4.4.5	Provide documentation of giving a public education presentation. This documentation shall list: date, location, audience, subject, time frame, number of students, and others assisting with the presentation.		
4.4.6	Provide a sample of educational information that you distributed in your community.		
4.5.1	Provide a sample of an evaluation instrument that you have used in a public education presentation and how you evaluated the results.		

By signing below I acknowledge that documents contained in this portfolio are true and accurate documents created and compiled by the candidate and that a 15:00 Minute (+/- 2 minutes) presentation has been given that meets the requirements of NFPA 1035.

Applicant Signature: \_\_\_\_\_

Chief/Training Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**Certification Office Use Only:**

Approved by Certification Council: Yes  No

Date approved: \_\_\_\_\_

**Appeals Process:**

Examinations/Portfolio's may be appealed. If a candidate has an appeal, they should contact the Certification Office in writing within 30 days of taking the exam, listing the reason for the appeal. If resolution does not occur by the Certification Office, the candidate can appeal to the Certification Council. If the Certification Council turns down the appeal, the candidate can appeal to the Standards and Training Council, if that council turns down the appeal, the candidate can appeal to the Fire Prevention Board; if that Board turns down the appeal the candidate can request a judicial review. Judicial review of all final Board actions resulting from informal adjudicative proceedings is available pursuant to UCA, Section 63-46b-15.

## Fire & Life Safety Educator II Portfolio Checklist

Name: \_\_\_\_\_

Birthdate (mm/dd/yyyy): \_\_\_\_\_

Primary Department: \_\_\_\_\_

Present Job Title: \_\_\_\_\_

To obtain Certification as a **Fire & Life Safety Educator II** within the Utah Fire Service Certification System, please complete the following form. You must provide documentation as required for each area listed. Completion of this information and material will constitute your portfolio.

**These requirements are based on NFPA 1035, Chapter 5, 2015 Edition.**

NFPA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
5.2.1	Provide a written budget proposal you have developed for a program used by your agency.		
5.2.2	Retrieve, organize and provide past budget information, project income/expenditures, and prepare a budget.		
5.2.3	Provide a public policy recommendation for management within a program used by your agency.		
5.2.4	Provide an evaluation on a subordinate's performance within a program used by your agency.		
5.3.1	Provide a fire and life safety education priorities within a program used by your agency.		
5.3.2	Provide a list of agencies that you have a partnership with our public education program.		
5.3.3	Provide a sample of your method for requesting resources.		
5.4.2	Provide a sample of a lesson plan that you have developed.		
5.4.3	Provide a sample of support material that you have developed for a specific lesson plan.		
5.4.4	Provide a sample of a fire and life safety program that you have designed.		
5.5.2	Provide a sample of an evaluation instrument		

By signing below I acknowledge that documents contained in this portfolio are true and accurate documents created and compiled by the candidate that meets the requirements of NFPA 1035.

Applicant Signature: \_\_\_\_\_

Chief/Training Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**Certification Office Use Only:**

Approved by Certification Council: Yes  No

Date approved: \_\_\_\_\_

**Appeals Process:**

Examinations/Portfolio's may be appealed. If a candidate has an appeal, they should contact the Certification Office in writing within 30 days of taking the exam, listing the reason for the appeal. If resolution does not occur by the Certification Office, the candidate can appeal to the Certification Council. If the Certification Council turns down the appeal, the candidate can appeal to the Standards and Training Council, if that council turns down the appeal, the candidate can appeal to the Fire Prevention Board; if that Board turns down the appeal the candidate can request a judicial review. Judicial review of all final Board actions resulting from informal adjudicative proceedings is available pursuant to UCA, Section 63-46b-15.

**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, which 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 that 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.**

WRITTEN       1<sup>ST</sup> ATTEMPT       2<sup>ND</sup> ATTEMPT       3<sup>RD</sup> ATTEMPT      \_\_\_\_\_ / \_\_\_\_\_  
Exam Date      Exam Time

\*Please allow 2 hours for each written exam

MANIPULATIVE       1<sup>ST</sup> ATTEMPT       2<sup>ND</sup> ATTEMPT       3<sup>RD</sup> ATTEMPT      \_\_\_\_\_ / \_\_\_\_\_  
Exam Date      Exam Time

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 _____	_____	____/____/____	_____