Utah Fire Service Certification System

FIRE INSTRUCTOR I & II



CERTIFICATION STANDARD

July 15, 2026

Utah Fire Service Certification Council

Chairperson Scott Spencer
Chief, Payson Fire & Rescue

Vice-Chairperson Ron Harris
Chief, Tropic Fire Department

Council Members

Matthew Evans, Chief
Washington City Fire Department

Christopher Trevino, Deputy Chief
West Jordan Fire Department

Wade Snyder, Deputy Fire Management Officer
Division of Forestry, Fire & State Lands

TJ Brewer, Chief
Moab Valley Fire Department

Michael Slater, Chief
Ogden City Fire Department

Ted Black, Utah State Fire Marshal
Utah State Fire Marshal's Office

David Youngberg, Battalion Chief
North Davis Fire District

Jeremy Raymond, Chief/Director
Uintah Fire Suppression SSD

Krista Horting, Deputy Chief
Spanish Fork Fire and EMS

John Evans, Chief
West Valley City Fire Department

Rodney Kearl, Assistant Chief
Cache County Fire District

Utah Fire & Rescue Academy
Brad Wardle, Director
Marc McElreath, Deputy Director
Sarah Head, Certification Program Manager

UFRA Certification Specialists
Jennifer Lindley, Northern Region
Trudy Meister, Central Region
Sharon Stokes, Salt Lake County/Southern Region

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

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

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 the Fire Instructor I & II certification standard. These individuals devoted many hours to reviewing the National Fire Protection Association (NFPA) 1020 standard, certification test banks, and curriculum textbooks to develop the wording for the skills in this standard.

Thank you.

Fire Instructor I & II Committee

Scott Spencer, Chief
Payson Fire & Rescue
*Certification Council Representative

Matt Evans, Chief
Washington City Fire Department
*Certification Council Representative

Mike Phillips, Chief
Cedar City Fire Department

Corey Auger, Deputy Chief
Jensen Fire Department

Jessie McKenna, Captain
West Jordan Fire Department

Guy Hellewell, Captain
Layton City Fire Department

Table of Contents

Introduction 1

FIRE INSTRUCTOR I STANDARD

Fire Instructor I Certification Requirements 3
- Entrance Requirements 3
- Physical Fitness Requirements 3
- Occupational Safety and Health Requirements 3
- Department Training Officers 4

Fire Instructor I Department Training 4
- Written Objectives 4
- Skill Objectives 5
- Department Training Records 5
- Department In-House Skills Examinations 5

Fire Instructor I Certification Examinations 6
- Written Examinations 6
- Skills Spot Check Examinations 6

Fire Instructor I Certification/Recertification 7

Fire Instructor I Certification Checklist 8

Fire Instructor I Skill Objectives 9
- Program Management 9
- Instructional Development 9
- Instructional Delivery 10
- Evaluation and Testing 11

Fire Instructor I Training Record 13

FIRE INSTRUCTOR II STANDARD

Fire Instructor II Certification Requirements 15
- Entrance Requirements 15
- Physical Fitness Requirements 15
- Occupational Safety and Health Requirements 15
- Department Training Officers 16

Fire Instructor II Department Training 16
- Written Objectives 16
- Skill Objectives 17
- Department Training Records 17
- Department In-House Skills Examinations 17

Fire Instructor II Certification Examinations 18
- Written Examinations 18
- Skills Spot Check Examinations 18

Fire Instructor II Certification/Recertification 19

Fire Instructor II Certification Checklist 20

Fire Instructor II Skill Objectives 21
- Program Management 21
- Instructional Development 22
- Instructional Delivery 22

Evaluation and Testing 23
Fire Instructor II Training Record 25
Appendix A. Presentation Checklists 26
Fire Instructor I Checklist 27
Fire Instructor II Checklist 28
Appendix B. In-House Proctor Instructions 29
Appendix C. Certification Forms and Fees 31

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 the state of Utah 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. 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 1020, *Standard for Fire and Emergency Services Instructor, Fire Officer, and Emergency Medical Services Officer Professional Qualifications* (National Fire Protection Association, 2025), as verified and adopted by the Utah Fire Service Certification Council.

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

FIRE INSTRUCTOR I
STANDARD

FIRE INSTRUCTOR I CERTIFICATION REQUIREMENTS

Entrance Requirements

Certification at the Fire Instructor I level is a unique process. Because of the method and manner NFPA has established for becoming certified, candidates must complete the prerequisites and/or requirements for the specialty areas as set forth in NFPA 1020 (2025). In order to certify at the Fire Instructor I level, candidates must fulfill the following requirements:

1. Complete entrance requirements.
2. Set up and maintain department records.
3. Train on the required written and practical objectives.
4. Pass a department in-house practical skills examination.
5. Meet any other training requirements/prerequisites as defined by the Certification Council.
6. Pass both written and practical skills examinations administered by the Certification Council.
7. Request Fire Instructor I 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 1010, *Standard on Professional Qualifications for Firefighters*, 2024 edition. 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 Certification 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 1010 (2024), 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.

Occupational Safety and Health Requirements

The requirements listed in NFPA 1500 (2021), chapter 7, are:

1. Meet the Protective Clothing and Protective Equipment requirements of NFPA 1500, Policy 7.13.1, A.7.13.1.
2. Meet OSHA 29 CFR 1910.134(g) on the use of respirators (under "Prohibiting conditions that may result in facepiece seal leakage"): "Respirators shall **not** be worn when conditions prevent a good face seal."
3. Meet OSHA 1910.134 (g)(1)(i)(A) occupational safety and health regulatory 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 officers 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 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.

Departments who **do not** have certified personnel to act as training officers for certification training should contact the Utah Fire & Rescue Academy at (801) 863-7709 for assistance in setting up and monitoring certification training.

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

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

FIRE INSTRUCTOR I DEPARTMENT TRAINING

The position of Fire Instructor I is one that 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 1020 (2025), including the sections listed in the chapters—and cover the skills approved by the UFSCC contained in this Utah certification standard.

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 the UFSCC Policies and Procedures.

To prepare the candidate to successfully pass the state certification exam, the course material should be based on NFPA 1020 (2025) and IFSTA, *Fire and Emergency Services Instructor,* 10th edition. The state certification exam will be scheduled upon receiving an Examination Request form from the department training officer or administrator at the conclusion of the course.

Written Objectives

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

- IFSTA, *Fire and Emergency Services Instructor,* 10th edition
- NFPA 1020, *Standard for Fire and Emergency Services Instructor, Fire Officer, and Emergency Medical Services Officer Professional Qualifications,* 2025 edition

There are numerous methods departments have used to help prepare their personnel for the written examination. Considering the high level of skill and knowledge that is required of a Fire Instructor I, the Certification 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 skills testing or training to see 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 UFSCC 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 for the candidate to be permitted 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 found online on 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. Include columns indicating the training dates, training instructors, dates of exams, exam instructors, and whether the candidate passed each exam (see the Training Record examples in this standard).

Department In-House Skills Examinations

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 maintained from the beginning to the end of the training process, and to prepare candidates for the state examination. Training officers may utilize other personnel to assist in administering the exam. However, 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.

FIRE INSTRUCTOR I CERTIFICATION EXAMINATIONS

After completion of the training process, the chief or 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 **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. 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 the 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 or administrator within 30 days following receipt of the completed exam.

SAMPLE WRITTEN EXAMINATION QUESTION

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 answers are correct.

Skills Spot Check Examinations

The skills spot check examination has two steps: a department records check and 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 and evolution for the level being evaluated.
2. A department training officer has signed off each skill.
3. The candidate has passed a department in-house skills examination.

The skills spot check examination is graded on a 100% pass/fail basis. Each skill must be performed within the allotted time, safely, and with the proper steps done in sequence.

Candidates are spot checked on the following: a 15-minute (+/- 2 minutes) presentation graded on a 100% pass/fail basis. During this presentation, the skill objectives (skills 1, 3, 4, 5, 6, 7) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely, and with competence. 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. Following a request for examination, the candidate will begin testing with a new **first attempt** of the written 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.

FIRE INSTRUCTOR I CERTIFICATION/RECERTIFICATION

When all requirements for certification have been met, applicants are eligible to be certified. The chief or administrator may apply to the Utah Fire Service Certification Council for certification for those candidates who have successfully completed the certification training and testing process. Requests for state certification must be submitted to the Certification Office using the Certification/Recertification Request form (see Appendix C). 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. (See Appendix C.)

Candidates who have met the requirements for certification will continue to have access to their wallet ID card and certificate online via the UFRA Portal. Patches are included with each certification (if available for that level, while supplies last). New printed certificates with an original seal attached may be requested from the Certification Department for a fee of $20 per certificate.

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 $20 per level with a maximum fee of $200. In order to receive reciprocity the request must include the Pro Board certificates or IFSAC certificates (with an IFSAC seal).

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

Certified candidates should participate in at least 36 hours of structured class and skills training per year to maintain competency and stay current on their skills. This 36 hours is 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
www.uvu.edu/ufra

FIRE INSTRUCTOR I CERTIFICATION CHECKLIST

ENTRANCE REQUIREMENTS

- ❑ Each candidate has met the requirements listed in NFPA 1020 (2025).

- ❑ Each candidate has met the additional requirements as required by NFPA 1020:
  1. A valid driver's license
  2. A medical evaluation as required by NFPA 1500, Section 8

- ❑ The department has filed an Intent to Participate form with the UFSCC.

- ❑ Each candidate has trained in 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

- ❑ Each candidate has trained in the level's written objectives.

DEPARTMENT IN-HOUSE SKILLS EXAMINATION

- ❑ Each candidate has successfully completed an in-house skills examination.

- ❑ Exam results are documented in department Training Records.

CERTIFICATION EXAMINATIONS

- ❑ Each candidate has passed the UFSCC written examination.

- ❑ Each candidate has passed the UFSCC skills and/or evolution examination.

- ❑ A spot check examination was administered by an approved UFRA Certification tester.

CERTIFICATION

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

FIRE INSTRUCTOR I SKILL OBJECTIVES

For the skills in this section, the AHJ must be able to provide a safe testing environment for the candidates and accept all liability for candidate safety.

PROGRAM MANAGEMENT

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

REFERENCE: NFPA 1020, 2025 edition, 4.3.5

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 and submit (if applicable).
- Complete skill in allotted time.

TIME: 5 minutes

2. Schedule training to be delivered in your department and request needed resources following AHJ procedures.

REFERENCE: NFPA 1020, 2025 edition, 4.3.3, 4.3.4

CONDITION: Given a scenario including training goals, AHJ scheduling procedures, instructional resources, facilities and timeline for delivery, paper and pen, or computer

COMPETENCE:

- Create a course syllabus/timeline.
- Date, time, location
- Resources needed
- Facilities needed
- Complete documentation.
- Complete skill in allotted time.

TIME: 15 minutes

INSTRUCTIONAL DEVELOPMENT

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

identified.

REFERENCE: NFPA 1020, 2025 edition, 4.4.2, 4.4.3

CONDITION: Given the materials for a specific topic, 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 and prepare a lesson plan with the training organization.
- Identify additional sources of information (i.e., library, internet, or SOPs).
- Adapt learned information for a presentation as needed for target audience and learner characteristics.
- Needs of students are met and objectives of lesson plan achieved.
- Adapted lesson plan to audience in appropriate manner.
- Complete skill in allotted time.

TIME: 30 minutes

INSTRUCTIONAL DELIVERY

4. Organize the classroom/learning environment so that lighting, distractions, climate or weather control, noise control, seating, audiovisual equipment, teaching aids, and safety considerations are ready for presentation.

REFERENCE: NFPA 1020, 2025 edition, 4.4.2, 4.4.3, 4.5.2

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

COMPETENCE:

- Arrange classroom based on type of instruction methodology.
- For the classroom, consider: lighting, distractions, climate control, weather, teaching aids, and safety.
- Eliminate noise and distractions (i.e., turn off loudspeakers, cell phones, etc.).
- Inspect and check safety features of the training prop and associated equipment and mark “out-of-service,” if applicable.
- Determine how audiovisual equipment works (on/off switch, etc.).
- Know how to adjust and focus AV equipment.
- Effectively transition between media and other parts of the presentation.
- Perform cleaning and field maintenance of demonstration devices and technology tools.
- Complete skill in allotted time.

TIME: 15 minutes (+/- 2 minutes)

5. Present and adjust a prepared lesson so that the method(s) indicated in the lesson plan is used and the stated objectives or learning outcomes are achieved. Applicable safety standards and practices are followed and risks are addressed. Present and adjust presentation and changing circumstances to ensure class continuity.

REFERENCE: NFPA 1020, 2025 edition, 4.3.5, 4.5.4, 4.5.1, 4.5.5, 4.5.6

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, for example:
    - Clicking pen
    - Tapping pen
    - Pacing
    - Hands in pockets
    - Ect.
- Pause for questions from students.
- Address questions from students.
- Follow lesson plan.
- Use media at appropriate point in lesson.
- Demonstrate proper use of tools, props, and instructional technology tools.
- Demonstrate proper use of projectable/non-projectable media.
- Smoothly transition between media and other parts of the presentation.
- Utilize question techniques (at least two different techniques).
- Adjust presentation as required due to learner characteristics, disruptive behaviors, or changing circumstances.
- Monitor participants to maintain a safe and positive learning environment.
- Evaluate environmental conditions, if applicable.
- Implement AHJ safety and rehab policies, if applicable.
- Activate emergency procedures, if applicable.
- Summarize accomplished lesson objectives.
- Return media to storage.
- Maintain classroom management and safety.
- Complete skill in allotted time.

TIME: 15 minutes (+/- 2 minutes)

EVALUATION AND TESTING

6. Administer and grade an oral, written, or performance test so that the testing is conducted according to procedures and the security of the material is maintained.

REFERENCE: NFPA 1020, 2025 edition, 4.6.2, 4.6.3, 4.6.4, 4.6.5

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 with testing policies.
- Testing material is maintained and secured during use.
- Report any unusual circumstances and document them based on policy.
- 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 students in correcting performance behavior based on test results.
- Maintain recorded test results in secure manner.
- Complete skill in allotted time.

TIME: 15 minutes (+/- 2 minutes)

UTAH FIRE SERVICE CERTIFICATION SYSTEM

Fire Instructor I

NFPA 1020, 2025 Edition

Instructor I

TRAINING RECORD/IN-HOUSE COMPREHENSIVE EXAM

Candidate Name:	**Department:**
Candidate Signature:	**Date of Completion:**
Chief/Training Officer Name:	**Chief/Training Officer Signature:**

This form may be completed on a computer but must be printed out for the Certification tester to verify on test day. It must include the dates of completion. The signatures of the chief/training officer and candidate must be original signatures. The 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.

SECTION	TRAINING RECORD		IN-HOUSE COMPREHENSIVE EXAMS			SKILLS
	DATE	INST.	DATE	INST.	PASS	
PROGRAM MANAGEMENT						1. Prepare training records and report forms.
						2. Schedule training to be delivered in your department and request needed resources.
INSTRUCTIONAL DEVELOPMENT						3. Assemble, review, and adapt a lesson plan and instructional material.
INSTRUCTIONAL DELIVERY						4. Organize the classroom/learning environment for teaching.
						5. Present and adjust a prepared lesson, including questioning techniques (at least two different techniques).
EVALUATION & TESTING						6. Administer and grade an oral, written, or performance test and report and provide feedback.

FIRE INSTRUCTOR II
STANDARD

FIRE INSTRUCTOR II CERTIFICATION REQUIREMENTS

Entrance Requirements

Certification at the Fire Instructor II level is a unique process. Because of the method and manner NFPA has established for becoming certified, candidates must complete the prerequisites and/or requirements for the specialty areas as set forth in NFPA 1020 (2025). In order to certify at the Fire Instructor II level, candidates must fulfill the following requirements:

1. Complete entrance requirements.
2. Meet the prerequisites and be certified as Fire Instructor I.
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 examinations administered by the Certification Council.
8. Request Fire Instructor II certification.
9. 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 1010, *Standard on Professional Qualifications for Firefighters*, 2024 edition. 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 Certification 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 1010 (2024), 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.

Occupational Safety and Health Requirements

The requirements listed in NFPA 1500 (2021), chapter 7, are:

1. Meet the Protective Clothing and Protective Equipment requirements of NFPA 1500, Policy 7.13.1, A.7.13.1.
2. Meet OSHA 29 CFR 1910.134(g) on the use of respirators (under "Prohibiting conditions that may result in facepiece seal leakage"): "Respirators shall **not** be worn when conditions prevent a good face seal."
3. Meet OSHA 1910.134 (g)(1)(i)(A) occupational safety and health regulatory 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 officers 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 II level.

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

Departments who **do not** have certified personnel to act as training officers for certification training should contact the Utah Fire & Rescue Academy at (801) 863-7709 for assistance in setting up and monitoring certification training.

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

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

FIRE INSTRUCTOR II DEPARTMENT TRAINING

The position of Fire Instructor II is one that 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 1020 (2025), including the sections listed in the chapters—and cover the skills approved by the UFSCC contained in this Utah certification standard.

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 the UFSCC Policies and Procedures.

To prepare the candidate to successfully pass the state certification exam, the course material should be based on NFPA 1020 (2025) and IFSTA, *Fire and Emergency Services Instructor,* 10th edition. The state certification exam will be scheduled upon receiving an Examination Request form from the department training officer or administrator at the conclusion of the course.

Written Objectives

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

- IFSTA, *Fire and Emergency Services Instructor,* 10th edition
- NFPA 1020, *Standard for Fire and Emergency Services Instructor, Fire Officer, and Emergency Medical Services Officer Professional Qualifications,* 2025 edition

There are numerous methods departments have used to help prepare their personnel for the written examination. Considering the high level of skill and knowledge that is required of a Fire Instructor II, the Certification 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 skills testing or training to see 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 UFSCC 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 for the candidate to be permitted 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 found online on 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. Include columns indicating the training dates, training instructors, dates of exams, exam instructors, and whether the candidate passed each exam (see the Training Record examples in this standard).

Department In-House Skills Examinations

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 maintained from the beginning to the end of the training process, and to prepare candidates for the state examination. Training officers may utilize other personnel to assist in administering the exam. However, 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.

FIRE INSTRUCTOR II CERTIFICATION EXAMINATIONS

After completion of the training process, the chief or 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 **60-question** test covering the written objectives of the Fire Instructor II standard. 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 the 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 or administrator within 30 days following receipt of the completed exam.

SAMPLE WRITTEN EXAMINATION QUESTION

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.

Skills Spot Check Examinations

The skills spot check examination has two steps: a department records check and 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 and evolution for the level being evaluated.
2. A department training officer has signed off each skill.
3. The candidate has passed a department in-house skills examination.

The skills spot check examination is graded on a 100% pass/fail basis. Each skill must be performed within the allotted time, safely, and with the proper steps done in sequence.

Candidates are spot checked on the following: a 20-minute (+/- 2 minutes) presentation 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 skill objectives (skills 3, 4, 5, 6, 7, 8) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely, and with competence. 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. Following a request for examination, the candidate will begin testing with a new **first attempt** of the written 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.

FIRE INSTRUCTOR II CERTIFICATION/RECERTIFICATION

When all requirements for certification have been met, applicants are eligible to be certified. The chief or administrator may apply to the Utah Fire Service Certification Council for certification for those candidates who have successfully completed the certification training and testing process. Requests for state certification must be submitted to the Certification Office using the Certification/Recertification Request form (see Appendix C). 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. (See Appendix C.)

Candidates who have met the requirements for certification will continue to have access to their wallet ID card and certificate online via the UFRA Portal. Patches are included with each certification (if available for that level, while supplies last). New printed certificates with an original seal attached may be requested from the Certification Department for a fee of $20 per certificate.

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 $20 per level with a maximum fee of $200. In order to receive reciprocity the request must include the Pro Board certificates or IFSAC certificates (with an IFSAC seal).

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

Certified candidates should participate in at least 36 hours of structured class and skills training per year to maintain competency and stay current on their skills. This 36 hours is 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
www.uvu.edu/ufra

FIRE INSTRUCTOR II CERTIFICATION CHECKLIST

ENTRANCE REQUIREMENTS

- ❑ Each candidate has met the requirements listed in NFPA 1020 (2025).

- ❑ Each candidate has met the additional requirements as required by NFPA 1020:
  1. A valid driver's license
  2. A medical evaluation as required by NFPA 1500, Section 8

- ❑ The department has filed an Intent to Participate form with the UFSCC.

- ❑ Each candidate has trained in 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

- ❑ Each candidate has trained in the level's written objectives.

DEPARTMENT IN-HOUSE SKILLS EXAMINATION

- ❑ Each candidate has successfully completed an in-house skills examination.

- ❑ Exam results are documented in department Training Records.

CERTIFICATION EXAMINATIONS

- ❑ Each candidate has passed the UFSCC written examination.

- ❑ Each candidate has passed the UFSCC skills and/or evolution examination.

- ❑ A spot check examination was administered by an approved UFRA Certification tester.

CERTIFICATION

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

FIRE INSTRUCTOR II SKILL OBJECTIVES

For the skills in this section, the AHJ must be able to provide a safe testing environment for the candidates and accept all liability for candidate safety.

PROGRAM MANAGEMENT

1. **Schedule an instructional session, assign instructors, 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 1020, 2025 edition, 5.2.2, 5.2.3, 5.2.4

   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.
   - Complete skill in allotted time.

   TIME: 30 minutes

2. **Manage training records so that all AHJ and legal requirements are met.**

   REFERENCE: NFPA 1020, 2025 edition, 5.2.5

   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.
   - Complete skill in allotted time.

   TIME: 30 minutes

3. **Evaluate and coach an instructor during a presentation.**

   REFERENCE: NFPA 1020, 2025 edition, 5.2.6

CONDITION: Given an evaluation form, AHJ policy, and objectives

COMPETENCE:

- Identify instructor strengths and weaknesses.
- Recommend changes in instructional style.
- Recommend changes in communication methods.
- Instructor follows lesson plan/course outline.
- Provide coaching and feedback to the instructor being evaluated.
- Complete evaluation records for instructors.
- Complete skill in allotted time.

TIME: 25 minutes

INSTRUCTIONAL DEVELOPMENT

4. Create a lesson plan so that the learning objectives for the topic are achieved, and the plan includes learner characteristics, a lesson outline, course materials, instructional technology tools, and an evaluation plan.

REFERENCE: NFPA 1020, 2025 edition, 5.3.2

CONDITION: Given a topic, learner characteristics, and a standard lesson plan format

COMPETENCE:

- Behavioral objectives are identified by conducting research.
- Identify student needs based on an assessment tool.
- Development of instructional technology tools
- Develop an outline.
- Develop an evaluation tool.
- Identify needed resources for course delivery.
- Complete skill in allotted time.

TIME: 60 minutes

INSTRUCTIONAL DELIVERY

5. Conduct a class using a lesson plan that the instructor has prepared (can use lesson plan from skill #4) and involves the utilization of multiple teaching methods and techniques so that the lesson objectives are achieved and delivered in a safe and effective manner.

REFERENCE: NFPA 1020, 2025 edition, 5.4.2

CONDITION: Given a topic, target audience, teaching materials as identified in a lesson plan, with a minimum of three types of instructional technology tools, one of which must be a projected type

COMPETENCE:

- Facilitate instructional session.
- Apply student center learning.
- Evaluate instructional delivery.
- Use and evaluate instructional technology tools, evaluation techniques, and resources.
- Demonstrate proper use of tools, props, and instructional technology tools.
- Complete skill in allotted time.

TIME: 20 minutes

6. **Supervise other instructors and students during a specialized training scenario so that applicable safety standards and practices are followed and instructional goals are met. Evaluate the suitability of a training prop and associated equipment so that it furthers the intent and purpose of the training.**

REFERENCE: NFPA 1020, 2025 edition, 5.4.3, 5.4.4

CONDITION: Given a training scenario with specialized training prop and applicable equipment (i.e., live fire exercises, hazardous materials, high-angle or below-grade rescue scenarios)

COMPETENCE:

- Conduct a safety briefing with instructors and students.
- Identify safety issues and concerns by analyzing specifications of training prop and equipment.
- Evaluate prop for suitability and determine requirements for safe use.
- Identify emergency procedures in the event of an emergency.
- Establish an Incident Management system to be used during the scenario.
- Identify regulations and practices to be followed during the training scenario.
- Complete skill in allotted time.

TIME: 15 minutes

EVALUATION AND TESTING

7. **Develop a student evaluation instrument so that the evaluation instrument measures whether the student has achieved the learning objectives.**

REFERENCE: NFPA 1020, 2025 edition, 5.5.2

CONDITION: Given a learning objective, learner 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 the evaluation tool to the learning objective.
- Evaluation tool is reliable and verifiable.

- Follow evaluation policies during testing process.
- Complete skill in allotted time.

TIME: 20 minutes

8. Develop Class Evaluation Form so that the students have the ability to provide feedback on instructional methods, communication techniques, learning environment, course content, and student materials.

REFERENCE: NFPA 1020, 2025 edition, 5.5.3

CONDITION: Given provided AHJ policy and evaluation goals

COMPETENCE:

- Evaluation form contains: date, location of course, and instructor name.
- Form identifies instructional methods.
- Form identifies instructor communication techniques.
- Form identifies learning environment.
- Form identifies course content.
- Form identifies student materials.
- Form does not require student name.
- Complete skill in allotted time.

TIME: 20 minutes

UTAH FIRE SERVICE CERTIFICATION SYSTEM

Fire Instructor II

NFPA 1020, 2025 Edition

Instructor II

TRAINING RECORD/IN-HOUSE COMPREHENSIVE EXAM

Candidate Name:	**Department:**
Candidate Signature:	**Date of Completion:**
Chief/Training Officer Name:	**Chief/Training Officer Signature:**

This form may be completed on a computer but must be printed out for the Certification tester to verify on test day. It must include the dates of completion. The signatures of the chief/training officer and candidate must be original signatures. The 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.

SECTION	TRAINING RECORD		IN-HOUSE COMPREHENSIVE EXAMS			SKILLS
	DATE	INST.	DATE	INST.	PASS	
PROGRAM MANAGEMENT						1. Schedule an instructional session, assign instructors, and formulate a budget.
						2. Coordinate training records.
						3. Evaluate an instructor during a presentation.
INSTRUCTIONAL DEVELOPMENT						4. Create a lesson plan.
INSTRUCTIONAL DELIVERY						5. Conduct a class using a lesson plan.
						6. Supervise other instructors/students during a specialized training scenario.
EVALUATION & TESTING						7. Develop a student evaluation instrument.
						8. Develop a class evaluation form.

APPENDIX A
PRESENTATION CHECKLISTS

INSTRUCTOR I SKILL CHECKLIST

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

CONDITION: Given a prepared lesson plan, target audience, classroom, instructional technology tools and demonstration devices, non-projectable media, evaluation material, and a training record

TIME: **15 minutes (+/- 2 min.)**

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

Competencies	Yes	No
1. Prepare classroom for presentation.		
2. Determine that instructional technology tools and demonstration devices are ready.		
3. Present lesson plan to audience as outlined, including questioning techniques (at least two different techniques).		
4. Use technology/demonstration tools during presentation.		
5. Transition between technology/demonstration tools and lecture.		
6. Prepare classroom/site for testing and remove all references prior to the test.		
7. Administer a performance test.		
8. Provide feedback to students of evaluations.		
9. Training record for student's attendance is completed.		
10. Adapted lesson plan to audience in appropriate manner		
11. Complete skill in allotted time (within 13 to 17 minutes).		

INSTRUCTOR II SKILL CHECKLIST

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

CONDITION: Given a lesson plan prepared by the candidate, target audience, classroom, instructional technology tools and demonstration devices, projectable media, non-projectable media, evaluation material, and a training record

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

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

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

APPENDIX B
IN-HOUSE PROCTOR INSTRUCTIONS

Proctor Instructions for In-House Comprehensive Examinations

As the training officer 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, Hazardous Materials 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 <u>state spot check exam</u>, 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 standard's 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 AND FEES

CERTIFICATION FORMS & FEES

Certification forms and fees are located on UFRA's website at UVU.edu/UFRA (under Certification)
https://www.uvu.edu/ufra/certification/certification_forms.html