

# **Utah Fire Service Certification System**

## **FIRE INSPECTOR**



## **CERTIFICATION STANDARD**

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# Utah Fire Service Certification Council

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Payson Fire & Rescue

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## **Fire Inspector 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 Inspector certification standard. These individuals devoted many hours to reviewing the National Fire Protection Association (NFPA) 1030 standard, certification test banks, and curriculum textbooks to develop the wording for the skills for each discipline within this standard.

Thank you.

### **Fire Inspector Committee**

Scott Spencer, Chief

Payson Fire & Rescue

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Mike Jensen, Deputy Fire Marshal

West Jordan Fire Department

Matt Evans, Chief

Washington Fire Department

Josh Olsen, Firefighter

American Fork Fire and Rescue

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Box Elder County Fire Department

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Formerly of the Clinton Fire Department

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Draper Fire Department

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# Table of Contents

<b>Introduction .....</b>	<b>1</b>
<b>Certification Requirements .....</b>	<b>2</b>
Entrance Requirements .....	2
Physical Fitness Requirements .....	3
Department Training Officers .....	3
<b>Department Training .....</b>	<b>3</b>
Written Objectives .....	4
Skill Objectives .....	5
Department Training Records .....	5
Department In-House Skills Examination .....	5
<b>Certification Examinations .....</b>	<b>6</b>
Written Examinations .....	6
Skills Spot Check Examinations .....	6
<b>Certification .....</b>	<b>7</b>
Prerequisites for Certification .....	8
Recertification .....	8
<b>Certification Checklists .....</b>	<b>9</b>
First Responder Inspector Certification Checklist .....	9
Fire Inspector Certification Checklist .....	10
Fire Plans Examiner Certification Checklist .....	11
<b>Section I. First Responder Inspector (TBD) .....</b>	<b>12</b>
<b>Section II. Fire Inspector .....</b>	<b>13</b>
Fire Inspector Skill Objectives .....	14
Fire Inspector Training Record .....	24
<b>Section III. Fire Plans Examiner (coming soon) .....</b>	<b>26</b>
<b>Appendix A. Sample Letter Format .....</b>	<b>27</b>
<b>Appendix B. In-House Proctor Instructions .....</b>	<b>29</b>
Proctor Instructions for In-House Comprehensive Examinations .....	30
<b>Appendix C. Certification Forms and Fees .....</b>	<b>31</b>

## INTRODUCTION

The Utah Fire and Rescue Academy (UFRA) has evolved into a dynamic organization that provides fire and emergency service–related training, professional accredited certification, and resource assistance. The Utah Fire Service Certification System (UFSCS) has been administered by UFRA since the system’s inception in the early 1980s. The governing body for the firefighter certification system in our state is the Utah Fire Service Certification Council (UFSCC). The members of the council represent various areas of the state as well as a variety of department types.

The entire system is based on international professional job performance standards from NFPA and NWCG. 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. Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities, and knowledge. Testing takes place all over the state of Utah and is usually scheduled by fire department training officers for members of one or more local agencies to test at their own facilities using their own equipment.

The Utah Fire Service Certification System creates uniformity through certification. Certification allows a fire service professional to be a part of the National Registry (Pro Board and IFSAC), which verifies that a person has been trained at a national standard. Firefighters, hazardous materials responders, and rescue personnel can earn various certifications. Volunteer, part-time, and career firefighters must all meet the same standard to certify. Most fire departments in Utah have certified personnel even though there is no law requiring it.

“Certification from an accredited entity is a statement of success, an indisputable mark of performance belonging to individual fire service professionals. Each successful candidate for certification from an accredited entity knows that he or she has been measured against peers and meets rigorous national standards. Certification affords the individual a uniformity and portability of qualifications. In addition, the creditability of an organization is enhanced by having members certified to national consensus standards.”

—theproboard.org

IFSAC “provides accreditation to entities that certify the competency of and issue certificates to individuals who pass examinations based on National Fire Protection Association (NFPA) fire service professional qualifications and other standards approved by the Assembly.”

—ifsac.org

The following certification requirements are based on the objectives listed in NFPA 1030, *Standard for Professional Qualifications for Fire Prevention Program Positions* (National Fire Protection Association, 2024), as verified and adopted by the Utah Fire Service Certification Council.

# CERTIFICATION REQUIREMENTS

## *Entrance Requirements*

Certification for First Responder Inspector, Fire Inspector, and/or Fire Plans Examiner is a unique process. Candidates must complete the prerequisites and/or requirements for the specialty areas set forth in NFPA 1030 (2024), chapters 6, 7, and/or 8, and this Certification Standard. The national standards and certifications provide firefighters and fire departments a way to measure specific levels of skills, abilities, and knowledge. The members of the UFSCC believe that firefighters and fire departments that participate in this certification program become better prepared to provide quality life safety and fire protection for their communities.

**First Responder Inspector** – *This will be available in the future.*

The skill level for the First Responder Inspector, as determined by the Utah Fire Service Certification Council, is focused at the Company Officer Inspector level. It is believed that an officer at that level should have the basic knowledge and skills of the characteristics and behavior of fire, basic fire cause, and fire prevention principles. Also, skills in written and oral communication, public relations, and basic mathematics. If more detailed inspection is needed, then the company officer would follow the AHJ's procedures for inspection.

### **Fire Inspector**

The responsibilities and skill level for the Fire Inspector, as determined by the Utah Fire Service Certification Council, is focused at a higher level than first responder inspector. An officer at this level should have a higher technical level of knowledge and skills and will require a more professional expertise, demonstrated in presentation, performance, and quality. Which involves conducting research, interpreting codes, implementing policy, testifying at legal proceedings, and facilitating training, and other duties required in the job performance requirements of NFPA 1030, Chapter 7.

### **Fire Plans Examiner**

The skill level for Fire Plans Examiner, as determined by the Utah Fire Service Certification Council, is an advanced level, which involves review of plans, reports, communication with fire inspectors and emergency response personnel, handling of complaints, records, participation in legal proceedings, code research and reports, and evaluation of proposals to prescriptive codes and standards. It is expected that an officer at this level should have the expertise and years of experience in the field demonstrating the knowledge and skills in the job performance requirements of NFPA 1030, Chapter 8.

**In order to certify at the First Responder, Fire Inspector, or Fire Plans Examiner levels, candidates must fulfill the following requirements:**

1. Complete the entrance requirements.
2. Meet all the prerequisites, including certifying at Hazardous Materials Awareness from UFSCC
3. Train on the required written and practical objectives.
4. Pass a department "in-house" practical skills examination.
5. Meet any other training requirements/prerequisites defined by the Certification Council as outlined in this standard.
6. Pass both written and practical skills examinations administered by the Certification Council.
7. Request certification.
8. Request recertification at the end of each 3-year certification period.

## ***Physical Fitness Requirements***

The UFSCC acknowledges the importance of and need for physical fitness requirements as listed in NFPA 1030, *Standard for Professional Qualifications for Fire Prevention Program Positions* (2024). Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of physical fitness requirements is a **local matter**, outside the authority and jurisdiction of the UFSCC. The council will not check, test, evaluate, or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of physical fitness requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental, and emotional stress inherent in this profession, *the Utah Fire Service Certification Council strongly recommends careful evaluation before altering or doing away with any existing physical fitness requirements.*

Here are some of the entrance requirements outlined in NFPA 1030, 2024 edition, chapter 1:

1. Meet the minimum educational requirements established by the authority having jurisdiction.
2. Utah Fire Service Certification Council Policy 11.3 requires that a candidate be at least 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* (2022), as determined by the medical authority of the AHJ.
4. Physical fitness requirements for entry-level personnel should be developed and validated by the authority having jurisdiction. Physical fitness requirements should be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements.

## ***Department Training Officers***

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

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

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

*Note: 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**

Qualifying for Fire Prevention Program positions (First Responder Inspector, Fire Inspector, and/or Fire Plans Examiner) requires a high level of skill and knowledge. The training that is given to and received by the candidate should be of the highest quality and degree. All training received must meet the requirements of NFPA 1030 (2024)—including the sections listed in the chapters—and cover the skills approved by the UFSCC contained in this Utah certification standard. All testing will be conducted following UFSCS Policies and Procedures.

All training received must be documented and recorded in the Training Record. The skills and Training Record must be completed for each person. All department in-house testing must be conducted following UFSCS Policies and Procedures.

To prepare the candidate to successfully pass the state certification examination, the course material should be based on NFPA 1030 (2024); IFSTA, *Fire Inspection and Code Enforcement*, 9th edition, 1st printing (Fire Inspector); and IFSTA, *Plans Examiner for Fire and Emergency Services*, 2nd edition (Fire Plans Examiner). (See the written objectives table on the following page of this standard.) The state certification examination will be scheduled upon receiving an Examination Request from the department training officer or administrator, at the conclusion of the course.

Candidates must successfully complete a training course to qualify to take the state examination. A certificate of completion, grade transcript, or other proof of successful course completion must accompany the written examination request.

### **First Responder Inspector**

Candidates must complete one of the following to become eligible for the examination process:

1. First Responder Inspector course sponsored by UFRA (*available TBD*)
2. Departments can create their own First Responder Inspector course which meets the requirements outlined in NFPA 1030 (2024), chapter 6.

### **Fire Inspector**

Candidates must complete one of the following to become eligible for the examination process:

1. Fire Inspector class sponsored by UFRA
2. ESFO 2030, Fire Inspector I, taught by Utah Valley University or UFRA
3. R0390, Fire Inspection Principles I, conducted at the National Fire Academy
4. Departments can create their own Fire Inspector course which meets the requirements outlined in NFPA 1030 (2024), chapter 7.

### **Fire Plans Examiner**

Candidates must complete one of the following to become eligible for the examination process:

1. Fire Plans Examiner course (*UFRA does not currently offer this course*)
2. Departments can create their own Fire Plans Examiner course which meets the requirements outlined in NFPA 1030 (2024), chapter 8.

## ***Written Objectives***

To prepare the candidate to successfully pass a state certification examination, course material should be based on the following texts, according to each level. All department in-house testing must be conducted according to UFSCS Policies and Procedures.

<b>Certification Level</b>	<b>NFPA 1030 (2024) Chapter</b>	<b>Textbook</b>
First Responder Inspector	6	UFRA online course - TBD
Fire Inspector	7	IFSTA, <i>Fire Inspection and Code Enforcement</i> , 9th edition, 1st printing
Fire Plans Examiner	8	IFSTA, <i>Plans Examiner for Fire and Emergency Services</i> , 2nd edition

*Note:* An additional reference for these levels is the International Fire Code (2021 edition).

IFSTA textbooks may be available for purchase through the UFRA administrative office. Call Jennifer Brown at (801) 863-7708.

There are numerous methods departments have used to help prepare their personnel for written examinations. Considering the high level of skill and knowledge that is required for these levels, the council recommends that candidates participate in a comprehensive class and receive instruction on both skills and written requirements.



## ***Skill Objectives***

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

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

## ***Department Training Records***

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

1. Indicate the certification level and its corresponding NFPA standard number and edition.
2. Include a signature line for the candidate, which attests that all skills have been trained on and a complete in-house comprehensive exam was administered and passed.
3. Include a signature line for the chief/training officer, which attests that the candidate has been trained on all skills and a complete in-house comprehensive exam was administered and passed.
4. Include a line to record the date the training record was completed.
5. List all the skills from this Utah certification standard for this level. It must include columns indicating training dates, training instructors, dates of exams, exam instructors, and whether the candidate passed each exam (see the portfolio checklists in this standard).

## ***Department In-House Skills Examination***

At the completion of the department's skills training, the department is required to hold an in-house skills examination for the level being trained. This is a comprehensive in-house skills test conducted by the department training officers. This test is to ensure that skill mastery has been achieved in the training process, and to prepare candidates for the state examination. Training officers may utilize other personnel to assist in administering the exam, but they must be certified at the level they are in-house testing.

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

If skill weaknesses are evident, the department should conduct additional training and hold a new department in-house skills examination to ensure their personnel have fully mastered all required skills. Only those individuals who successfully pass the department's skills test will be allowed to participate in the Certification Council's skills spot check examination. Department training records must show that all candidates have successfully passed the in-house exam.

## CERTIFICATION EXAMINATIONS

After completion of the training process, the chief/administrator can request testing for the candidate using the Examination Request form (see Appendix C). The candidate will then have three attempts to pass the written examination. A separate request must be sent to the Certification Office for each attempt. Request forms must reach the Certification Office no later than 30 days prior to the examination date. The entire examination process must be completed within one year of the first written exam date.

### *Written Examinations*

The written examination is a randomly generated test covering the written objectives of NFPA 1030 (2024). Use of the International Fire Code book is permitted during the **Fire Inspector** exam.

Certification Level	# of Questions
First Responder Inspector	TBD
Fire Inspector	100
Fire Plans Examiner	TBD

**\*Candidates must bring their own International Fire Code book to the examination.**

A minimum score of 70% is required to pass the certification exam. Candidates 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 allowed to pass an exam. A candidate who fails the written examination three times has failed the certification process and must wait **one year** from the date of the last failed exam before reentering testing. Exam results are forwarded to the chief/administrator within 30 days following receipt of the completed exam.

### **Sample Written Examination Question**

There are three general types of drawings used to show building information: the plot, the floor plan, and the \_\_\_\_\_ plan.

- a. Mechanical
- b. Sprinkler
- c. **Elevation**
- d. Electrical

A continuous and unobstructed way of exit travel from any point in a building or structure to a public way is called a:

- a. **Means of egress**
- b. Fire escape
- c. Exit discharge
- d. Exit access

### *Skills Spot Check Examinations*

The skills spot check examination requires two steps: a department records check and then the skills spot check examination itself. A Certification tester appointed by the Utah Fire Service Certification Council conducts the examination.

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

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

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

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

Candidates will be spot checked on the following number of skills.

Certification Level	# of Skills
First Responder Inspector	<i>TBD</i>
Fire Inspector	<b>3</b>
Fire Plans Examiner	<i>TBD</i>

Competency of these skills is obtained during attendance at the courses outlined in this standard or as taught within a course at a department. The examination will consist of skills referenced to the 2021 International Fire Code. Candidates must bring a copy of the International Fire Code, 2021 edition, to the examination and may use a calculator and ruler provided by the certification office during the test.

No prior notification of the skills being tested will be given. The skills examination is randomly generated from the skills section of this standard. This is a 100% pass/fail test. Candidates are given two attempts (if necessary) to perform each skill. If they fail on the second try, then they have failed the examination. Candidates who fail the second attempt must wait 30 days before the third and final attempt. Candidates taking third attempts will test on the skill they missed plus an additional skill from the section of the standard they failed. **No training, teaching, or coaching is allowed during this state test.**

Candidates who have failed the third attempt of the written examination or the skills examination have failed the certification process and must wait **one year** from the date of the failed third attempt to reenter state testing. The candidate will begin testing with a new **first attempt** of the written examination, following a request for examination. If a candidate wishes to enter a new course, the candidate may petition the Certification Office to reenter the certification examination process no sooner than 120 days after their **third attempt** failure. In the petition, candidates must explain the reason(s) behind their request to reenter the process.

## CERTIFICATION

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

Effective January 1, 2025, the fee structure for first, second, and third attempts on exams has changed. All exam attempts are \$75, except for Firefighter I and II, Hazardous Materials Awareness and Operations. (See Appendix B for more details.)

Candidates who have met the requirements for certification will continue to have access to their wallet ID card and certificate online via the UFRA Certification and Training Lookup System at <https://uvu.edu/ufra/lookup/>.

Patches are included with each certification (if available for that level). Additional patches are \$10. New printed certificates with an original seal attached may be requested from the Certification Department for a fee of \$20 per certificate. A hard wallet ID card is \$20.

The new fee structure applies to Utah fire departments only. All other Utah agencies will be assessed a \$90 fee per attempt for each level. Reciprocity is \$200 per application (for all levels), but it must include Pro Board or IFSAC certificates (with an IFSAC seal).

### ***Prerequisites for Certification***

To qualify to train for a certain level, candidates must have completed the following prerequisites.

<b>Training Level</b>	<b>NFPA 1030</b>	<b>Prerequisites</b>
First Responder Inspector	Chapter 6	Hazardous Materials Awareness
Fire Inspector	Chapter 7	Hazardous Materials Awareness
Fire Plans Examiner	Chapter 8	TBD

### ***Recertification***

Certifications are valid for a three-year period. Each certified candidate may renew certification by having the chief/administrator of the participating agency submit a Certification/Recertification Request (see Appendix C).

Certified candidates shall participate in at least 36 hours of structured class and skill training per year to maintain competency and stay current on their skills. These 36 hours are for all certified levels combined, not 36 hours for each individual level. **A total of 108 hours of training is required for the previous three-year certification period.**

For more information on Utah firefighter certification, contact the:

Utah Fire Service Certification Council  
Utah Fire & Rescue Academy  
3131 Mike Jense Parkway, Provo, UT 84601  
801-863-7709  
UFRACertification@uvu.edu

**FIRST RESPONDER INSPECTOR  
CERTIFICATION CHECKLIST**

***(TBD)***

# **FIRE INSPECTOR CERTIFICATION CHECKLIST**

## **ENTRANCE REQUIREMENTS**

- ☐ Each candidate has met the requirements listed in NFPA 1030 (2024).
  - Fire Inspector: chapter 7
- ☐ The department has filed an Intent to Participate form with the UFSCS.
- ☐ Each candidate has trained on the level's written objectives.

## **DEPARTMENT TRAINING RECORDS**

- ☐ Each candidate has a training record on file with the department that shows:
  1. A learning experience in each skill objective
  2. Dates of training
  3. Initials of instructors
  4. Completion of an approved course
- ☐ Each candidate has trained on the level's written and skills objectives.

## **DEPARTMENT IN-HOUSE SKILLS EXAMINATION**

- ☐ Each candidate has successfully completed an in-house skills examination.
- ☐ Exam results are documented in department training records.

## **ADDITIONAL TRAINING/PREREQUISITE REQUIREMENTS**

- ☐ Each candidate is state certified through the UFSCS at the Hazardous Materials First Responder Awareness level.
- ☐ Other TBD

## **CERTIFICATION EXAMINATIONS**

- ☐ Each candidate has passed the UFSCS written examination.
- ☐ Each candidate has passed the UFSCS skills and/or evolution examination.
- ☐ A spot check examination was administered by an approved UFRA Certification tester.

## **CERTIFICATION**

- ☐ The chief/administrator has requested certification for the candidates using the Certification/Recertification Request.

# **FIRE PLANS EXAMINER (TBD) CERTIFICATION CHECKLIST**

## **ENTRANCE REQUIREMENTS**

- ☐ Each candidate has met the requirements listed in NFPA 1030 (2024).
  - Fire Plans Examiner: chapter 8
- ☐ The department has filed an Intent to Participate form with the UFSCS.
- ☐ Each candidate has trained on the level's written objectives.

## **DEPARTMENT TRAINING RECORDS**

- ☐ Each candidate has a training record on file with the department that shows:
  1. A learning experience in each skill objective
  2. Dates of training
  3. Initials of instructors
  4. Completion of an approved course - **TBD**
- ☐ Each candidate has trained on the level's written and skills objectives.

## **DEPARTMENT IN-HOUSE SKILLS EXAMINATION**

- ☐ Each candidate has successfully completed an in-house skills examination. **TBD**
- ☐ Exam results are documented in department training records.

## **ADDITIONAL TRAINING/PREREQUISITE REQUIREMENTS**

- ☐ Each candidate is state certified through the UFSCS at the Hazardous Materials First Responder Awareness level.
- ☐ Each candidate is state certified through the UFSCS at the Fire Inspector level.

## **CERTIFICATION EXAMINATIONS**

- ☐ Each candidate has passed the UFSCS written examination.
- ☐ Each candidate has passed the UFSCS skills and/or evolution examination.
- ☐ A spot check examination was administered by an approved UFRA Certification tester.

## **CERTIFICATION**

- ☐ The chief/administrator has requested certification for the candidates using the Certification/Recertification Request.

**SECTION I**  
**FIRST RESPONDER INSPECTOR**  
*Available - TBD*



**SECTION II**  
**FIRE INSPECTOR**

# FIRE INSPECTOR SKILL OBJECTIVES

## ADMINISTRATION

### 1. A. Prepare and complete an inspection form.

REFERENCE: NFPA 1030, 2024 edition, 7.2.1, 7.2.2, 7.4.11, 7.4.14  
IFSTA, *Fire Inspection and Code Enforcement*, 9th edition  
International Fire Code, 2021 edition

CONDITION: Given observations from a field inspection

COMPETENCE:

- Prepare an inspection report that is clear, concise, and complete.
- Ensure that the report is accurate and reflects the findings of the inspection.
- Write an inspection report to the business (given a scenario), using the inspection document.
- Cite applicable codes and standards.

TIME: 45 minutes

### B. Prepare and write an inspection report in letter format.

REFERENCE: NFPA 1030, 2024 edition, 7.2.1, 7.2.2, 7.4.11, 7.4.14  
IFSTA, *Fire Inspection and Code Enforcement*, 9th edition  
International Fire Code, 2021 edition

CONDITION: Given observations from a field inspection

COMPETENCE:

- Prepare an inspection report that is clear, concise, and complete.
- Ensure that the report is accurate and reflects the findings of the inspection.
- Write an inspection report to the business (given a scenario), using the inspection document.
- Cite applicable codes and standards.

TIME: 45 minutes

### 2. Prepare written correspondence to communicate fire protection and prevention practices. Recognize the need for a permit and/or plan review.

REFERENCE: NFPA 1030, 2024 edition, 7.2.3, 7.2.4, 7.2.5, 7.2.6  
IFSTA, *Fire Inspection and Code Enforcement*, 9th edition  
International Fire Code, 2021 edition

CONDITION: Given a common fire/life safety issue, a sheet of paper, and the IFC 2021 Fire Code

COMPETENCE:

- Given a memo from a citizen, prepare a letter responding to them in letter format, be concise and accurate.
- Use correct grammar and punctuation.
- Ensure that the letter reflects applicable codes and standards.

TIME: 30 minutes

### 3. Investigate and document a common complaint.

REFERENCE:	NFPA 1030, 2024 edition, 7.2.4, 7.2.6 IFSTA, <i>Fire Inspection and Code Enforcement</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given a reported situation or condition that requires an inspection
COMPETENCE:	<ul style="list-style-type: none"><li>• A complaint is received</li><li>• Record all information about the complaint.</li><li>• Initiate the appropriate process or action, following department policy.</li><li>• Ensure that actions taken reflect proper code enforcement for the authority having jurisdiction.</li><li>• Ensure that appropriate records and files are maintained to document the actions taken to resolve the complaint.</li><li>• Use letter format, and three IFC code references to respond to the complaint.</li></ul>
TIME:	20 minutes

### 4. Participate in a legal proceeding.

REFERENCE:	NFPA 1030, 2024 edition, 7.3.1, 7.3.2 IFSTA, <i>Fire Inspection and Code Enforcement</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given the findings of a field inspection or a complaint, and proper counsel provided by the authority having jurisdiction (AHJ)
COMPETENCE:	<ul style="list-style-type: none"><li>• Prior to the court proceedings, prepare proper documentation and other information that would be required for the hearing process.</li><li>• Dress appropriately for the type of hearing or court proceedings.</li><li>• Maintain proper demeanor for the hearing or court setting, both in action and during the communication process.</li><li>• Differentiate between facts and opinions.</li><li>• Answer questions regarding legal aspects of an inspector's job requirement.</li></ul>
TIME:	20 minutes

**6.(a)(b) Compute the allowable occupant load of a single-use occupancy. Verify compliance with proper exiting and/or verify exit requirements.**

REFERENCE: NFPA 1030, 2024 edition, 7.2.1, 7.2.4, 7.2.5, 7.4.1–7.4.3, 7.4.6, 7.5.1, 7.5.2, 7.5.5  
IFSTA, *Fire Inspection and Code Enforcement*, 9th edition  
International Fire Code, 2021 edition

CONDITION: Given a description of the occupancy, its use, and IFC reference materials

COMPETENCE:

- Identify the occupancy classification.
- Identify the occupant load factor.
- Identify applicable codes and standards.
- Use measuring tools.
- Calculate the occupant load of a structure or a portion thereof.

TIME: 10-20 minutes

**7.(a)(b) Inspect the means of egress elements in an existing building.**

REFERENCE: NFPA 1030, 2024 edition, 7.2.1, 7.2.7, 7.4.1, 7.4.2, 7.4.6, 7.5.1, 7.5.2, 7.5.5  
IFSTA, *Fire Inspection and Code Enforcement*, 9th edition  
International Fire Code, 2021 edition

CONDITION: Given a photo or illustration, description of the occupancy, its use, the IFC reference materials, measuring tool and calculator

COMPETENCE:

- Identify the occupancy type.
- Identify the occupant load.
- Identify applicable codes and standards.
- Identify egress requirements.
- Use measuring tools.
- Identify maintenance requirements of egress elements: exit access, exit enclosures, exit discharges, exit travel distances, stairways, ramps, doors, hardware, exit markings, and illumination.
- Given a business photo, ability to sketch the egress elements

TIME: 40 minutes

**8. Verify the type of construction, exiting requirements, and fire protection system requirements for the illustrated project given, so that it is constructed in accordance with the IFC codes and standards.**

REFERENCE: NFPA 1030, 2024 edition, 7.2.1, 7.2.5, 7.2.7, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.5, 7.5.6  
IFSTA, *Fire Inspection and Code Enforcement*, 9th edition  
International Fire Code (2021)  
International Building Code (2021)

CONDITION: Given a field observation or a description of a project, its use, measuring tool, calculator, IFC reference materials, and IBC tables 504 & 506.

COMPETENCE:

- Identify and classify the construction type.
- Identify the types of materials being used and what is required.
- Identify the occupancy classification.
- Identify the occupant load factor and calculate the occupant load.
- Determine if the materials meet applicable codes and standards.
- Document if the project meets code and record this information.

TIME: 30 minutes

**9. Determine the operational readiness of an existing fixed fire suppression system.**

REFERENCE: NFPA 1030, 2024 edition, 7.2.1, 7.2.4, 7.4.4, 7.4.5, 7.4.7, 7.5.3  
IFSTA, *Fire Inspection and Code Enforcement*, 9th edition  
International Fire Code, 2021 edition

CONDITION: Given a photo of a fire sprinkler system riser, plans, and IFC reference materials

COMPETENCE:

- Identify each type of fire protection system:
  - Fixed fire suppression system; dry chemical, CO<sub>2</sub>
  - Automatic and booster pump systems
  - Sprinkler system: wet-pipe, dry-pipe, deluge, foam, pre-action
- Identify if a system is operational, in service, and why.
- See if inspection tags are in place.
- See if maintenance records for a given system are properly documented.
- Note and document any deficiencies.
- Identify the correct IFC code references for sprinklers

TIME: 10 minutes

## **10. Determine the operational readiness of an existing fire detection and alarm system.**

REFERENCE:	NFPA 1030, 2024 edition, 7.4.4 IFSTA, <i>Fire Inspection and Code Enforcement</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given a photo of a fire alarm system main control panel, plans, and IFC reference materials.
COMPETENCE:	<ul style="list-style-type: none"><li>• Identify each type of fire detection and alarm system.</li><li>• Verify that valves are open and secure.</li><li>• Verify that the control panel is on, with no trouble indications.</li><li>• Verify that inspection tags are in place.</li><li>• Check to see if maintenance records for a given system were properly documented.</li><li>• Note and document any deficiencies.</li></ul>
TIME:	10 minutes

## **11. Determine the operational readiness of an existing portable fire extinguisher.**

REFERENCE:	NFPA 1030, 2024 edition, 7.4.4 IFSTA, <i>Fire Inspection and Code Enforcement</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given a fire extinguisher, fire extinguisher layout, plans, and IFC reference materials
COMPETENCE:	<ul style="list-style-type: none"><li>• Identify the type of fire extinguisher.</li><li>• Verify that the extinguisher's gauge has a correct reading.</li><li>• Verify that the hose, nozzle, and safety pin are in working order.</li><li>• Verify that the extinguisher is tagged and hydrostatically tested.</li><li>• Verify that the extinguisher is located properly and marked.</li><li>• Check to see if maintenance records were properly documented.</li><li>• Note and document any deficiencies.</li></ul>
TIME:	10 minutes

**12. Recognize and identify hazardous conditions involving equipment, processes, and operations in an industrial or commercial occupancy.**

REFERENCE:	NFPA 1030, 2024 edition, 7.4.4, 7.4.7 IFSTA, <i>Fire Inspection and Code Enforcement</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given a photo of a field inspection of an industrial or commercial operation and IFC reference materials
COMPETENCE:	<ul style="list-style-type: none"><li>• Identify fire code infractions illustrated in the photos.</li><li>• Identify acceptable practices in the use of kitchen hoods and ducts.</li><li>• Identify acceptable practices while dealing with a dust hazard.</li><li>• Identify acceptable practices for the use of dip tanks.</li><li>• Identify acceptable practices for the use of spray painting.</li><li>• Identify and document all deficiencies according to applicable codes and AHJ policies.</li></ul>
TIME:	15 minutes

**13. Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with AHJ policies.**

REFERENCE:	NFPA 1030, 2024 edition, 7.2.1, 7.4.1, 7.4.2, 7.4.6, 7.5.1, 7.5.2, 7.5.5, 7.5.6 (Plans Review) IFSTA, <i>Fire Inspection and Code Enforcement</i> , 8th edition International Fire Code, 2021 edition
CONDITION:	Given an approved plan, identify changes that have occurred that will require system modification, improvements building modifications, description of the occupancy, its use, measuring tool, calculator, and the IFC reference materials.
COMPETENCE:	<ul style="list-style-type: none"><li>• Identify the various types of fire protection symbols used for plans.</li><li>• Understand various terms used for fire protection systems and plans.</li><li>• Read plans and determine if the fire protection systems are approved.</li><li>• Identify any modifications to the system and properly document them.</li><li>• Ability to understand that once an existing fire protection system is installed, any modification to that system must be brought up to code.</li></ul>
TIME:	45 minutes

**14. Verify that emergency planning and preparedness measures are in place and have been practiced.**

REFERENCE:	NFPA 1030, 2024 edition, 7.4.8, 7.4.9 IFSTA, <i>Fire Inspection and Code Enforcement</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given a copy of an elementary school fire evacuation drill for the past year, evaluate for deficiencies and determine if the school meets fire code requirements, and the IFC reference materials.
COMPETENCE:	<ul style="list-style-type: none"><li>• Identify the type of occupancy.</li><li>• Identify emergency evacuation requirements.</li><li>• Determine how often and when drills need to be conducted.</li><li>• Determine that planning and preparation for fire drills have allowed for proper announcements, response, and standby personnel.</li><li>• Verify requirements are met for emergency evacuation plans/diagrams.</li><li>• Identify and document all deficiencies according to applicable codes and AHJ policies.</li></ul>
TIME:	30 minutes

**15. Inspect emergency access for emergency responders.**

REFERENCE:	NFPA 1030, 2024 edition, 7.4.15 IFSTA, <i>Fire Inspection and Code Enforcement</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given a photo or a field observation, the IFC reference materials
COMPETENCE:	<ul style="list-style-type: none"><li>• Identify the type of occupancy and applicable codes and standards.</li><li>• Determine emergency access requirements for all areas of a structure and property.</li><li>• Use measuring devices to determine distance.</li><li>• Determine and document all deficiencies according to applicable codes and AHJ policies.</li></ul>
TIME:	15 minutes



**16. Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases.**

REFERENCE: NFPA 1030, 2024 edition, 7.4.10, 7.4.11  
IFSTA, *Fire Inspection and Code Enforcement*, 9th edition  
International Fire Code, 2021 edition

CONDITION: Given a field observation and IFC reference materials

COMPETENCE:

- Identify flammable and combustible liquids and gases by:
  - classifications
  - properties
  - labeling
  - storage
  - handling
- Identify the proper use of incidental amounts of flammable and combustible liquids and gases.
- Identify and document all deficiencies according to applicable codes and AHJ policies.

TIME: 15 minutes

**17. Verify code compliance for incidental storage, handling, and use of hazardous materials.**

REFERENCE: NFPA, 1031, 2024 edition, 7.4.10, 7.4.11  
IFSTA, *Fire Inspection and Code Enforcement*, 9th edition  
International Fire Code, 2021 edition

CONDITION: Given field observation and IFC reference materials

COMPETENCE:

- Identify moderate amounts of hazardous materials found in many occupancies (other than those in the “Hazardous” group or Group H).
- Identify and determine appropriate amounts of hazardous materials:
  - in wholesale/retail settings
  - to be used for maintenance purposes or the operation of equipment
- Identify and document all deficiencies according to applicable codes and AHJ policies.

TIME: 15 minutes

## **18. Recognize a hazardous fire growth potential in a building or space.**

REFERENCE:	NFPA 1030, 2024 edition, 7.2.1, 7.4.12 IFSTA, <i>Fire Inspection and Code Enforcement</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given a photo of a field observation and IFC reference materials
COMPETENCE:	<ul style="list-style-type: none"><li>• Identify the flame spread and smoke ratings of the contents of:<ul style="list-style-type: none"><li>○ interior finishes</li><li>○ building construction elements</li><li>○ decorations</li><li>○ decorative materials</li><li>○ furnishings</li></ul></li><li>• Identify safe housekeeping practices for an occupancy being inspected.</li><li>• Determine which section of the IFC code references address fire growth potential in a building or space – based on surrounding materials.</li><li>• Determine Group occupancy requirements.</li><li>• Identify and document all deficiencies according to applicable codes and AHJ policies.</li></ul>
TIME:	25 minutes

## **19. Verify fire flow for a site.**

REFERENCE:	NFPA 1030, 2024 edition, 7.2.1, 7.2.4, 7.3.3, 7.4.16 IFSTA, <i>Essentials of Fire Fighting</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given fire flow test results that were witnessed, water supply data, construction type, building area and height, a fire flow values chart, calculator, and graph paper
COMPETENCE:	<ul style="list-style-type: none"><li>• Given test results, calculate available water flow.</li><li>• Calculate the available GPM and graph your results to determine the available fire flow.</li><li>• Determine if fire flow requirements for the building are met.</li><li>• Identify and document all deficiencies according to applicable codes and AHJ policies.</li></ul>
TIME:	25 minutes

## **20. Permit application review and response.**

REFERENCE:	NFPA 1030, 2024 edition, 7.2.3 IFSTA, <i>Essentials of Fire Fighting</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given a permit application.
COMPETENCE:	<ul style="list-style-type: none"><li>• Given a permit application, review and evaluate to approve or deny</li><li>• Determine the correct code references for the applications scenario.</li><li>• Identify and document all deficiencies according to applicable codes and AHJ policies.</li></ul>
TIME:	30 minutes

## 21. Review proposed fire protection system.

REFERENCE:	NFPA 1030, 2024 edition, 7.4.13, 7.5.2, 7.5.3, 7.5.4, 7.5.5 IFSTA, <i>Essentials of Fire Fighting</i> , 9th edition International Fire Code, 2021 edition
CONDITION:	Given shop drawings, system specifications, construction type, building area, height, and the IFC reference materials
COMPETENCE:	<ul style="list-style-type: none"><li>• Given a fire alarm symbol legend review and apply to scenario.</li><li>• Determine the correct code references for the applications scenario.</li><li>• Identify and document all deficiencies according to applicable codes and AHJ policies.</li></ul>
TIME:	20 minutes

# UTAH FIRE SERVICE CERTIFICATION SYSTEM

## FIRE INSPECTOR

NFPA 1030, 2024 edition

### FIRE INSPECTOR TRAINING RECORD/IN-HOUSE COMPREHENSIVE FORM

<b>Candidate Name:</b>					<b>Department:</b>		
<b>Candidate Signature:</b>					<b>Date of Completion:</b>		
<b>Chief/Training Officer Name:</b>					<b>Chief/Training Officer Signature:</b>		
<p>This form may be completed on a computer but must be printed out for the Certification Tester to verify on test day. Date of completion and signatures of Chief/Training Officer and Candidate must be original signatures. Signatures attest that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed. Falsification of signatures or any component of this document may result in the revocation, suspension, or denial of certification.</p>							
SECTION		TRAINING RECORD		IN-HOUSE COMPREHENSIVE EXAMS			SKILLS
		DATE	INSTRUCTOR	DATE	INSTRUCTOR	PASS	
ADMINISTRATION	7.2.1, 7.2.2, 7.4.11, 7.4.14						1A. Prepare and complete an inspection form.
	7.2.1, 7.2.2, 7.4.11, 7.4.14						1B. Prepare and write an inspection report for the business in letter format.
	7.2.3, 7.2.4, 7.2.5, 7.2.6						2. Prepare written correspondence to communicate fire protection and prevention practices. Recognize the need for a permit and/or plan review.
	7.2.4, 7.2.6						3. Investigate and document a common complaint.
	7.3.1, 7.3.2						4. Participate in a legal deposition.
FIELD INSPECTIONS	7.3.3						5. Recommend policies and procedures for inspection services.
	7.4.1, 7.4.2, 7.4.6, 7.5.1, 7.5.2						6A. Compute the allowable occupant load of a single-use occupancy. Verify compliance with proper exiting
	7.4.1, 7.4.2						6B. Compute the allowable occupant load of a single use occupancy. Verify exit requirements
	7.4.6						7A. Inspect the means of egress elements in an existing building.
	7.2.1, 7.2.7, 7.4.1, 7.4.2, 7.4.6, 7.5.1, 7.5.2, 7.5.5						7B. Inspect the occupancy and verify means of egress elements and occupant load.
	7.2.1, 7.2.5, 7.2.7, 7.4.2, 7.4.3, 7.5.1, 7.5.2, 7.5.5, 7.5.6						8. Verify the type of construction, exiting requirements, and fire protection system requirements for the project illustrated so that it is constructed in accordance with the 2021 IFC.

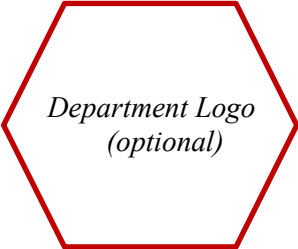
FIELD INSPECTIONS (CONTINUED)	7.4.4					9. Determine the operational readiness of an existing fixed fire suppression system.
	7.4.4					10. Determine the operational readiness of an existing fire alarm system while doing an inspection.
	7.4.4					11. Determine the operational readiness of an existing portable fire extinguisher.
	7.4.4, 7.4.7					12. Recognize and identify hazardous conditions involving equipment, processes, and operations in an industrial or commercial occupancy.
	7.2.1, 7.4.1, 7.4.2, 7.4.6, 7.5.1, 7.5.2, 7.5.5, 7.5.6					13. Compare an approved plan to an existing fire protection system, so that any modifications to the system are identified, documented, and reported in accordance with AHJ policies.
	7.4.8, 7.4.9					14. Verify that emergency planning and preparedness measures are in place and have been practiced.
	7.4.15					15. Inspect emergency access for emergency responders.
	7.4.10, 7.4.11					16. Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases.
	7.4.10, 7.4.11					17. Verify code compliance for incidental storage, handling, and use of hazardous materials.
	7.2.1, 7.4.12					18. Recognize a hazardous fire growth potential in a building or space.
	7.4.5, 7.4.16					19. Verify fire flow for a site.
	7.2.3					20. Permit application review and response.
	7.4.13, 7.5.2, 7.5.3, 7.5.4, 7.5.5					21. Review proposed fire protection system.

**SECTION III**  
**FIRE PLANS EXAMINER (*Available - TBD*)**

**APPENDIX A**  
**SAMPLE LETTER**

## SAMPLE LETTER

### *Department Letterhead*



*Department Logo  
(optional)*

September 1, 2020

Chief Smith  
123 Fire Station Lane  
Provo, UT 84601

Dear Chief Smith:

This will be the body of your letter. Consider the tone of the letter. Be sincere in the message. Make the letter reader-centered. Make sure the reason for the letter is addressed.

Use proper grammar and check your spelling.

Sincerely,

*[Signature]*

Sam Slamagan  
C Shift Captain



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

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

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

- **Select and brief a safety officer.**

Select a safety officer to assist you during the test. This person is there to protect the candidates from injury during the testing process, is not taking the test, and is not assisting with the testing process. The safety officer must be qualified at the level being tested.

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

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

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

## APPENDIX C

### CERTIFICATION FORMS

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

Which includes the following forms:

Intent to Participate  
 Examination Request  
 Certification/Recertification Request

### CERTIFICATION FEES – Effective January 1, 2025

#### Certification Levels Tested (per individual)

1st Attempt	2nd Attempt	3rd Attempt	Certification Item
\$ 10	\$ 50	\$ 75	Firefighter I
\$ 10	\$ 50	\$ 75	Firefighter II
N/A	N/A	\$ 75	Live Fire (tied with Firefighter I and II)
\$ 10	\$ 50	\$ 75	Hazardous Materials Awareness
\$ 10	\$ 50	\$ 75	Hazardous Materials Operations

**\*\*The skills fee will be waived on the first and second attempt if taken the same day as the written exam.**

Fire departments in fifth/sixth-class counties will continue to receive a free first attempt for Firefighter I, Firefighter II, Hazardous Materials Awareness, and Hazardous Materials Operations.

\$ 75	\$ 75	\$ 75	<b>All other levels</b>
\$ 90	\$ 90	\$ 90	Accredited Firefighter Academies (AFAs), "non-fire department" agencies

#### Recertification Requests

\$ 10	All levels - For each individual (excluding Technician levels)
\$ 10	All "Technician" levels (Training Record required), for each individual

#### Reciprocity

\$ 200	Per application (for all levels) must have Pro Board or IFSAC seals included
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#### Other

\$ 10	Additional patches
\$ 20	Printed original certificate with seal
\$ 20	ID card
\$ 350	Out-of-state testing/certification: Officer I-IV (per level)