

# Utah Fire Service Certification System

## FIRE INSTRUCTOR I & II



### CERTIFICATION STANDARD

*NOVEMBER 2013  
Revised July 2014*

# Utah Fire Service Certification Council

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## Fire Instructor 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 this Fire Instructor I/II certification standard. These individuals devoted many hours to reviewing the National Fire Protection Association (NFPA) 1041 standard, certification test bank, and reviewing and developing the skills for this standard.

Thank You...

Merlin Spendlove, Deputy Chief  
Hurricane Fire & Rescue  
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Gina Bell, Training Division Facilitator  
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## INTRODUCTION

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

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

The following certification requirements are based on the objectives listed in the National Fire Protection Association (NFPA) 1041, Chapter 4, standard for *Fire Service Instructor Professional Qualifications*, 2012 Edition, as verified and adopted by the Utah Fire Service Certification Council (UFSCC).

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

*In Memoriam,  
September 11, 2001*

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

# **CERTIFICATION** **REQUIREMENTS** **FIRE** **INSTRUCTOR I**

## *Entrance Requirements*

## *Physical Fitness Requirements*

## *Department Training Officers*

In order to certify within the Utah Fire Instructor I program, departments/firefighters must fulfill the following requirements:

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

The requirements listed in NFPA 1001, (2013 Edition) Chapter 4 are:

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

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. For this standard, Fire Service Instructor I, the Certification Council strongly recommends that training officers/ instructors for this level of certification be state certified at the Instructor II level.

Department training officers/instructors 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 presentation requirements for this 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 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 D and return it to the Certification Council. Remember, participation in the certification process is **VOLUNTARY**. Once you have enrolled, you can withdraw if desired.

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

Participants in the Utah Fire Instructor I program must successfully complete one of the following training courses or requirements to qualify to take the state examination. Participants must complete one of the following methods to become eligible for examination:

- 1- Instructor I course sponsored by the Utah Fire & Rescue Academy.
- 2- ESFO 211A – Fire Instructor I course as taught by: Utah Valley University / Utah Fire & Rescue Academy
- 3- Department Based Training – Departments can create their own Fire Instructor I course which meets the requirements as outlined in NFPA 1041 Chapter 4 (2012 Edition). The skills and training record as given in this standard must be completed for each person and a completed training record must exist for each participant. Testing will be conducted at the conclusion of the course upon request from the department training officer or administrator.

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

### *Written Objectives*

The written objectives for Fire Instructor I are covered in the following text:

- Fire and Emergency Services Instructor, 8<sup>th</sup> Edition.**
- UFRA Student workbook @ <http://ufra.uvsc.edu/ufra-certification-standards/certification-standards.html>**
- NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2012 Edition.**

This text book 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 Instructor I, the Council recommends that the candidate participates in a comprehensive class and receive instruction on both manipulative and written requirements. The course as offered by the Utah Fire & Rescue Academy uses a combination of classroom assignments and a workbook to prepare students for the written examination. This workbook is referenced to the IFSTA manual and provides a strong basis for preparing the student.

### *Manipulative Objectives*

Each participant **must** be trained and evaluated in the performance of manipulative skill objectives by giving a 15-minute (+/- 2 min) presentation. During this presentation the manipulative skill objectives (skill # 2,3,4,5,6,7) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** – The presentation must be completed within the allotted time of 15 minutes (+/- 2 min).
- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, 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** - The manipulative skill objectives shall be performed during the 15-minute presentation 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 Records*

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

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

At the completion of the department's manipulative skills training, the department is required to hold an "in-house" skills examination. For the Fire Instructor I level this would be the 15 minute (+/- 2 min) presentation. This is a comprehensive "In House" skill test conducted by the department training officers. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are in-house testing.

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

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

# CERTIFICATION EXAMINATIONS

## *Written Examinations*

After completion of the training process, the chief/administrator can request testing for the department. Using the "Request for Examination" form in Appendix D, the chief/administrator may request a written examination and manipulative test for certification. The candidate will then have three attempts to pass the written examination and three attempts to pass the manipulative skill "spot check" examination. A separate application must be sent to the Certification Council for each attempt. Request forms must reach the Certification Council no later than **30 days prior** to the examination date. The entire examination process must be completed within **1 year** of the **first** exam date.

The written examination is a randomly generated **60-question** test covering the written objectives of the Fire Instructor 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 on a pass/fail basis are forwarded to the chief/administrator within 30 days following the receipt of the completed examination.

### SAMPLE WRITTEN EXAMINATION QUESTIONS:

*A good instructor is a sincere person with:*

- a. a desire to teach.
- b. in-depth knowledge of the student.
- c. a sense of empathy.
- d. all of the above.**

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

- a. NFPA 1001.
- b. NFPA 1041.**
- 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.

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- Participant has been trained in each manipulative skill for the level being evaluated.
- 2- A department training officer has signed off each manipulative skill

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

The manipulative skill examination is a 15 minute (+/- 2 min) presentation graded on a 100% pass/fail basis. During this presentation the manipulative skill objectives (skill # 3,4,5,6,7) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** – The presentation must be completed within the allotted time of 15 minutes (+/- 2 min).
- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, 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** - The manipulative skill objectives shall be performed during the 15-minute presentation 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 required to give a 15-minute (+/- 2 min) presentation following the checklist as found in Appendix B. Participants are given two attempts if necessary to perform the 15-minute presentation. 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** **INSTRUCTOR I** **CERTIFICATION**

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

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

## *Re-certification*

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

Each certified Fire Instructor I 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 & Rescue Academy  
3131 Mike Jense Parkway  
Provo, UT 84601  
1-888-548-7816  
[www.uvu.edu/ufra](http://www.uvu.edu/ufra)

**FIRE**  
**INSTRUCTOR I**  
**CERTIFICATION**  
**CHECKLIST**

**ENTRANCE REQUIREMENTS:**

- Each participant has met requirements listed in NFPA 1001, Chapter 4 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 training record on file with the department that shows:
  - 1- A learning experience in each manipulative skill objective.
  - 2- Dates of training.
  - 3- Initials of instructors.
- Each participant has trained on the Fire Instructor I Level written and manipulative skills examination.

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

- Each participant has successfully completed an "In House" Presentation.
- Results of presentation are documented in department training records.

**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 INSTRUCTOR I - CERTIFICATION:**

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

# FIRE INSTRUCTOR I MANIPULATIVE SKILL OBJECTIVES

## PROGRAM MANAGEMENT

- 1. Prepare training records and report forms so that required reports are accurate, complete, and in accordance with procedures.**

REFERENCE: NFPA 1041, 2012 Edition, 4.2.3, 4.2.3(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a training record, based on policies and procedures for reports.

COMPETENCE:

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

TIME: 2:00 minutes

- 2. Schedule training to be delivered in your department.**

REFERENCE: NFPA 1041, 2012 Edition, 4.2.4, 4.2.4(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a scenario, paper and pen, or computer.

COMPETENCE:

- Create a course syllabus/timeline.
- Date, time, location.
- Resources needed.
- Facilities needed.

TIME: 15:00 Minutes

## INSTRUCTIONAL DEVELOPMENT

3. **Assemble, review and adapt a lesson plan/instructional material so that elements of the lesson plan, learning environment and all resources that need adaptation are identified.**

REFERENCE: NFPA 1041, 2012 Edition, 4.2.2, 4.3.2, 4.3.2(b), 4.3.3  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given the materials, equipment and resources for a specific topic, an audience; a learning environment; elements of a lesson plan; and identified resources that need adaptation.

COMPETENCE:

- Review lesson plan with the training organization.
- Identify additional sources of information, i.e., library, Internet, or SOP's.
- Adapt learned information for a presentation as needed for target audience.
- Needs of students are met and objectives of lesson plan achieved.

TIME: 30:00 Minutes

## INSTRUCTIONAL DELIVERY

4. **Organize the classroom/learning environment so that lighting, distractions, climate control, noise control, seating, structural media equipment and teaching aids are ready for presentation.**

REFERENCE: NFPA 1041, 2012 Edition, 4.4.2, 4.4.2(b), 4.4.6, 4.4.6(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a facility (classroom), an assignment (lesson plan), structural media equipment, distractions, climate control, weather, teaching aids and safety are considered, and method or techniques for instruction.

COMPETENCE:

- Arrange classroom based on type of instruction methodology.
- Consider for the classroom: lighting, distractions, climate control, weather, teaching aids and safety.
- Eliminate noise and distractions, i.e., turn off loudspeakers, etc.
- Determine how structural media equipment work, on/off switch.
- Know how to adjust tracking and focus AV equipment.

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

**5. Given a prepared lesson so that the method(s) indicated in the lesson plan is used and the stated objectives or learning outcomes are achieved. Present and adjust presentation and changing circumstances to ensure class continuity.**

REFERENCE: NFPA 1041, 2012 Edition, 4.4.3, 4.4.3(b), 4.4.4, 4.4.4(b), 4.4.5, 4.4.5(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a prepared lesson plan that specifies the presentation method(s), basic coaching and motivational techniques, learning objectives and achieved desired outcomes.

COMPETENCE:

- State lesson objective to class.
- Speak clearly and distinctly, using correct grammar.
- Make eye contact with students in classroom.
- Avoid distracting mannerisms that will disrupt learning environment.
- Pause for questions from students.
- Address questions from students.
- Follow lesson plan.
- Utilize question techniques (at least two different techniques).
- Adjust presentation as required due to the learning styles of the students.
- Maintain a safe learning environment.
- Summarize accomplished lesson objectives.

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

**6. Utilize audiovisual materials so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth and media are returned to storage.**

REFERENCE: NFPA 1041, 2012 Edition, 4.4.2, 4.4.7, 4.4.7(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a lesson plan, a safe environment, a prepared topical media and equipment so that intended objectives are clearly presented.

COMPETENCE:

- Use media at appropriate point in lesson.
- Demonstrate proper use of tools, props, and audiovisual equipment.
- Demonstrate proper use of projectable/nonprojectable media.
- Avoid leaving media on when not in use.
- Smooth transition between media and other parts of the presentation.
- Return media to storage.
- Maintain classroom management and safety.

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

## EVALUATION AND TESTING

**7. Administer and grade an oral, written, and performance tests so that the testing is conducted according to procedures and the security of the material is maintained.**

- REFERENCE: NFPA 1041, 2012 Edition, 4.5.2, 4.5.2(b), 4.5.3, 4.5.3(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.
- CONDITION: Given a lesson plan, evaluation instrument, an answer sheet or skills checklist, answer key, procedures for administering a test and procedures for test security.
- COMPETENCE:
- Students understand the type of test to be administered.
  - Instructions are given in a clear and consistent manner.
  - Questions from the student about the test are answered before testing occurs.
  - Classroom environment is arranged for testing.
  - Test is administered in accordance to testing policies.
  - Testing material is maintained and secured during use.
  - Tests are evaluated based on a skills checklist or answer key.
  - Maintain test results in secure manner.
  - Report any unusual circumstances and document them based on policy.
- TIME: 15:00 (+/- 2 min) Minutes

**8. Report and provide evaluation feedback to students for an oral, written, and performance tests so that the results are accurately recorded, the forms are forwarded and testing is conducted according to procedures and the security of the material is maintained.**

- REFERENCE: NFPA 1041, 2012 Edition, 4.5.4, 4.5.4(b), 4.5.5, 4.5.5(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.
- CONDITION: Given a lesson plan, evaluation instrument, skills checklist, answer key, procedures for administering a test and procedures for test security.
- COMPETENCE:
- Feedback to students is timely and specific.
  - Tests are evaluated based on a skills checklist or answer key.
  - Results and feedback are given to each student following policies on releasing test results.
  - Assist student in correcting performance behavior based on test results.
  - Maintain recorded test results in secure manner.
- TIME: 15:00 (+/- 2 min) Minutes

**FIRE INSTRUCTOR II  
CERTIFICATION  
STANDARD**

# **CERTIFICATION** **REQUIREMENTS** **FIRE** **INSTRUCTOR II**

## *Entrance Requirements*

## *Department Training Officers*

The following certification requirements are based on the objectives listed in the National Fire Protection Association (NFPA) 1041, Chapter 5, standard for *Fire Service Instructor Professional Qualifications*, 2012 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 the 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 Utah Fire Instructor II program, departments/firefighters must fulfill the following requirements:

- 1- Complete entrance requirements.
- 2- Be certified as an Instructor I with UFSCC.
- 3- Set up and maintain department records.
- 4- Train on the required written and practical objectives.
- 5- Pass a department "In House" practical skills examination.
- 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 Instructor 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. For this standard, Fire Service Instructor II, the certification Council strongly recommends that training officers/instructors for this level of certification be state certified at the Instructor II level or Instructor III.

Department training officers/instructors 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 evaluation 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 1-888-548-7816 for assistance in setting up and monitoring certification training.

## DEPARTMENT TRAINING

### *Written Objectives*

### *Manipulative Objectives*

Participants in the Utah Fire Instructor II program must successfully complete one of the following training courses and requirements to qualify to take the state examination. Participants must complete one of the following methods to become eligible for examination:

- 1- Instructor II Course – sponsored by the Utah Fire & Rescue Academy.
- 2- ESFO 211B – Fire Instructor II course as taught by: Utah Valley University / Utah Fire & Rescue Academy
- 3- Departments can create their own Fire Instructor II course which meets the requirements as outlined in NFPA 1041 Chapter 5, 2007 Edition. The skills and training record as given in this standard must be completed for each person and a completed training record must exist for each participant. Testing will be conducted at the conclusion of the course upon request from the department training officer or administrator.

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

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

- **Fire and Emergency Services Instructor, 8<sup>th</sup> Edition.**
- **UFRA Student workbook @ <http://ufra.uvsc.edu/ufra-certification-standards/certification-standards.html>**
- **NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2012 Edition.**

This text 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 Instructor I, the Council recommends that the candidate participates in a comprehensive class and receive instruction on both manipulative and written requirements. The course as offered by the Utah Fire & Rescue Academy uses a combination of classroom assignments and a workbook to prepare students for the written examination. This workbook is referenced to the IFSTA manual and provides a strong basis for preparing the student.

Each participant **must** be trained and evaluated in the performance of manipulative skill objectives by giving a 20-minute (+/- 2 min.) presentation. During this presentation the manipulative skill objectives (skill # 3,4,5,6,8,9) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely and with competence as defined below:

*Department Training  
Records*

*Department “In-  
House” Manipulative  
Skills Examination*

- **Swiftly** – The presentation must be completed within the allotted time of 20 minutes (+/- 2 min.).
- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, 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** - The manipulative skill objectives shall be performed during the 20-minute presentation from a lesson plan developed by the firefighter 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.

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

At the completion of the department's manipulative skills training, the department is required to hold an "in-house" skills examination. For the Fire Instructor II level this would be the 20-minute presentation based on a lesson plan develop by the firefighter. This is a comprehensive "in house" skill test conducted by the department training officers. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are in-house testing.

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

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

# CERTIFICATION EXAMINATIONS

## *Written Examinations*

After completion of the training process, the department can request testing for the chief/administer. Using the "Request for Examination" form in Appendix D, chief/administer may request a written examination and manipulative test for certification. The candidate will then have three attempts to pass the written examination and three attempts to pass the manipulative skill "spot check" examination. A separate application must be sent to the certification Council for each attempt. Request forms must reach the certification Council no later than **30 days prior** to the examination date. The entire examination process must be completed within **1 year** of the **first** exam date.

The written examination is a randomly generated **80-question** test covering the written objectives of the Fire Instructor 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:

*Q- The term that embodies the concept that an individual's records are confidential is:*

- a. contractual agreement.
- b. **right of privacy.**
- c. employee rights.
- d. agreement act.

*Q- The most common method of budgeting utilized by the fire departments is the \_\_\_\_\_ budget:*

- a. performance.
- b. program.
- c. zero based.
- d. **line item.**

If participants are receiving this training as delivered by the Utah Fire & Rescue Academy, the written examination will be administered at the conclusion of the course.

## *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.

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- Participant has been trained in each manipulative skill for the level being evaluated
- 2- A department training officer has signed off each manipulative skill.
- 3- Each participant has passed a department "in-house" manipulative skills examination.

The manipulative skill examination is a 20 minute (+/- 2 min.) presentation, based on a lesson plan developed by the firefighter, and is graded on a 100% pass/fail basis. **Before the firefighter is allowed to give their presentation, they shall provide a copy of their prepared lesson plan to the certification Tester.** During this presentation the manipulative skill objectives (skill#3,4,5,6,8,9) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** – The presentation must be completed within the allotted time of 20 minutes (+/- 2 min).
- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, 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** - The manipulative skill objectives shall be performed during the 20-minute presentation from a lesson plan developed by the firefighter 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 required to give a 20-minute presentation following the checklist as found in Appendix B. Participants are given two attempts if necessary to perform the 20-minute presentation. 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**  
**INSTRUCTOR II**  
**CERTIFICATION**

*Pre-requisite for  
Certification*

*Re-certification*

*For more information  
on Utah Firefighter  
Certification contact  
the:*

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

Those applicants who have met the requirements are issued a wallet card, certificate and patch. These are sent to the chief/administer 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.

Prior to certification at the Fire Instructor II level, applicants must be state certified through the Utah Fire Service Certification System at the Fire Instructor I level.

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

Each certified Fire Instructor II 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.

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

**FIRE**  
**INSTRUCTOR II**  
**CERTIFICATION**  
**CHECKLIST**

**ENTRANCE REQUIREMENTS:**

- Each participant has met requirements listed in NFPA 1001, Chapter 4 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 training record on file with the department that shows:
  - 1- A learning experience in each manipulative skill objective.
  - 2- Dates of training.
  - 3- Initials of instructors.
- Each participant has trained on the Fire Instructor II Level written and manipulative skills examination.

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

- Each participant has successfully completed an "In House" Presentation.
- Results of presentation are documented in department training records.

**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 INSTRUCTOR II - CERTIFICATION:**

- Chief/administer request certification for participants using the "Request for Certification"

# FIRE INSTRUCTOR II MANIPULATIVE SKILL OBJECTIVES

## PROGRAM MANAGEMENT

- 1- Schedule an instructional session and formulate a budget to support the delivery of the session, so that the specified session is delivered according to department policy. Formulate budget needs so that resources meet training goals and are identified and documented.**

REFERENCE: NFPA 1041, 2012 Edition, 5.2.2, 5.2.3, 5.2.3(b), 5.2.4, 5.2.4(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a training goal, agency policies for scheduling, budgets, instructional resources, appropriate forms, staff, a facility and a timeline for delivery.

COMPETENCE:

- Identify training need or goal.
- Identify department policies for scheduling a facility.
- Identify required instructional resources, timelines, and budget constraints needed to deliver course.
- 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.

TIME: 30:00 Minutes

- 2- Coordinate training records so that all agency and legal requirements are met.**

REFERENCE: NFPA 1041, 2012 Edition, 5.2.5, 5.2.5(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a training record, department policy and a training activity.

COMPETENCE:

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

TIME: 30:00 Minute

**3- Evaluate an instructor during a presentation.**

- REFERENCE: NFPA 1041, 2012 Edition, 5.2.6, 5.2.6(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.
- CONDITION: Given an evaluation form, department policy and job performance requirements.
- COMPETENCE:
- Identify instructor strengths and weaknesses.
  - Recommend changes in instructional style.
  - Recommend changes in communication methods.
  - Instructor follows lesson plan/course outline.
  - Provide feedback to the instructor being evaluated.
  - Complete evaluation forms for instructor.
- TIME: 25:00 Minutes

## **INSTRUCTIONAL DEVELOPMENT**

**4- Create a lesson plan so that the job performance requirements (JPR's) for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instruction aids, and an evaluation plan.**

- REFERENCE: NFPA 1041, 2012 Edition, 5.3.2, 5.3.2(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.
- CONDITION: Given a topic, audience characteristics, and a standard lesson plan format.
- COMPETENCE:
- Learning objectives are identified.
  - Identify student needs based on an assessment tool.
  - Development of instructional media.
  - Develop an outline.
  - Develop an evaluation tool.
  - Identify needed resources for course delivery.
- TIME: 60:00 Minutes

- 5- **Modify an existing lesson plan (Use lesson plan developed in skill # 4.) so that the job performance requirements (JPR's) for the topic are achieved, and the plan includes learning objectives, lesson outline, course materials, instruction aids, and an evaluation plan.**

REFERENCE: NFPA 1041, 2012 Edition, 5.3.3, 5.3.3(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a topic, audience characteristics, and a standard lesson plan.

COMPETENCE:

- Learning objectives are identified.
- Identify student needs based on an assessment tool.
- Development of instructional media.
- Develop an outline.
- Develop an evaluation tool.
- Identify needed resources for course delivery.

TIME: 60:00 Minutes

## **INSTRUCTIONAL DELIVERY**

- 6- **Conduct a class using a lesson plan that the instructor has prepared (Can use lesson plan from skill # 4 or #5) and involves the utilization of multiple teaching methods and techniques so that the lesson objectives are achieved.**

REFERENCE: NFPA 1041, 2012 Edition, 5.4.2, 5.4.2(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a topic, target audience, teaching material as identified in a lesson plan, with a minimum of three types of structural media, one of which must be a projected type.

COMPETENCE:

- Follow lesson plan as developed.
- State the lesson objective(s).
- Transition between different teaching methods as needed.
- Maintain control of classroom environment.
- Manage student behavior as needed to control classroom conduct.
- Transition between various media types.
- Safety issues addressed during presentation (if applicable).

TIME: 20:00 Minutes

**7- Supervise other instructors and students during a high hazard training evolution so that applicable safety standards and practices are followed and instructional goals are met.**

REFERENCE: NFPA 1041, 2012 Edition, 5.4.3, 5.4.3(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a training scenario with increased hazard exposure (i.e., live fire exercise, hazardous materials, high angle or below grade rescue evolutions).

COMPETENCE:

- Conduct a pre-evolution briefing with instructors and students.
- Identify safety issues and concerns.
- Identify emergency procedures in the event of an emergency.
- Establish an Incident Management System to be used during the evolution.
- Identify regulations and practices to be followed during training evolution.

TIME: 10:00 Minutes

## **EVALUATION AND TESTING**

**8- Develop a student evaluation instrument so that the evaluation instrument determines if the student has achieved the learning objectives.**

REFERENCE: NFPA 1041, 2012 Edition, 5.5.2, 5.5.2(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given a learning objective, audience characteristics, training goals, and testing procedures.

COMPETENCE:

- Identify the learning objective.
- Identify type of evaluation method best for learning objective to be tested.
- Develop an evaluation tool that is objective and bias free.
- Reference evaluation tool to learning objective.
- Evaluation tool is reliable and verifiable.
- Follow evaluation policies during testing process.

TIME: 30:00 Minutes

**9- Develop Class Evaluation Form so that the students have the ability to provide feedback to the instructor.**

REFERENCE: NFPA 1041, 2012 Edition, 5.5.3, 5.5.3(b)  
IFSTA, Fire & Emergencies Services Instructor, Seventh Edition.

CONDITION: Given provided agency policy and evaluation goals.

COMPETENCE:

- Evaluation form contains: date, location of course and instructor name.
- Form identifies instructor methodology.
- Form identifies instructor communication skills.
- Form identifies learning environment.
- Form identifies course content.
- Form identifies student materials.
- Form does not require student name.

TIME: 30:00 Minutes

APPENDIX - A  
TRAINING RECORD

**UTAH FIRE SERVICE CERTIFICATION SYSTEM**

**Instructor I**

NFPA 1041, 2012 Edition

*INSTRUCTOR I*

*TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM*

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

SECTION	TRAINING RECORD		IN-HOUSE COMP. EXAM			MANIPULATIVE SKILL DEMONSTRATE
	DATE	INST	DATE	INST	PASS	
<b>Program Management</b>						1. Prepare training records and report forms.
						2. Schedule training to be delivered in your department.
<b>Instructional Development</b>						3. Review and adapt a lesson plan and instructional material.
<b>Instructional Delivery</b>						4. Organize the classroom/learning environment for teaching.
						5. Present and adjust a prepared lesson plan including questioning techniques (at least two different techniques).
						6. Utilize audiovisual equipment during a presentation.
<b>Evaluation &amp; Testing</b>						7. Administer and grade an Oral, Written, and Performance test.
						8. Report and provide feedback from an Oral, Written, and Performance test.

**UTAH FIRE SERVICE CERTIFICATION SYSTEM**

**Instructor II**

NFPA 1041, 2012 Edition

**INSTRUCTOR II  
TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM**

**NAME:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

SECTION	TRAINING RECORD		IN-HOUSE COMP. EXAM			MANIPULATIVE SKILL DEMONSTRATE
	DATE	INST	DATE	INST	PASS	
<b>Program Management</b>						1. Schedule an instructional session/formulate budget.
						2. Coordinate training records.
						3. Evaluate an instructor during a presentation.
<b>Instructional Development</b>						4. Create a lesson plan.
						5. Modify an existing lesson plan.
<b>Instructional Delivery</b>						6. Conduct a class using a lesson plan.
						7. Supervise other instructors/students during high hazard training evolution.
<b>Evaluation &amp; Testing</b>						8. Develop a student evaluation instrument.
						9. Develop a class evaluation form.

**APPENDIX - B**  
**PRESENTATION CHECKLIST**

<b>INSTRUCTOR I MANIPULATIVE CHECKLIST</b>
--

**SKILL:**                    **Demonstrate the ability to present a prepared lesson plan.**

**CONDITION:**            Given a prepared lesson plan, target audience, classroom, audiovisual equipment, non-projectable media, evaluation material and a training record.

**TIME:**                    15:00 (+/- 2 min) Minutes

**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u><b>Yes</b></u>	<u><b>No</b></u>
1. Prepare classroom for presentation.	<input type="checkbox"/>	<input type="checkbox"/>
2. Determine that audiovisual equipment is ready.	<input type="checkbox"/>	<input type="checkbox"/>
3. Present lesson plan to audience as outlined, including questioning techniques. (at least two types)	<input type="checkbox"/>	<input type="checkbox"/>
4. Use AV equipment during presentation.	<input type="checkbox"/>	<input type="checkbox"/>
5. Transition between AV and lesson plan.	<input type="checkbox"/>	<input type="checkbox"/>
6. Prepare classroom/site for testing, remove all reference materials prior to test.	<input type="checkbox"/>	<input type="checkbox"/>
6. Administer an evaluation during presentation.	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide feedback to students of evaluation.	<input type="checkbox"/>	<input type="checkbox"/>
8. Training Record for student's attendance is completed.	<input type="checkbox"/>	<input type="checkbox"/>
9. Completed skill in allotted time (within 13 to 17 minutes).	<input type="checkbox"/>	<input type="checkbox"/>

<b>INSTRUCTOR II MANIPULATIVE CHECKLIST</b>
---

**SKILL:**                    **Demonstrate the ability to present a lesson plan prepared by the firefighter/student.**

**CONDITION:**        Given a lesson plan prepared by the candidate target audience, classroom, audiovisual equipment, projectable media, non-projectable media, evaluation material, and a training record.

**TIME:**                    20:00 (+/- 2 min) Minutes.

**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

	<u>Yes</u>	<u>No</u>
1. Create a lesson plan.	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare classroom for presentation.	<input type="checkbox"/>	<input type="checkbox"/>
3. Present lesson plan to audience as outlined.	<input type="checkbox"/>	<input type="checkbox"/>
4. Use 3 types of media during presentation.	<input type="checkbox"/>	<input type="checkbox"/>
5. Transition between media types and lesson plan.	<input type="checkbox"/>	<input type="checkbox"/>
6. Follow lesson plan as outlined.	<input type="checkbox"/>	<input type="checkbox"/>
7. Prepare classroom/site for testing, remove all reference materials prior to test.	<input type="checkbox"/>	<input type="checkbox"/>
8. Administer an evaluation during presentation.	<input type="checkbox"/>	<input type="checkbox"/>
9. Use course evaluation form during class.	<input type="checkbox"/>	<input type="checkbox"/>
10. Coordinate records for training session.	<input type="checkbox"/>	<input type="checkbox"/>
11. Evaluate an instructor during a presentation.	<input type="checkbox"/>	<input type="checkbox"/>
12. Completed skill in allotted time (within 18 to 22 minutes).	<input type="checkbox"/>	<input type="checkbox"/>

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

## **Proctor Instructions for “IN-HOUSE” Comprehensive Examination**

As the training officers for your department you are authorized by the Certification Council to conduct the 100% skills test for this level of certification. You must be certified to the level that you are testing, i.e...If you're FF2 you can test both FF1 and 2, Awareness and Operations.

### **\*PRIOR TO CONDUCTING THE TEST, REVIEW TRAINING RECORDS**

It is important that before doing this “IN-HOUSE” exam that the candidate has completed training in all areas for the level being tested.

### **\*SAFETY OFFICER SELECTED AND BRIEFED**

Select a Safety Officer to assist you during the test. This person, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the Candidates from injury during the testing process.

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

1 - Keep in mind that this is a TEST and there should be NO COACHING or TRAINING during the testing process. If a candidate fails to perform a skill, that skill will count as a first attempt failure and they will be given a second attempt. If they fail a second attempt, time they need to be retrained on that skill and tested again. Only **qualified** candidates that have passed with **100%** should be allowed to take the state SPOT CHECK Exam.

2 - Before beginning 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 - D  
CERTIFICATION FORMS**



## 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 Training Officer Signature \_\_\_\_\_

Contact Daytime Telephone # \_\_\_\_\_

Chief or Training Officer (typed or printed) \_\_\_\_\_

Contact Evening Telephone # \_\_\_\_\_

Department/Agency Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

## 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 _____	_____	____/____/____	_____