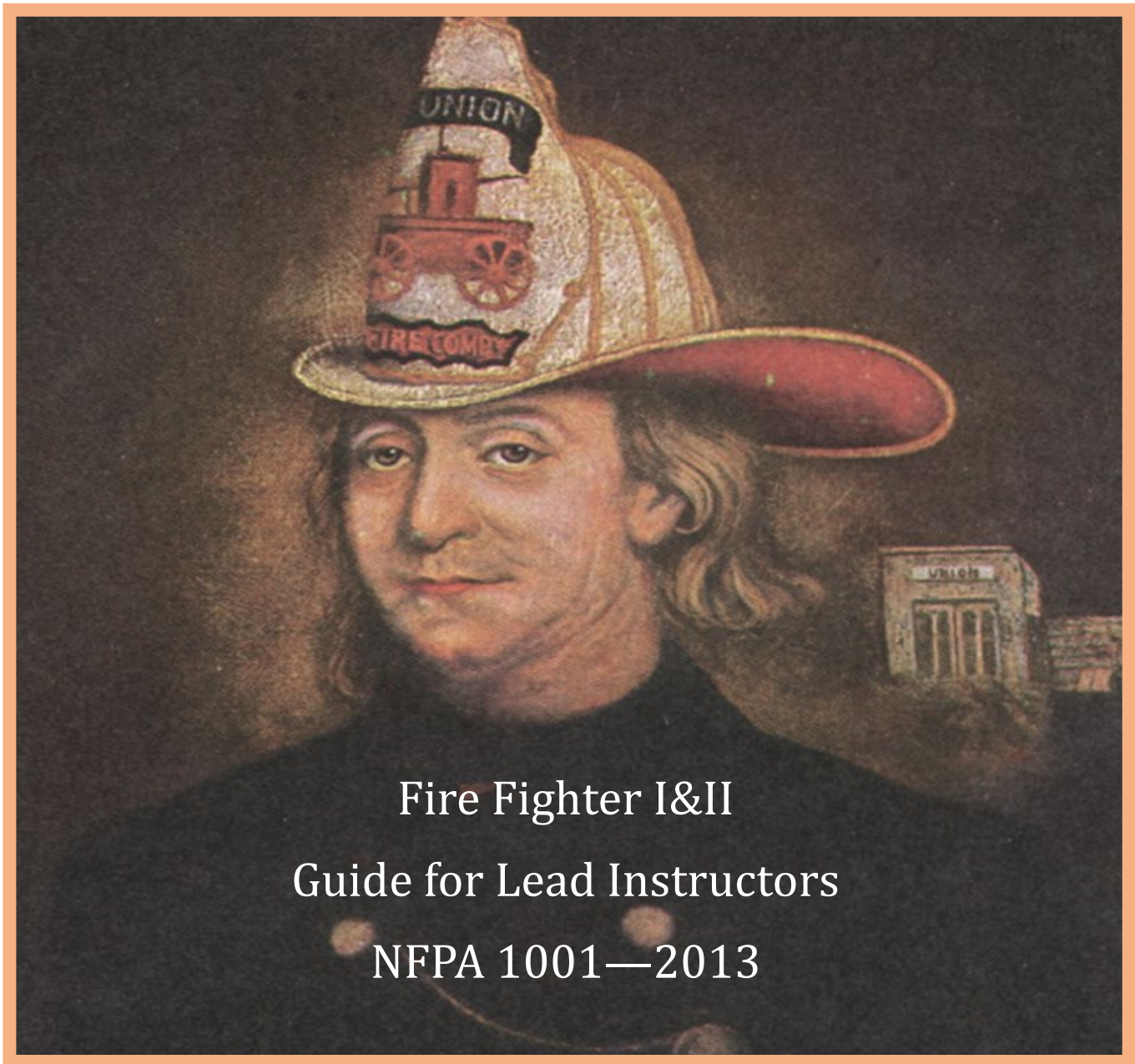


MAINE FIRE SERVICE INSTITUTE

SERVING MAINE'S TRAINING NEEDS SINCE 1948



Fire Fighter I&II Guide for Lead Instructors NFPA 1001—2013

INSTRUCTOR INFORMATION PACKET

Revised March 2017





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Applicants have one year from the time of course completion to complete the certification process.



INTRODUCTION

For those interested in training or teaching individuals ready to become fire service professionals, the Maine Fire Service Institute understands the need for standardized yet contemporary rules; and concern of the Maine fire service for standardization of the fire training and certification programs.

This document is intended to provide useful information on the process, steps and helpful information to help guide you to teach those who want to pursue certification as a Firefighter. Many changes have occurred in the certification process since Maine Fire Service Institute was accredited by the PRO Board in 2006 and Re-Accredited in 2013. Please contact your area Training Program Manager (TPM).

The TPM can meet with you to:

- 1.. Attend orientation/first class to discuss the program and MFSI role
2. Discuss how MFSI can improve the program through:
 - A. Instructional Support
 - B. Training Props and Trailers
 - C. Other MFSI Services

Training Program Managers contact information for Maine Fire Service Institute are:

Region 1 (Aroostook, Kennebec, Piscataquis, Penobscot, Somerset, Washington Counties)
Frank Hammond Jr. fhammond@smccme.edu phone Cell: 207-852-8286

Region 2 (Androscoggin, Cumberland, Franklin, Hancock, Knox, Lincoln, Oxford, Sagadahoc, Oxford, York Counties)
Walter Morris wmorris@smccme.edu phone Cell: 207-205-2762

This document attempts to include all the information that you might find useful as you pursue your instruction of Fire Fighter I&II candidates.

If, however, you do not find the information you need or have a question regarding the application or a procedure, please contact Peter Rines, Certification and Curriculum Manager.

Maine Fire Service Institute
Peter Rines, Certification and Curriculum Manager
19 Sewall St.
Brunswick, ME 04011
207-844-2074
prines@smccme.edu
www.MaineFSI.org

Telephone: 207-844-2070 Fax 207-725-9079”



GOAL OF CERTIFICATION PROCESS

The guidelines for the state certification program are designed to insure the following: accountability, consistency, and credibility of instruction, testing, and certification of fire fighters in the State of Maine.

Goals of the Certification Program:

1. To raise the level of fire protection for the State of Maine.
2. To improve training and education for the fire service of Maine.
3. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
4. To maintain records of persons who have obtained state certification.

Fire Fighter Certification is provided through the Maine Fire Service Institute (MFSI), Curriculum and Certification Program. MFSI shall certify based on a combination of requirements and qualifications.

The Maine Fire Service Institute subscribes to the Southern Maine Community College (SMCC) policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, or disability. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



Fire Fighter Certification

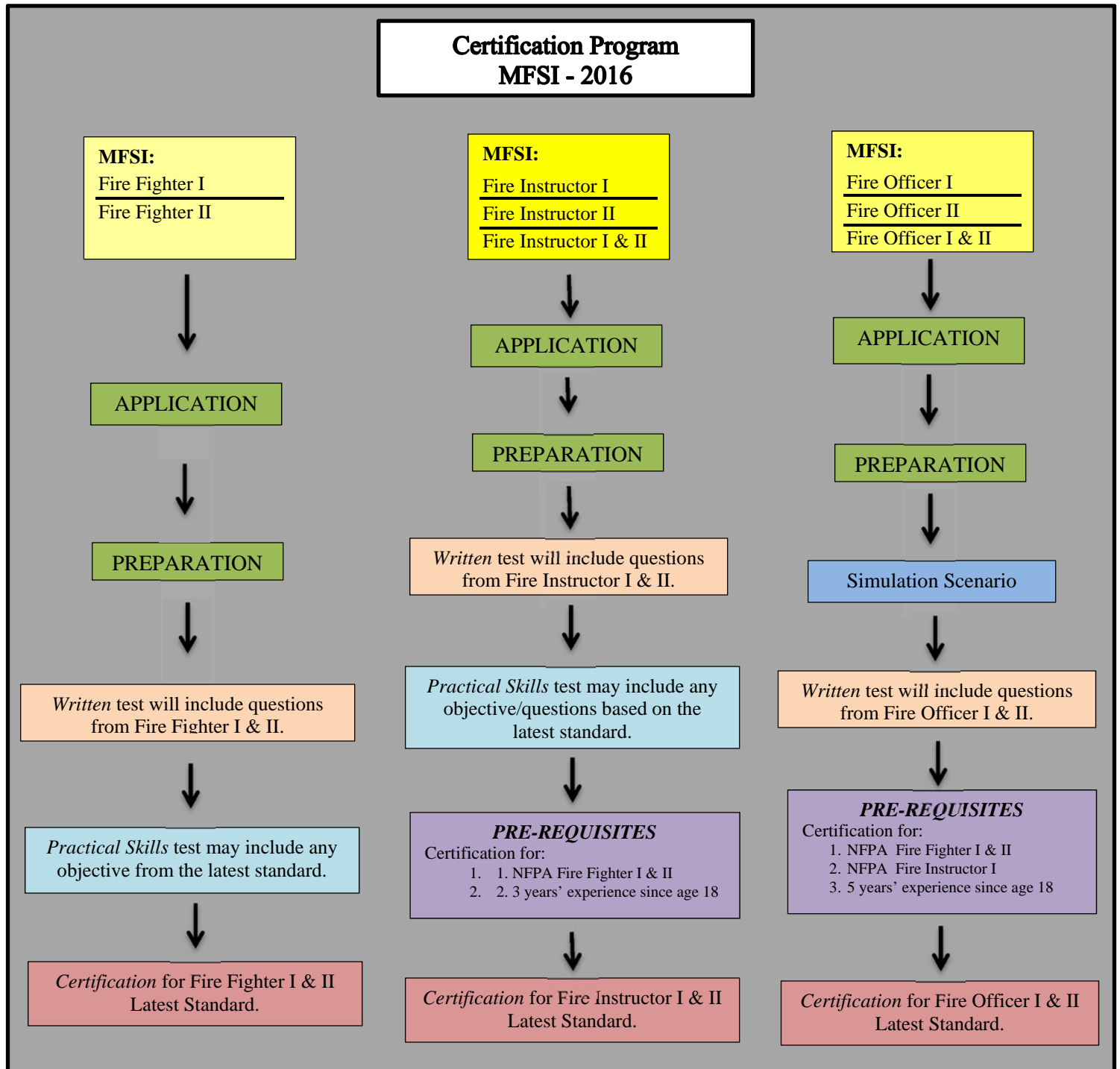
Fire Fighter training and certification is intended to be the basis of all future fire fighter certification programs. No fire fighter shall attain higher fire fighter state certification without first completing an approved Fire Fighter I course at a minimum. Applicants seeking certification as a Fire Fighter II must first show documentation of having met the requirements for Fire Fighter I certification according to NFPA Standard 1001 latest standard.

Certification is granted to those individuals who meet the required qualifications and successfully pass the certification examinations. The requirements for Fire Fighter I & II are based on the *Standards for Fire Fighter Professional Qualification*, NFPA 1001 latest standard. All qualifications must be met and documentation supplied to Maine Fire Service Institute (MFSI) prior to admission to the examination.

Applicants have one year from the time of course completion to complete the certification process.



Certification Flow Chart





Lead Instructor Check List

Provide MFSI “Notice of In House Training” (Page 9) at least two weeks before start of Program. DATE / / Submitted

Submit SMCC Registration Form (Page 10) after the second class at the start of your training program to MFSI. DATE / / Submitted

Choose a *tentative* Skills End Test date to MFSI dates are on a schedule posted on the MFSI website or can be obtained from MFSI DATE / / Submitted

Call the MFSI office or use the form on page 30 as a guideline to schedule a written or skills exam at least one month prior to the end of the class. DATE / / Submitted

Provide MFSI with either Chief Permission to Test Form on page 11 for multiple individuals from one Department or use the Fire Chief Permission to Test Form or page 12 for individuals to participate in the skills and written exams. (Use page 12 if you want individuals to release their test results to a third party such as yourself or their Chief.)
DATE / / Submitted

Ensure that a complete set of progress charts is sent to MFSI TWO WEEKS PRIOR to any testing. All assigned components of your course need to be done. DATE
/ / Submitted

In addition to the progress charts, TWO WEEKS PRIOR you will need to submit a Training Completion Affidavit Page 13 for the course. DATE / / Submitted

If you are having a graduation make that known to MFSI but ***there are no guarantees*** that certificates can be ready for it. DATE / / Submitted



NOTICE OF MUNICIPAL FIREFIGHTER TRAINING PROGRAM

Training Level:

(Please check one)

<input type="checkbox"/> Firefighter I&II	<input type="checkbox"/> FF I & II Upgrade	<input type="checkbox"/> Fire Instr. I & II	<input type="checkbox"/> FI I & II Upgrade
<input type="checkbox"/> Fire Officer I & II	<input type="checkbox"/> FO I&II Upgrade	<input type="checkbox"/> BFS	<input type="checkbox"/> BFO I
<input type="checkbox"/> HAZMAT	<input type="checkbox"/> BPOC	<input type="checkbox"/> EVOC	<input type="checkbox"/> OTHER

I. Date Submitted: _____

II. Fire Dept: _____ III. Program Coordinator: _____

Chief: _____

Address: _____

Address: _____

Phone # Day: _____ Nite: _____

Phone # Day: _____ PM: _____

Email : _____ Pager#: _____

Email: _____ Pager #: _____

Fire Chief _____ Program Coordinator _____

(signature required)

(signature required)

IV. Approximate Starting date: _____ Approximate Ending Date: _____

V. Chose location for skills exam:

<input type="checkbox"/> Auburn Training Site	<input type="checkbox"/> Caribou Training Site	<input type="checkbox"/> Bangor Training Site	
<input type="checkbox"/> Ellsworth Training Site	<input type="checkbox"/> Hollis Training Site	<input type="checkbox"/> Wiscasset Training Site	
<input type="checkbox"/> Yarmouth Training Site			

VI. Attach list of all instructors and all candidates:(include name, home address, work & home telephone numbers, complete ss #, & email address)

VII. Attach a tentative schedule including written and end test dates.

VII. Application form must be signed and forwarded to **The Certification Program Manager** at above address.

STAFF USE ONLY

Approved by _____

Date: ____/____/____

Copy to TPM _____

Date: ____/____/____



Registration Form

SMCC ID# _____ TODAY'S DATE _____

LAST NAME _____ FIRST _____ MIDDLE _____

BIRTH/OTHER NAME _____ E-MAIL _____

CELL PHONE _____ HOME PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTY _____ SOCIAL SECURITY # _____

GENDER* FEMALE MALE BIRTHDATE* _____
MINOR RELEASE FORM REQUIRED FOR STUDENTS UNDER 18 YEARS OF AGE

ETHNIC GROUP* (CHOOSE ONE) HISPANIC/LATINO NOT HISPANIC/LATINO

RACE* (CHOOSE ALL THAT APPLY) AMERICAN INDIAN OR ALASKA NATIVE ASIAN
 BLACK OR AFRICAN AMERICAN WHITE
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

*OPTIONAL – THIS INFORMATION IS USED FOR REPORTING PURPOSES ONLY

YOUR REASON FOR ENROLLING DEGREE OR CERTIFICATE PERSONAL ENRICHMENT
 TRANSFER TO ANOTHER COLLEGE SKILLS FOR EMPLOYMENT OTHER

I HAVE BEEN A RESIDENT OF MAINE SINCE _____ (for non-educational purposes)
MONTH/YEAR

ARE YOU A U.S. CITIZEN? YES NO PROOF OF MAINE/US RESIDENCY REQUIRED TO QUALIFY FOR IN-STATE TUITION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? YES NO

REGISTRATION YEAR _____ TERM FALL SPRING SUMMER

COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE	CREDITS	Audit or Repeat	OFFICIAL USE

YOUR SIGNATURE INDICATES YOU HAVE READ AND UNDERSTAND THE CONDITIONS STATED ON THE BACK OF THIS FORM.

STUDENT SIGNATURE _____



Fire Chief's Permission to Participate Form

The following listed members of the _____ Fire Department are authorized to participate in the _____ program to be conducted at the _____ Fire Department on _____ date _____. The following members: are covered by the Fire Department's Worker's Compensation Policy; are not presently drawing Worker's Compensation Benefits; meet the requirements of Maine Respiratory Protection Standard (1910.134); and are aware of the physical demands of firefighter training exercises.

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

Certifying Official (Print Name) _____

Title / Position (Print) _____

(Signature) _____ Date __ / __ / __



Fire Department Individual Affiliated Candidate Fire Chief's Permission to Participate Form

The following listed member of the _____ Fire Department is authorized to participate in the _____ program to be conducted at the _____ Fire Department on _____ date _____.

(THIS SECTION MUST BE FILLED OUT BY THE CHIEF OF THE DEPARTMENT)

Name of Department _____

- YES NO 1. All participating firefighters are covered by Worker's compensation.
- YES NO 2. All participating firefighters are not presently drawing Worker's compensation benefits.
- YES NO 3. All students attending hands on training are medically and physically fit and aware of the physical demands
- YES NO 4. All students attending training sessions requiring the use of S.C.B.A. have met the Maine State Respiratory Standard 1910.134

Signature of Chief: _____ Date: _____

Candidate's Authorization of Release of Information

I, (Print Full Name) _____ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer, Program Coordinator or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: _____ Date: _____



Program Coordinator Training Completion Affidavit

THIS AFFIDAVIT MUST BE SUBMITTED 2 WEEKS PRIOR TO ANY TESTING

Date: _____

Program Name: _____

I certify that _____ (Program Name) has completed the necessary training represented in the attached Progress Charts.

Training Program Start Date: _____

Training Completion Date: _____

Progress Charts Date To Be Mailed: _____

A list of candidates to test MUST be attached. See the Fire Chiefs Permission to Participate form (pg. 11 for an multiple candidates or pg. 12 for an individual from one Department)

I attest that to the best of my knowledge, the information and statements submitted in this document, its attachments and supporting documents are true and correct and that all responses to the questions are full and complete, omitting no material information. I understand that any misinformation or misrepresentation may result in the program candidate's dismissal from the certification process.

Program Coordinator Name: _____

Please Print

Program Coordinator Signature: _____

Date: _____

MFSI Received By: _____ Date: _____



I. General Requirements for Fire Fighter I & II Certification

Certification as Fire Fighter I & II will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Possess a valid Maine driver's license or a valid federal, state or school identification or an out of State resident with a Maine fire department affiliation or a Canadian citizen with an affiliation with a Maine border community fire department.
- B. Have successfully completed an approved Maine Fire Fighter I & II training program and provided verification of completion that includes completed progress charts and Program Coordinator Training Completion Affidavit. (Lead Instructor/Program Coordinator responsibility)
- C. Have completed Hazardous Materials Awareness and Operations as part of an approved Fire Fighter I & II training program. (Lead Instructor/Program Coordinator responsibility)
- D. The candidate must meet the medical and physical fitness requirements to perform the task of fire fighter as determined by the authority having jurisdiction.
- E. Attain a minimum score of 70% on the State certification written examination and must successfully complete all practical skills tested on the State practical skills examination.

Applicants have one year from the time of course completion to complete the certification process.

II. Application for Practical Skills and Written Testing

The Host agency/Program Coordinator must apply for written and skills testing in advance by completing the "Application for Testing (Written and Skills)" (see pg. 29). This application must be submitted at least 30 day prior to the anticipated written or skills exam. Individuals who have not completed the class should not be testing.



The Host agency/Program Coordinator must also submit all required paperwork including a complete set of progress charts along with a signed Training Completion Affidavit (Page 13) two weeks prior to ANY scheduled exam. Scheduling written exams should be done 30 days prior to course completion but if progress charts aren't received, the written exam will need to be rescheduled. Skills exams fall into a category where they are pre-set two years in advance and the Program Coordinator must look at the list and request a date. This is on a first-come first-serve basis and these dates cannot be rescheduled for individual programs. There are occasions due to numbers of test candidates where a program might not get their first testing date.

A. The Program Coordinator must provide MFSI with:

1. Fully completed SMCC registration cards (at the beginning of the program) that has names and personal mailing information and sent to MFSI after the first or second class.
2. An Training Completion Affidavit (page 13) and a full set of progress charts of the current NFPA 1001 standard and affidavit indicating individuals' attendance of the Fire Fighter in their Fire Fighter I&II Course.
3. Forms to be completed by Chief of the individual Fire Fighter's Departments – attesting that the candidate meets the medical and physical fitness requirements to perform the tasks of a fire fighter as determined by the authority having jurisdiction.

B. Candidates must possess a valid Maine driver's license or a valid state or federal, state or school identification or photo ID and bring with them to the exams (both written and particularly skills exams).

C. Candidates may need to complete an "Authorization for Release of Information" for anyone else to see their exam results (see pg. 12).

D. Coordinate with MFSI for dates of the written and scheduled practical skills end tests (which are scheduled a year in advance). (All Program Coordinators are encouraged to look at those dates and set the timing of their local program to end up on the test date that is most convenient to them.) This is first-come, first-serve.

IMPORTANT: Individuals arriving at the practical skill certification test with facial hair that comes into contact with the SCBA face piece will not be allowed to test. Exam evaluators have the authority to deny testing to these individuals. Ref: NFPA 1500, and OSHA ruling 29 CFR 1910.134(g)(1)(i)



Candidates are responsible for bringing their own gear to the practical end tests and it needs to meet NFPA standards and failure to meet this standard will not all the student to test. Candidates need to bring a photo ID, lunch and water if their program does not provide for this. Candidates are expected to stay at the end test until the end unless they fail out of it.

III. Written and Practical Skills Certification Test Requirements

- A. Successful completion of all practical skills listed on the progress charts.
- B. Candidate must score 70% or better on State written examination. Should a candidate fail an exam, he or she shall have one year from the course completion date to retest and will be eligible to retest two more times within three (3) months. The retest may be scheduled by submitting a request to the Certification Program Manager at the MFSI office. Registration should include the program name, program coordinator name and exam needed to retake with contact information. The candidate must wait 30 days before a retest can be granted. A different version of the test will be administered. Proof of identification is required at the exam site.

Should a candidate fail the exam a second time, he or she must wait 30 days before they may retake the exam one more time. If on this third attempt, the candidate should fail, they need to wait six (6) months before being allowed to take a retest and will be notified in writing following the third failure. In the case of a Fire Fighter I&II program, the candidate will receive a Basic Fire School certificate with their letter provided they have also passed their skills exam.

If a passing grade has not been obtained after the six month retest, the candidate will not be allowed to retest again for the completion of this program. After the fourth failure, the candidates file for this program will be deemed inactive. The candidate must repeat the program to be eligible to retest for certification.

Also, if a candidate has not either tested or taken a retest within one year of course completion, his or her testing records will be deemed inactive and the entire course must be taken again to be eligible to test or for certification.

MFSI does not retain any test scores other than pass/fail status letter for each candidate. Pass/fail status of 70% is indicated on each candidate's letter of notification. **Results will not be released to anyone over the phone** so, do not call the MFSI Office requesting test scores. Individual test score letter copies are filed in individual files that are stored in secured files in a secured room accessed only by MFSI staff.

Upon request, pass/fail status of a candidate may be provided to the fire chief, training officer or lead instructor, provided the candidate has signed a release form authorizing MFSI to do so. (See Page 12)



The written exam consists of 100 multiple-choice questions for each level of certification. So for the combined written exam, there are 200 total questions. Each question is referenced to one or more of the following sources: NFPA 1001 latest standards; Maine Fire Service Institute's Jones and Bartlett, *Fundamentals of Fire Fighter Skills (3rd Edition)*.

Sample Test Question

1. The clove hitch is essentially_____
 - A. a half-hitch
 - B. two half hitches
 - C. three loops like half-hitches
 - D. a half hitch with a safety

While MFSI does not have an official criteria for challenging written exam questions, it does, however, respect the right for candidates who do choose to challenge a question and the opportunity to do so. To formally challenge a written exam question or questions:

1. The candidate must use the form on Page 33.
2. The formal challenge must reach the Certification Program Manager within 15 days of the completed exam.
3. The question being challenged will be reviewed by the Director and the Certification Program Manager.
4. The candidate shall provide a description of the question, and why it is being challenged. The candidate needs to be very specific.
5. After the review is completed the Director and Certification Program Manager will make a decision on the question.
 - Three outcomes are possible
 - A. The question is removed from the test bank.
 - B. The question stays in the test bank
 - C. The question is modified within the test bank.
6. The Certification Program Manager will inform the candidate making the challenge of the decision in writing within 15 business days after the receipt of a formal challenge.
7. If it is decided that the question is invalid and is removed from the bank, it will not be scored on any of the exams in the last test this bank was used.

- C. Must successfully demonstrate all practical skills tested on the practical exam. All of the practical skills required to meet NFPA 1001 latest standards are eligible to be tested during the Practical Skills exam. The steps on the evaluator skills checklists have been prioritized to indicate which steps result in immediate failure of each skill. These priority steps are indicated in *italics*. The priority steps involve either items vital to proper completion of the skills



or safety issues. Depending on the skills, the student is allowed to miss one or two of the remaining steps. The number allowed to be missed is identified on each skill checklist.

Each candidate must be prepared to sign the acknowledgement form (pages 34-35) at the beginning of the skills exam that acknowledges the understanding of the failure policy described here.

Each candidate must be prepared to take appropriate protective equipment to each skill station. (Example: Helmets, boots, gloves, bunker coat, pants, SCBA etc.)

At the skills exams, candidates can refer to skills sheets but not to a textbook. Candidates cannot watch station set-ups or other candidates doing their skills and when not engaged at a station, should be back in rehab.

Each candidate is allowed one attempt at each skill station to successfully demonstrate a given skill or skill set during the test day.

Each candidate must successfully demonstrate mastery of each priority step within each specific skill.

Any candidate failing three skill stations during the test day will:

1. Be counseled by the Lead Evaluator on their status using their program coordinator or class advocate. (See below re. Role of Class Advocate).*
2. Informed that one more failure will constitute a failure of the entire exam.

Any candidate failing four skill stations during the test day will:

1. Be notified on the failure of the skills exam.
2. Informed of upcoming opportunities to retest.
3. Shown the failure sheets and why they failed.
4. Sign off on the appropriate skills sheets.

Retest of three or fewer skills stations if failed:

1. Retest for candidates with three or fewer failure will only occur after all regular testing has been completed.
2. The second attempt will be done with a different Evaluator.
3. Prior to the second attempt, the candidate is allowed to refer to the MFSI practical skill sheet booklet but may not refer to any other reference material.
4. During the second attempt, the candidate retesting will only be required to



repeat the task within the area of the skill originally failed, not the entire skill sequence.

5. If the candidate fails any of the skills during the retest, this will be considered as the 4th failure for the day. Refer to action for 4 failures.

When a skill is failed, the evaluator must indicate on the skill sheet what was failed and both the candidate and the evaluator need to sign the skill sheet.

For more information on Practical Skills Retesting please see Section 3.5.10 in the Certification and Testing Policy Procedures Manual. See pages 36-37 required at the Skills End Tests and go over this with your Candidates prior to testing.

*** Role of the Class Advocate**

The Class Advocate is the program coordinator or someone who has close ties to the program or the department taking part in a skills evaluation. Each program being tested on any given day is asked to provide such person. The Advocates primary role is to serve as a liaison between the program being tested, the local resources needed at the site and the Lead Test Evaluator. The Advocate shall not intervene in situations that may lead to the failure of a candidate.

The Class Advocate will address:

1. Serve as the point of contact for candidates.
2. Assist Lead Evaluator in the event of candidate accident or injury during testing.
3. Be a witness during exam challenges or disputes.
4. Provide clarification on issues or concerns that may occur with candidates,
5. Keep candidates focused, identify potential problems and address candidate attitudes
6. Keep candidates in the staging area and ready for the next assignment.
7. Be present when candidates are informed of test failure.

IV. Fire Fighter I & II Course Requirements

- A. The course should be approved by the Maine Fire Service Institute as meeting or exceeding NFPA 1001 latest standard.
- B. The Lead Course Instructor must hold a current Certified Fire Fighter I & II certificate. The Lead Course Instructor must hold a current Fire Service Instructor I (or higher) certificate. The Lead Instructor is responsible for scheduling certified instructors and record keeping for the course. Assisting Instructors must meet the same requirements as the Lead Instructor.



- C. The Fire Fighter I & II certification requirement may be waived at the request of the Chief Officer of the authority having jurisdiction in the event no one on the department meets this requirement. It is then required that the instructor take the appropriate Fire Fighter I & II written and practical skills certification exams with the class.
- D. The Lead Course Instructor will verify that the candidate has successfully performed each practical skill by signing a complete set of progress charts and “Program Coordinator Training Completion Affidavit” (see pg. 11). Completion of the appropriate progress charts must be completed and signed by the Lead Instructor prior to the certification exam, indicating that the Lead Instructor has witnessed the successful completion of each skill in accordance with NFPA 1001 latest standard. The completed progress charts must be forwarded to Maine Fire Service Institute at least two weeks prior to the scheduled exam in order for final approval to be granted.
- E. Live Burn Skills and Testing

Under NFPA 1001 latest standards, several live burn skills ***must*** be successfully performed. It is not acceptable to perform only a selection of these skills.

The Fire Fighter I skills include the control of the following live fires:

1. Piles/stacks of class A combustible materials (exterior)
2. Storage containers (exterior dumpster/trash bin)
3. Small unattached structures (exterior attack)
4. Passenger vehicle fire
5. Interior attack of Class A combustible materials within a structure
6. Ground cover

The Fighter II skills include the control of the following fires:

1. Exterior ignitable liquids
2. Coordinate an interior structural fire attack
3. Flammable gas cylinder

Any practical skill from the Fire Fighter I & II course has the potential to be tested. It is possible that the skill chosen for the test may involve a live burn skill.



F. Hazardous Materials Training

To be eligible for Fire Fighter I & II certification, individuals must show proof of completion at the Hazardous Materials Awareness and Operational levels through the course. These classes must meet the requirement of NFPA 472 latest standard.

These classes should be part of the local Fire Fighter I & II curriculum provided through the Maine Fire Service Institute, or may be delivered as part of an approved Fire Fighter I & II course.

G. Training records for the course shall be maintained by the department and/or course instructor. If a candidate does not make up or complete Hazmat, they should not be testing. If it is discovered that they test and their Hazmat progress charts are incomplete, Certification is withheld or revoked until the Lead Instructor/Program Coordinator provides MFSI with edited progress charts showing make ups.

H. Courses will be approved for departments who register with the Maine Fire Service Institute.

V. **Approved Courses**

The candidate for certification must have attended an approved Fire Fighter I & II course in order to be eligible to take the state certification exam.

NOTE: Maine uses the Jones and Bartlett curriculum for all of its programs. Local programs may use any National recognized curriculum package. It should be noted at this time that the skills sheets in the Jones and Bartlett curriculum are the standard for training and testing.

VI. **Procedure for Course Approval**

A. If you are wanting to conduct the Maine Fire Service Institute approved Fire Fighter I & II program, a "Notice of Municipal Firefighter Training Program" (see pg. 9) detailing when and where the course is to be delivered, course completion date, course instructor, and the person responsible for record keeping must be submitted to the Curriculum Program Manager for review prior to the start of the course.

A Fire Fighter I & II Course Schedule must be included with the "Notice of Municipal Firefighter Training Program" (see pg. 9). Once reviewed and approved, an official letter of approval will be mailed to the Lead Instructor. No course will be eligible for certification testing that has not been approved by the Maine Fire Service Institute. No student will be allowed to test who has not successfully completed the course or has not submitted the required documentation that includes completed progress charts and Program Coordinator Training Completion Affidavit (page 13) to the Curriculum Program Manager.



B. After Course Approval

The lead instructor is responsible for maintaining all permanent course records. Course records should include the following information:

1. Name of Student
2. Home and Work Address
3. Fire Department
4. Social Security Number or equivalent
5. Course host agency
6. Class attendance, including hours attended for each class
7. Copy of Verification of Successful Completion of all Practical Skills
8. Copy of Verification of successful completion of alternative compliance method practical skills if used.

Course Checklist forms are provided for the Lead Instructor on page 8. SMCC registration cards should be provided to MFSI at the beginning of the course. (Page 10)

C. As the course nears completion, the chief of the host department or agency representative will contact the MFSI office and/or submit an “Application for Testing (Written or Practical Skills)” (see pg. 29).

1. **This form must be submitted 30 days prior to the desired test date.**
2. The evaluator(s) and exam date will be assigned and host department will be notified.

D. The lead instructor shall submit the following information for each student who successfully completes the course at least two weeks prior to scheduled practical skills exam:

1. Make sure that you have firmed up your testing dates. If you should have singular individuals who may want to test, fill out the “Application for Testing (Written or Practical Skills)” on page 29 complete with required signatures
2. Provide complete set of progress charts and Training Completion Affidavit (page 13) and ensure all SMCC registration cards (page 10) have been provided to MFSI.
3. Ensure that the students Chiefs can provide confirmation required on the forms regarding “Authorization for Release information on either pages 11 or 12 to show a Maine Fire Department affiliation.



4. Inform students of their need for a valid Maine driver's license or valid state or federal issued photo identification

VII. Assignment of Evaluators

The Maine Fire Service Institute will make the final decision on all evaluators assigned to do testing. All Lead Evaluators must be approved by the Certification Program Manager and meet the following criteria:

- A. Serve as an instructor for an approved agency; however, cannot have served as an instructor for the class to be tested.
- B. Be certified by the Maine Fire Service Institute as a Fire Service Instructor II.
- C. Be certified by the Maine Fire Service Institute at the level he or she is evaluating. For example, in order to evaluate Fire Fighter II, evaluator certification must be at the Fire Fighter II level.
- D. Has attended the Maine Fire Service Institute Certification Evaluator Seminar.
- E. Agrees to abide by all of the rules and conditions stipulated by the Maine Fire Service Institute.
- F. Agrees to and signs an "Evaluator Code of Ethics" (see pg. 30) on an annual basis.

Assisting evaluators are chosen through a mutual agreement between the Lead Evaluator and the Maine Fire Service Institute. Assisting evaluators are predominately used to assist with practical skills testing. Those interested in becoming an assisting evaluator for Maine Fire Service Institute must meet the following criteria:

- A. Be certified by the Maine Fire Service Institute as a Fire Service Instructor I.
- B. Be certified by the Maine Fire Service Institute at the level he or she is evaluating.
- C. Has attended the Maine Fire Service Institute Certification Evaluator Seminar.
- D. Cannot have served as an instructor for the class to be tested.
- E. Agrees to abide by all of the rules and conditions stipulated by the Maine Fire Service Institute.



- F. Agrees to and signs an “Evaluator Code of Ethics” (see pg. 30) on an annual basis.

Fire Fighter I and II confirmation of practical skill evaluation form must be completed and received by the Certification Program Manager no less than two weeks prior to scheduled test date.

VIII. Fire Fighter I & II Testing Safety

During testing, the safety of all candidates, evaluators, and support staff is of primary importance.

The Lead Instructor must ensure that all personal protective equipment, apparatus, and equipment to be used for the test shall meet or exceed applicable NFPA Standards or their equivalent. Lead Evaluators shall not administer any examination where those standards have not been met and shall immediately contact the Maine Fire Service Institute with such information.

The host agency, where the test is to be conducted, has the ultimate responsibility for the safety of all parties involved in the testing process. A Safety Officer shall be selected from either the support staff or from the available members of the fire department who are not testing. This Safety Officer should be an individual with sufficient training and experience to determine potential safety problems and take corrective action. The Safety Officer shall operate in a roving fashion to ensure that all evolutions are being conducted in a safe manner. The Safety Officer has the authority, regardless of rank, to stop any activity immediately if a dangerous condition or act is observed.

The Lead Evaluator and Safety Officer shall brief all assisting evaluators and support staff on specific safety precautions and procedures for certain skills. Any individual involved with the testing process who observes a potentially hazardous condition must report it to the Safety Officer or an evaluator.

All personnel, including test candidates, evaluators, and support staff shall wear full protective clothing if involved in any practical skills operations in a potentially hazardous position.

Safety performance criteria have been incorporated into skill checklists where applicable. These safety items are listed as priority steps on the checklists which result in failure of the skill if missed by a student.



IX. Saving Clause

The qualifications developed in this program shall not be used to render invalid any rank, qualification, or appointment acquired prior to the adoption of this program.

X. Suspension, Revocation, or Denial

Cheating will result in automatic failure and dismissal from the certification exam process.

1. If cheating is observed, the Proctor must immediately take the test materials from anyone involved and ask those involved to immediately leave the testing facility.
2. A candidate caught cheating will NOT be allowed to continue with a written test, to proceed with practical exam testing, or be allowed to retest at any level.
3. The Proctor shall seal these test packets and indicate on the packets that they were seized during an incident of cheating. The Proctor shall also write a memorandum to the Director of MFSI describing the incident in detail. This memorandum must be included when the test materials are returned to MFSI.
4. At the MFSI's discretion, all certifications held by any individual accused of cheating on any Certification Exam may be revoked or suspended and the Fire Chief and /or Program Coordinator will be advised.

The Director of Maine Fire Service Institute may suspend, revoke or deny certification to any candidate when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Fails to achieve a score of 70% on the certification examination or fails to successfully complete the practical skills exercise or assigned skills project during the course.

All certifications currently held by the individual will be reviewed.



XI. Appeal Process

Upon the revocation or denial of a certification level, the decision may be appealed in writing to the Director within 15 days of the date of the revocation or denial letter.

The Director may elect to:

1. Deny the appeal without action
2. Hold an informal appeal hearing with the individual whose certification was revoked or denied
3. Conduct an investigation of the circumstances surrounding the suspension, revocation or denial.

The Director shall notify the individual submitting appeal within 45 day of receipt of the appeal of action to be taken.

The decision of the Director is final.

Failure of any state certification exam SHALL NOT be grounds for an appeal

XII. Testing Locations:

Prior to the date of the certification examination, the Certification Program Manager will contact the local program coordinator to determine that adequate space and facilities are available for written and manipulative skills testing. MFSI shall not administer any examinations where adequate facilities are unavailable. Locations are predetermined around the State. (See pg. 31)



XIII. Services for Students with Disabilities

**Southern Maine Community College
2 Fort Rd.
South Portland, ME 04106
Phone: (207) 741-5500**

Initiating Contact

A student with a disability may choose to disclose the presence of a disabling condition at any point during his or her experience with the college. Disclosure becomes necessary when the student wishes to request accommodations from the college. Upon disclosure, the student is asked to register with the ADA Services Coordinator. At that time, an intake interview will be scheduled and the student will be requested to provide current documentation from a qualified professional concerning the nature and extent of the disabling condition. The intake interview will focus on the student's academic strengths and weaknesses, an analysis of the effect of the disability in the learning environment, and identification of reasonable accommodations to address barriers to academic success. Documentation will be reviewed to determine whether the disability meets the criteria of the ADA and Section 504.

Reasonable Accommodations

The determination and provision of reasonable accommodations involves a process of discussion and negotiation. With the goal of maximizing the independence of the adult learner, the college will make a good-faith effort to provide effective accommodations to students with disabilities. Accommodations are determined on a case-by-case basis depending on the identified needs of the student and analysis of supporting documentation and available resources. Individual faculty members may be consulted as to whether an accommodation is reasonable given program requirements and structure. The College is not compelled to make accommodations which would fundamentally alter the nature of a program or compromise academic integrity.

Early Registration

Many accommodations, such as time extension on testing and provision of classroom note takers, can be made available without much advance notice. Other accommodations, such as provision of sign language interpreters and books in alternate formats, can take several weeks to be made available. Therefore, students are encouraged to register as soon as possible after enrollment or acceptance to the college in order to ensure that accommodations can be implemented in a timely manner.



Confidentiality

The nature of a student's disability, the content of documentation and other records on file with the Disability Services Coordinator are confidential. Information will be released to third parties only as necessary to administer matters relating to the college's accommodation of the disability. Students are free to disclose any information beyond what is contained or implied in the accommodation memo used to inform faculty of approved services.

ADA Policies and Procedure

The complete text of SMCC's Policies and Procedures for ADA compliance is available in the Student Handbook. This includes SMCC's grievance procedure for disability discrimination claims. Complaints regarding claims of disability and requests for accommodation must be directed to the ADA Compliance Officer:

Affirmative Action Officer
(207) 741-5798

If you have a disabling condition and wish to request accommodations in order to have reasonable access to programs and services offered by SMCC, you must register with the ADA Services Coordinator:

Sandra Lynham, M.S.Ed.
Student Services Office
Voice: (207) 741-5629
(207) 741-5923
Fax: (207) 741-5653

Further information about ADA services and the accommodations process is available upon request.

THE MAINE COMMUNITY COLLEGE SYSTEM COMPLIES WITH ALL LAWS PROHIBITING DISCRIMINATION ON THE GROUNDS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, CITIZENSHIP, AGE, DISABILITY, OR VETERAN'S STATUS.

XIV. Record Keeping

Please keep records for each of your programs and encourage students to keep their original certificates in a safe location. They should make copies and let MFSI know if there are any changes to their name or address.



This form MUST be fully completed and submitted with this application.

Application for Testing (Written or Practical Skills)

Location of Testing		Date of Testing
Check the Test(s) Applying For : <input type="checkbox"/> Written <input type="checkbox"/> Practical Skills		
Fire Fighter	<input type="checkbox"/> Fire Fighter I	<input type="checkbox"/> Fire Fighter II
Fire Instructor	<input type="checkbox"/> Fire Instructor I	<input type="checkbox"/> Fire Instructor II
Fire Officer	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II

Personal Information

Last Name		First Name		M.I.
Mailing Address		City	State	Zip Code
Home Phone	Cell Phone		Email Address	

Authorization for Release of Information

I, (Print Full Name) _____
 hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: _____ **Date:** _____

To be completed by the Lead Instructor of a MFSI Registered and Approved Course

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: _____

Signature: _____ Date: _____

Hazardous Materials Levels & Fire Fighter I and II ONLY

To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor

I certify that the above applicant meets the physical and medical requirements set down by the _____
 to perform the duties of the applicable NFPA standard. (Authority Having Jurisdiction)

Signature: _____ Date: _____

Testing will be scheduled by the Maine Fire Service Institute.

COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING



Evaluator/Proctor Instructions: As a Certification Evaluator/Proctor, you are required to read this Code of Ethics annually. You must sign this Code of Ethics and return it to the CPM Office with all testing materials.

EVALUATOR CODE OF ETHICS

As a Certification Exam Evaluator/Proctor for MFSI, I realize that consistent, quality testing is a primary obligation to my candidates and the departments/agencies they serve.

It is my job to administer testing that will provide the candidates with a successful and rewarding experience, and I will work to ensure the success of each candidate.

I will refrain from making remarks or telling stories/jokes that may be considered offensive to others. I will be professional regarding socializing with candidates, and I will limit candidate contact outside of the testing situation as not to put the evaluator-candidate relationship at risk. It is my responsibility to use good judgment in selecting clothing that projects a professional image and that is appropriate for both evolutions and classroom activities.

If I have comments or complaints about other instructors, candidates, or staff members, I will express them to MFSI, and not to other individuals or groups.

I expect safety rules to be observed by everyone: coordinators, instructors, visitors, as well as candidates.

If for any reason I am unable to evaluate the exam I have been assigned, I will call MFSI as soon as possible.

As a Certification Exam Evaluator/Proctor, I agree to abide by all the rules and conditions stipulated in the Maine Fire Service Institute Certification and Testing Policy Procedures Manual in conducting training, certification testing, controlling examinations, maintaining records and submitting reports.

I further agree not to reproduce or release any testing materials or divulge the contents to anyone.

I understand that to disregard any of MFSI's Certification and Testing Policies would violate my agreement with MFSI and thereby cause the revocation of all certifications I hold with MFSI.

Evaluator/Proctor:

Print Name: _____ **Signature:** _____ **Date:** _____

CPM:

Print Name: _____ **Signature:** _____ **Date:** _____



Recognized Practical Skills Training Locations

Following is the list of recognized practical skills training locations for certification testing in Maine. For dates and location of tests please go to the Maine Fire Service Institute web site.

Auburn Fire Dept. Training Facility
550 Minot Ave.
Auburn, ME. 04210
784-5433

Caribou Fire Dept. Training Facility
121 High St.
Caribou, ME. 04736
493-4215

Bangor Fire Dept. Training Facility
Odlin Rd
Bangor, ME. 04401
992-4200

Hollis Fire Dept. Training Facility
405 Plains Rd.
Hollis, ME. 04042
727-3623

Ellsworth Fire Dept. Training Facility
Facility
22 Simmons Rd.
Hancock, ME. 04640
667-8666

Wiscasset Fire Dept. Training
Fowles Hill Rd.
Wiscasset, ME. 04578
882-8210

Yarmouth Fire Dept. Training Facility
659 East Main St.
Yarmouth, ME. 04096
864-2410



Certification Testing Application Form

Implemented January 1, 2014, Updated December 14, 2016

I certify that _____ (*please print candidates' name*) is a member of the _____ (*print fire department / or program name*) and has met the requirements for age and/or years of service, approved training and workers compensation coverage, (fire department members only) to be eligible to participate in the following certification examination:

Please indicate appropriate certification level being pursued in which pre-requisites have been met.

Certification Level

_____ Fire fighter I and II- Proof of completion of approved training program and submission of SMCC Registration Card and completed Progress Charts.

_____ Fire Instructor I and II- 3 Years (*Years of service since age 18 and shall be certified Fire fighter I and II*)

_____ Fire Officer I and II- 5 Years (*Years of service since age 18 and shall be certified Fire fighter I and II and Fire Instructor I*)

I attest that the information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. I understand that any information misinformation or misrepresentation may result in the candidate's dismissal in the certification process.

Also, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer, Program Coordinator or his designee of my organization. A photo-static copy of this authorization will be considered as effective and valid as the original.

Application to participate in a written or skill examination shall be submitted to the MFSI Certification Testing Manager no less than 2 weeks prior to a scheduled test date.

Fire Chief / Program Coordinator: _____
(Please Print)

Program Name: _____
(Please Print)

Signature: Fire Chief / Program Coordinator: _____ Date: _____

Office Use Only:

Received by Certification and Curriculum Office on (date): _____ By (MFSI Staff): _____



Maine Fire Service Institute
Written Exam
Question Challenge Form
Form date October 24, 2016

Candidate Instructions: (Ref. Certification Manual section 2.6.5)

This form shall be completed by the candidate that desires to challenge any question in the exam. Please use one form per challenge question. Upon completing and signing the form, please return to the Certification Program Manager. The Candidate will be notified in writing regarding the finding of the review within 15 working days.

STUDENT INFORMATION:

Candidate Name _____ Date _____ Phone # _____

Mailing Address _____ State _____ Zip _____

Program Name _____ Program Coordinator _____

What curriculum was used during your training program? _____

EXAM INFORMATION:

Exam date _____ Exam location _____ Exam Proctor _____

Exam Level:

Fire Fighter I ___

Fire Fighter II ___

Fire Inst. I ___

Fire Inst. II ___

Fire Officer I ___

Fire Officer II ___

QUESTION INFORMATION:

Question number _____

What is the problem with the question?

Candidate Signature _____ Date _____



Skills Test Fail Policy Candidate Signature Page

Good Morning!

Welcome to your Skills End Testing! Below is a list of General Rules for the day as well as the Pass/Fail Policy. Please carefully read through the document PRINT, SIGN and DATE the form at the bottom. You and your partner will be the witness for each other's signature. By signing this document you acknowledge your receipt and understanding of both the general rules for the day as well as the pass/fail policy for the testing.

GENERAL RULES

- Candidates **MUST** present a valid state/federal issued photo ID to check/sign in.
- Cell phones and all electronic devices must be turned off and must be kept inside candidate vehicles.
- **NO** student manuals/workbooks are allowed on the testing grounds!!! (Candidates are permitted to utilize skill sheets for review).
- You and your partner(s) are a company/team for the day! Stay together, work together, and support each other! Arrive at the command station together with the appropriate gear both to check in and out of a station!
- Promptness is a must! Your company will be called by the command station if you fail to show up when called, your company will be passed over and put at the end of the testing sequence!
- Your company tags are used to track your progress. Remember your company number and **KEEP TRACK** of your company tags! No company tag = no station assignment! Keep your company tags until you are directed to turn them in at the **END** of the day!
- If a Safety Officer has to speak to you **3** times to gear down in rehab it will be cause for failure of the entire testing day!!
- Use rehab time to your advantage. Drink plenty of water, top off air bottles and prepare yourself mentally for your next task, be patient.

PASS/FAIL POLICY

Each candidate must be prepared to take appropriate protective equipment to each skill station. Each candidate is allowed one attempt at each skill station to successfully demonstrate a given skill or skill set during the test day. Each candidate must successfully demonstrate mastery of each priority step within each specific skill.

Any candidate failing three skill stations during the test day will:

3. Be counseled by the Lead Evaluator on their status.
4. Informed that one more failure will constitute a failure of the entire exam.

Any candidate failing four skill stations during the test day will:

4. Be notified on the failure of the skills exam.
5. Informed of upcoming opportunities to retest.
6. Shown the failure sheets and why they failed.
4. Sign off on the appropriate skills sheets.



Retest of three or fewer skills stations if failed:

6. Retest for candidates with three or fewer failure will only occur after all regular testing has been completed.
7. The second attempt will be done with a different Evaluator.
8. Prior to the second attempt, the candidate is allowed to refer to the MFSI practical skill sheet booklet but may not refer to any other reference material.
9. During the second attempt, the candidate retesting will only be required to repeat the task within the area of the skill originally failed, not the entire skill sequence.
10. If the candidate fails any of the skills during the retest, this will be considered as the 4th failure for the day. Refer to action for 4 failures.

When a skill is failed, the evaluator must indicate on the skill sheet what was failed and both the candidate and the evaluator need to sign the skill sheet.

Appeal Process

Upon the revocation or denial of a certification level, the decision may be appealed in writing to the Director within 15 days of the date of the revocation or denial letter.

The Director may elect to:

1. Deny the appeal without action
2. Hold an informal appeal hearing with the individual whose certification was revoked or denied
3. Conduct an investigation of the circumstances surrounding the suspension, revocation or denial.

The Director shall notify the individual submitting appeal within 45 day of receipt of the appeal of action to be taken. The decision of the Director is final.

Failure of any state certification exam SHALL NOT be grounds for an appeal.

For more information on Practical Skills Retesting please see Section 3.6.10 in the Certification and Testing Policy Procedures Manual.

Print _____

Print _____

Sign _____

Sign _____

Date _____

Date _____

Witness _____

Witness _____

MFSI Staff Received: _____ Date _____



MISSION

The Mission of Maine Fire Service Institute is to assist in the development of skills and abilities in support of Maine's Fire Service at the local, regional and State level in collaboration with the fire chiefs of Maine.