

MAINE FIRE SERVICE INSTITUTE

SERVING MAINE'S TRAINING NEEDS SINCE 1948

Fire Fighter I & II NFPA 1001-2019

CANDIDATE INFORMATION PACKET

Revised January 2019





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



INTRODUCTION

As 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 that information on the process, steps and helpful information to pursue certification as a Firefighter. A component of this document are helpful tips for safety and hydration during firefighter training and testing.

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 and again in 2018.

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

Thank you for your continued support of our efforts to provide quality training and certification opportunities and to assist you as well as the communities you serve to achieve your professional development and certification goals.



GOAL OF CERTIFICATION PROCESS

The guidelines for the certification program are designed to ensure 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 written and skills examinations.
4. To maintain records of persons who have attained certification.

Fire Fighter Certification is provided through the Maine Fire Service Institute. The Maine Fire Service shall certify fire fighters based on a combination of requirements and qualifications.

The Maine Fire Service Institute subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



Fire Fighter Certification

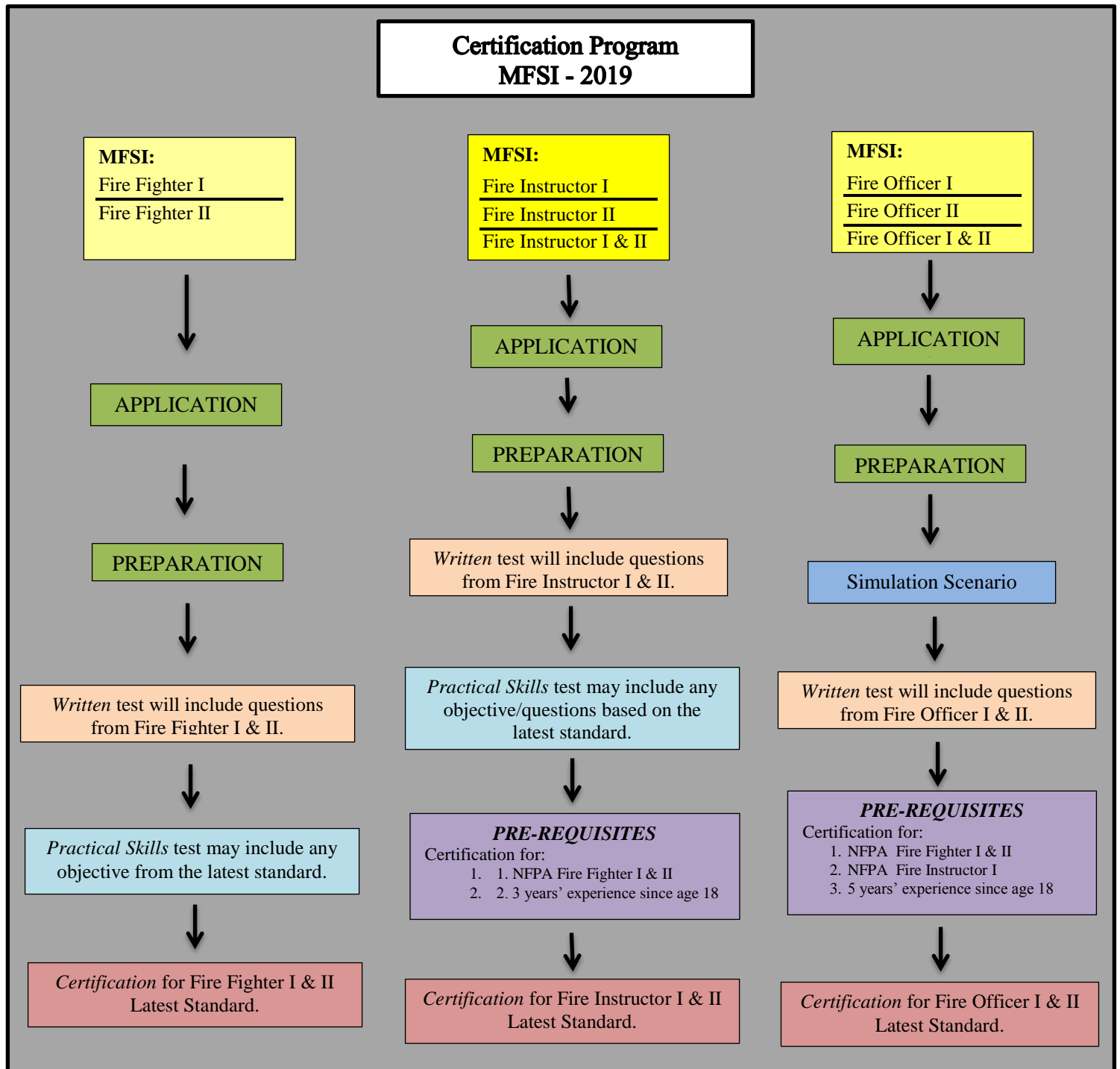
Fire fighter training and certification is intended to be the basis of all future fire fighter certification programs. No fire fighter shall attain higher fire fighter state certification without first completing an approved Fire Fighter I course at a minimum. Applicants seeking certification as a Fire 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





Candidate Check List

Candidate Name: _____ Program Name _____

Make sure that you have your Gear Inspected, a Medical Clearance for Respirator Use and Fit Test report done at the start of your training program and that your Fire Chief has signed the Permission to train form on page 9

☐

Complete and submit Page 8 SMCC Registration Form at the start of your training program DATE / / Submitted

☐

Complete and submit Page 9 Chief Permission to Test Form at the start of your training program only if required by your program coordinator or if you want your test results released to a third party such as your Chief DATE / / Submitted

☐

Complete all assigned components of your course and use your study guide
DATE / / Submitted

☐

Please read the ADA Policy Section XI. to see if it applies to you
DATE / / Submitted

Please take the time to read the rest of the materials enclosed in this packet. It will provide you with helpful information that will help keep you safe and healthy during the rigorous training evolutions you will be under taking.



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	A AUDIT R REPEAT	OFFICIAL USE

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

STUDENT SIGNATURE _____



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: _____



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 membership or affiliation or a Canadian citizen with a membership or affiliation with a Maine border community.
- B. Have successfully completed an approved Maine Fire Fighter I & II training program and provided verification of completion. (This should be done by your program coordinator.)
- C. Have completed Hazardous Materials Awareness and Operations as part of an approved Fire Fighter I & II training program. (This should be done by your program coordinator)
- 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
This application must be submit at least 30 day prior to the anticipated written or skills exam.

The Host agency /Program Coordinator must also submit all required paperwork including a complete set of progress charts along with a signed affidavit 14 days prior to ANY scheduled exam. Do not plan on attending if you have not completed the class.

- A. The Program Coordinator must provide MFSI with:
 - 1. A fully complete SMCC registration card (at the beginning of the program). Stating names and personal information of candidates through registration cards.



2. Indicate current attendance of candidate in their Fire Fighter I & II course. (through progress charts and Program Coordinator Completion Affidavit – not included in this document but found in the Guide for Instructors)
 3. Forms completed by Chief of the Department or Program Coordinator- 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 federal, state or school identification, photo ID and bring them with them to the exam.
- C. Candidates may need to complete an "Authorization for Release of Information"
- D. Coordinate with program coordinator and MFSI when to take a 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.)
- E. Coordinate with program coordinator and MFSI dates for the written exams which may or may not be scheduled before or after the practical skills exams. Candidates should take both exams regardless of results and see the process for retesting if necessary

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 (and MFSI expects them to do so) to these individuals. Ref: NFPA 1500.

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 allow the student to test.

Candidates need to bring a photo ID, lunch and water if their program does not provide 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 will be issued a BFS certificate (provided they have also passed their skills exam) and be eligible to retake the exam in six (6) months. The candidate will be notified in writing following the third failure.

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 9)

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*.

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 23.
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 24-25) at the beginning of the skills exam that acknowledges the understanding of the failure policy described here and 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.

Candidate who fail their initial skills exam shall be given the opportunity to take the next available skills exam, provided it is more than six days in advance. The entire skills exam must be retaken. If there is a failure of the entire skills exam on the second attempt, the candidate must wait a minimum of sixty days to retest a third and final time.

If a candidate fails the skills exam on the third attempt, they will have to repeat an entire Fire Fighter training program before being allow to retest again.



For more information on Practical Skills Retesting please see Section 3.5.9 in the Certification and Testing Policy Procedures Manual.

***Role of the Class Advocate**

The Class Advocate is the program coordinator or 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 Advocate's 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. Live Burn Skills and Testing to be met -



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 sequence chosen for the test may involve a live burn skill.

E. 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.

- F. 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 until the Lead Instructor/Program Coordinator provides MFSI with edited progress charts showing make ups.

- G. 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 both skills and written testing.

VI. Applying for Fire Fighter I&II Reciprocity

For Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. MFSI will not accept any faxed or emailed applications.

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

- A. Candidate must complete the appropriate Reciprocity Application and SMCC registration card application and attach supporting documentation.
- B. Certificates must clearly indicate NBFSPQ (i.e. IFSAC or ProBoard) Accreditation for the level of certification and be verifiable from the accrediting agency.
- C. The candidate must be a member of a Maine Fire Department and must have signature of the Fire Chief in order to request reciprocity
- D. Applicants must meet the general requirements for certification as outlined in the appropriate certification booklet.
- E. If approved pay \$20.00 for a Reciprocity certificate.

MFSI Certification Program Manager will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams. (See Application for Reciprocity pg. 28).

VII. 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.



VIII. 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.

IX. 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.

X. 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. 26)

XI. 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.

Section XII Record Keeping

Once your course is completed, you will receive a State Pro Board certificate with assigned numbers that belong to you. **KEEP YOUR ORIGINAL CERTIFICATE IN A SAFE LOCATION.** Provide your fire chief with a copy – do not lose the original.

If for any reason, you have any changes to your address, please let MFSI know.

If you have a name change, please fill out the form on page 27 and mail to:

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



ADDITIONAL INFORMATION PAGES TO FOLLOW

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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:

1. Be counseled by the Lead Evaluator on their status.
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:

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

Candidates who fail their initial skills exams shall be given the opportunity to take the next available skills exam, provided it is more than six days in advance. The entire skills exam must be retaken. If there is a failure on the second attempt, the candidate must wait a minimum of sixty days to retest a third and final time.

If a candidate fails the skills exam on the third attempt, they have to repeat an entire Fire Fighter training program before being allowed to retest again.

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 3.5.9 in the Certification and Testing Policy Procedures Manual.

Print _____

Print _____

Sign _____

Sign _____

Date _____

Date _____

Witness _____

Witness _____

MFSI Staff Received: _____ 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
22 Simmons Pond Rd.
Hancock, ME 04640
667-8666

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

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



Please submit form to:
MFSI/Southern Maine Community College
Attn: Peter Rines, Certification Program Manager
19 Sewall St., Brunswick, ME 04011
Fax: (207) 729-9079 – Email: prines@smccme.edu

PERSONAL INFORMATION CHANGE

Name: _____ Student ID#: _____
First Middle Last

I authorize the college to change my personal information as indicated below.

X _____

Signature (required)

Date

CHANGE OF NAME – please attach a copy of your new Social Security Card with your new legal name. Name change requests without a copy of the new SSN card will not be processed.

1. Name: Previous name: _____
Last First MI

New Name: _____
Last First MI

CHANGE OF ADDRESS

3. New Address: _____
Street (or PO Box)

City State Postal Code

CHANGE OF E-MAIL

4. E-Mail: _____

CHANGE OF PHONE NUMBER

5. Current Cell Phone: (____) _____

6. Current Home Phone: (____) _____

Office use:
Processed by: _____ Date: _____

Change of Name File Pulled: ☐ Label Changed: ☐ Distribution: ☐ Complete: ☐

Distribution – Financial Aid *all changes*; Information Technology and Student Life

**RECIPROCITY APPLICATION**

NAME _____ SOC. SEC. # _____

ADDRESS _____

TOWN _____ STATE _____ ZIP _____

F.D. POSITION _____

E-MAIL _____

TEL. # (H) _____ (C/W) _____

RECIPROCITY LEVEL APPLIED FOR☐ **FIREFIGHTER I****OFFICE SECTION**

RECIPROCITY DENIED _____ RECIPROCITY GRANTED _____ DATE _____

TESTING COORDINATOR _____

☐ **FIREFIGHTER II****OFFICE SECTION**

RECIPROCITY DENIED _____ RECIPROCITY GRANTED _____ DATE _____

TESTING COORDINATOR _____

☐ **FIRE INSTRUCTOR I & II** (counts as two certificate levels)**OFFICE SECTION**

RECIPROCITY DENIED _____ RECIPROCITY GRANTED _____ DATE _____

TESTING COORDINATOR _____

☐ **FIRE OFFICER I & II** (counts as two certificate levels)**OFFICE SECTION**

RECIPROCITY DENIED _____ RECIPROCITY GRANTED _____ DATE _____

TESTING COORDINATOR _____



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.



Maine Fire Service Institute

Hydration Tips

Prior to Fireground Operations (or exercise)

- Drink at least 16 oz. of water two hours before operations/exercise to ensure your fluid levels are up to par. If you're dehydrated prior to exercise, try to consume 32 oz. of water.
- Drink 8–10 fl. oz. 10–15 minutes.

During Fireground Operations (or exercise)

- Drink cool (40 degrees F), dilute fluids at a minimum rate of at least 8 oz. every 15 minutes or 34 oz. per hour. Those who are dehydrated must drink 8 oz. every 10 minutes or 50 oz. per hour.
- Drink 8–10 oz. every 10–15 minutes.
- If exercising longer than 90 minutes, drink 8–10 oz. of a sports drink (with no more than 8% carbohydrate) every 15–30 minutes.

After Fireground Operations (or exercise)

- If the exercise (fireground activity) lasts for less than an hour, the body should have sufficient electrolyte and carbohydrate supplies to maintain optimal performance. Therefore, for short periods of exercise, water is just as good as sports drinks.
- If exercise (fireground activity) lasts for more than an hour, use a sports drink with electrolytes and carbohydrates along with water to rehydrate the body.
- Weigh yourself before and after exercise and replace fluid losses, drink 20–24 oz. of water for every pound lost.
- If no water was consumed during exercise (fireground operations), aggressively rehydrate at a rate of 16 oz. of fluid every 15–20 minutes.

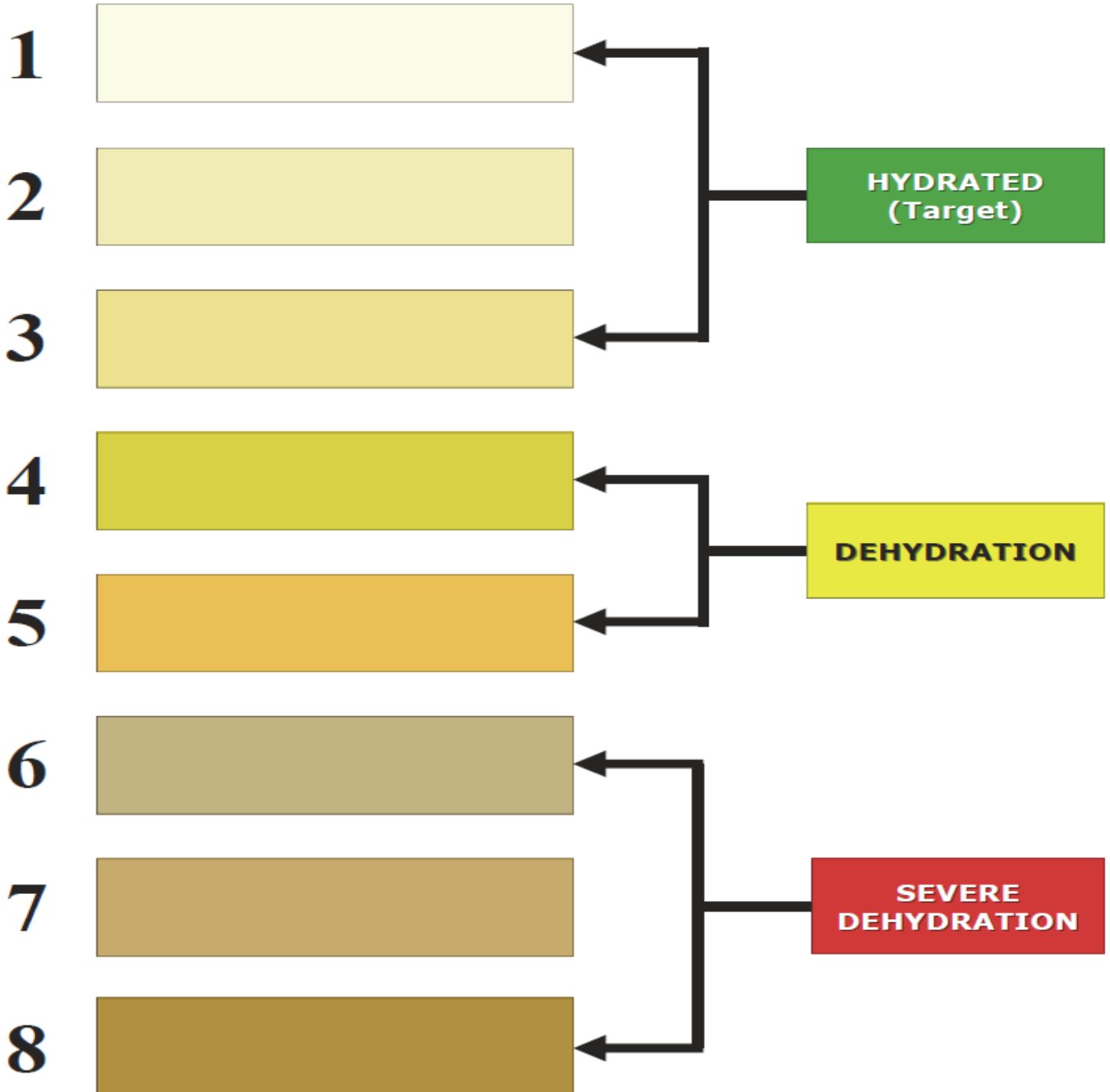
Please refer to the attached chart that can be used as a personal guide to proper hydration.

Remember Safety is everyone's responsibility on the Fire Training Ground.



Am I Hydrated?

URINE HYDRATION CHART*



*-Vitamins and vitamin supplements can change the color of urine. Use another hydration status tool if taking these.

HEAT STRESS INDEX CHART



RELATIVE HUMIDITY	AIR TEMPERATURE										
	70	75	80	85	90	95	100	105	110	115	120
0%	64	69	73	78	83	87	91	95	99	103	107
10%	65	70	75	80	85	90	95	100	105	111	116
20%	66	72	77	82	87	93	99	105	112	120	130
30%	67	73	78	84	90	96	104	113	123	135	148
40%	68	74	79	86	93	101	110	123	137	151	
50%	69	75	81	88	96	107	120	135	150		
60%	70	76	82	90	100	114	132	149			
70%	70	77	85	93	106	124	144				
80%	71	78	86	97	113	136	157				
90%	71	79	88	102	122	150	170				
100%	72	80	91	108	133	166					

APPARENT TEMPERATURE

APPARENT TEMPERATURE °F	DANGER CATEGORY	INJURY THREAT
Below 80°	NONE	LITTLE OR NO DANGER UNDER NORMAL CIRCUMSTANCES
80° - 90°	CAUTION	FATIGUE POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
91° - 105°	EXTREME CAUTION	HEAT CRAMPS AND HEAT EXHAUSTION POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
106° - 130°	DANGER	HEAT CRAMPS AND HEAT EXHAUSTION LIKELY, HEAT STROKE POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
ABOVE 130°	EXTREME DANGER	HEAT STROKE IMMINENT!
NOTE: ADD 10° WHEN PPE IS WORN AND ADD 10° WHEN IN DIRECT SUNLIGHT.		

WIND CHILL CHART

MFSI

AIR TEMP.	WIND SPEED									
	5	10	15	20	25	30	35	40	45	50
30	27	16	11	3	0	-2	-4	-4	-6	-7
25	21	9	1	-4	-7	-11	-13	-15	-17	-17
20	16	2	-6	-9	-15	-18	-20	-22	-24	-24
15	12	-2	-11	-17	-22	-26	-27	-29	-31	-31
10	7	-9	-18	-24	-29	-33	-35	-36	-38	-38
5	1	-15	-25	-32	-37	-41	-43	-45	-46	-47
0	-6	-22	-33	-40	-45	-49	-52	-54	-54	-56
-5	-11	-27	-40	-46	-52	-56	-60	-62	-63	-63
-10	-15	-31	-45	-52	-58	-63	-67	-69	-70	-70
-15	-20	-38	-51	-60	-67	-70	-72	-76	-78	-79
-20	-26	-45	-60	-68	-75	-78	-83	-87	-87	-88
-25	-31	-52	-65	-76	-83	-87	-90	-94	-94	-96
-30	-35	-58	-70	-81	-89	-94	-98	-101	-101	-103
-35	-41	-64	-78	-88	-96	-101	-105	-107	-108	-110

WIND CHILL TEMPERATURE °F	DANGER CATEGORY	DANGER
ABOVE -25°	CAUTION	LITTLE DANGER FOR PROPERLY CLOTHED PERSON
-25° TO -75°	DANGER	INCREASING DANGER, FLESH MAY FREEZE
BELOW -75°	EXTREME DANGER	FLESH MAY FREEZE IN 30 SECONDS