



# CERTIFICATION AND TESTING POLICY PROCEDURES MANUAL

Revised by MFSI January 2019





### **TABLE OF CONTENTS**

<b><u>FOREWORD</u></b> .....	Page 5
------------------------------	--------

### **GENERAL PROCEDURES**

1.1 Endorsement as the Certification Agency in Maine.....	Page 6
1.2 Official Date of Adoption .....	Page 7
1.3 Certification Availability .....	Page 7
1.4 Certification Levels .....	Page 8
1.5 Certification Requirements .....	Page 9
1.6 Publication of Certification Level Prerequisites .....	Page 9
1.7 Certification Level Examinations .....	Page 9
1.8 Release of Test Scores .....	Page 10
1.9 Testing on a Regular Basis .....	Page 11
1.9.1 Fire Fighter I & II Testing .....	Page 11
1.9.2 Fire Instructor I & II Testing.....	Page 12
1.9.3 Fire Officer I & II Testing .....	Page 12
1.10 Accreditation Impact and Certification Status .....	Page 12
1.11 New Standards .....	Page 12

### **RECORD KEEPING AND TEST BANK MANAGEMENT**

2.1 Certification Data .....	Page 13
2.2 Test Availability to Designated Representatives .....	Page 13
2.3 Test Bank Maintenance .....	Page 13
2.4 Test Bank Access .....	Page 14
2.5 Test Selection/Preparation .....	Page 14
2.5.1 Written Certification Test Specifications .....	Page 15
2.6 Test Bank Management .....	Page 15
2.6.1 Guidelines for Written Exam Questions .....	Page 15
2.6.2 Guidelines for Practical Exams .....	Page 16
2.6.3 Exam Format and Instruction .....	Page 16
2.6.4 Certification Exam Review and Analysis .....	Page 16
2.6.5 Question Challenge Criteria .....	Page 17



### **CERTIFICATION EXAMINATION PROCEDURES**

3.1	Certification Examination Procedures .....	Page 18
3.1.1	Fire Fighter I & II Certification Testing Eligibility .....	Page 18
3.2	Provision of Data .....	Page 19
3.3	Observation of the Testing Process .....	Page 19
3.4	Written Examination Procedures .....	Page 19
3.4.1	Written Certification Exam Generation .....	Page 19
3.4.2	Question References .....	Page 20
3.4.3	Certification Exam Distribution .....	Page 20
3.4.4	Written Certification Exam Administration .....	Page 21
3.5	Fire Fighter I & II Practical Skills Examination Procedures .....	Page 25
3.5.1	Fire Fighter I & II Practical Skills Testing Administration .....	Page 25
3.5.1a	Practical Skills Test Generation.....	Page 25
3.5.1b	Policy on Randomized Skills Selection for Testing.....	Page 25
3.5.2	Testing Locations .....	Page 26
3.5.3	Practical Skills Testing Safety .....	Page 26
3.5.4	Practical Skills Pretest Briefing .....	Page 27
3.5.5	Facial Hair in Contact with SCBA Prohibited .....	Page 28
3.5.6	Duties of the Evaluator .....	Page 28
3.5.7	Fire Fighter I & II Skill Sequencing and Setup .....	Page 29
3.5.8	Completion of Each Fire Fighter I & II Practical Skills.....	Page 30
3.5.9	Fire Fighter I & II Practical Skills Retesting Procedures.....	Page 31
3.5.10	Role of Class Advocate.....	Page 32
3.5.11	Completion of the Fire Fighter I & II Practical Skills Exam.....	Page 32
3.5.12	CPM Receives Fire Fighter I & II Exam Materials .....	Page 33
3.6	Fire Service Instructor Practical Skills Examination Procedures .....	Page 33
3.7	Fire Officer Practical Skills Examination Procedures .....	Page 34

### **EVALUATOR CRITERIA**

4.1	Evaluator Criteria .....	Page 35
4.1.1	Fire Fighter I & II Lead Evaluator Criteria .....	Page 35
4.1.2	Fire Service Instructor I & II Evaluator Criteria .....	Page 36
4.1.3	Fire Officer I & II Evaluator Criteria .....	Page 37
4.2	Evaluator Code of Ethics .....	Page 37



### **SUSPENSION, REVOCATION, OR DENIAL**

5.1	Suspension, Revocation, or Denial of Certification .....	Page 38
-----	--	---------

### **APPEAL PROCESS**

6.1	Appeal of Suspension, Revocation, or Denial .....	Page 39
-----	---	---------

### **RECIPROCITY**

7.1	Reciprocity .....	Page 40
-----	-------------------	---------

### **CERTIFICATION UPGRADE POLICY - EQUIVALENCY**

8.1	Introduction .....	Page 41
8.2	Upgrade Policy for Fire Fighter I & II.....	Page 41
8.2.1	Upgrade Fire Fighter I MFSI 1995 Curriculum .....	Page 41
8.2.2	Upgrade Fire Fighter II MFSI 1992 Curriculum.....	Page 42
8.2.3	Upgrade Structural Fire Fighter MFSI 2003 Curriculum.....	Page 42
8.2.4	Upgrade Fire Fighter I MFSI 2003 Curriculum .....	Page 42
8.3	MFSI Fire Instructor Certification Requirements.....	Page 42
8.3.1	Fire Instructor Certification Criteria.....	Page 42
8.3.2	Video-Taped Lesson Criteria.....	Page 43
8.3.3	To be Submitted to Certification Program Manager Office.....	Page 43
8.4	MFSI Instructor I & II Certification Requirements.....	Page 43
8.4.1	In order to obtain Fire Instructor I & II Certification.....	Page 43
8.4.2	Video-Taped Lesson Criteria.....	Page 44
8.4.3	To be Submitted to Certification Program Manager Office.....	Page 44
8.5	Fire Instructor I, Fire Instructor I & II Upgrade Policy Requirements.....	Page 44
8.6	Fire Officer I and Fire Officer II Eligibility.....	Page 45
8.7	Upgrade Policy Basic Fire School to Fire Fighter I&II.....	Page 45
8.8	Upgrade Policy Basic Fire Officer to Fire Officer I&II.....	Page 46

### **SERVICES FOR STUDENTS WITH DISABILITIES**

9.1	Initiating Contact.....	Page 46
9.2	Reasonable Accommodations.....	Page 46
9.3	Early Registration.....	Page 47
9.4	Confidentiality.....	Page 47
9.5	ADA Policies and Procedures.....	Page 47



### APPENDIX

I.	Certification Test Proctor Instructions .....	Page 49
II.	Certification Evaluator Instructions Fire Fighter I and II Practical Skills.....	Page 54
	II-A. Evaluator Code of Ethics.....	Page 58
	II-B Skills Fail Policy Candidate Signature Page.....	Page 59
III.	Challenge Question Form.....	Page 61
IV.	Recognized Practical Skills Training Locations.....	Page 62
V.	Authorization for Release of Information (Individual) .....	Page 63
VI.	Chief's Permission to Test.....	Page 64
VII.	Skill Exam Roster.....	Page 65
VIII.	Certification Flow Chart.....	Page 66

### ADDITIONAL INFORMATION

<i>SMCC Registration Form.....</i>	<i>Page 68</i>
<i>Personal Information Changes.....</i>	<i>Page 69</i>
<i>Notice of Municipal Fire Fighter Training Program.....</i>	<i>Page 70</i>
<i>Certification Testing Upgrade Application Form.....</i>	<i>Page 71</i>
<i>Certification Testing Application Form.....</i>	<i>Page 72</i>
<i>Program Coordinator Training Completion Affidavit.....</i>	<i>Page 73</i>
<i>Reciprocity Application Form.....</i>	<i>Page 74</i>



## *FOREWORD*

The Maine State Legislature created Maine Fire Service Training in 1948 in response to the fires that burned across the state in 1947. This organization dedicated to the training of fire fighters has seen many changes over the years.

In the early 80's, Maine Fire Training & Education, a non-academic program of Southern Maine Technical College, initiated certification programs for fire fighters, fire instructors and fire officers. Through the 1980's and 1990's, MFT&E offered Fire Fighter I & II training and certification based on the 1982, 1987 and 1992 editions of NFPA 1001 Professional Qualifications Standard. In 1992, MFT&E, introduced a Fire Fighter I and II training program designed to comply with the National Fire Protection Association Standard 1001-1992. Testing procedures were developed and implemented to certify fire fighters to this standard. Over the next few years Fire Officer & Fire Service Instructor were added.

In 2006, MFT&E achieved Pro-Board accreditation for the levels of Fire Fighter I & II, Fire Service Instructor I & II and Fire Officer I & II. Maine was reaccredited in 2013 and added Fire Life Safety Educator I when reaccredited in 2018.

In 2011, the Maine State Legislature passed legislation which reorganized Maine Fire Training and Education to the Maine Fire Service Institute. In July of 2012, the Maine Fire Service Institute moved to the former Brunswick Naval Air Station. With a new name and home the Maine Fire Service Institute stands ready to continue its mission of training and certifying fire fighters to meet the demanding challenges of today.



## **GENERAL PROCEDURES**

### **1.1 Endorsement of the Maine Fire Service Institute as the Certification Agency in Maine**

Maine Revised Statute states:

#### **§9000. Definitions**

As used in this chapter, unless the context otherwise indicates, the following terms have the following meanings. [1987]

**1. President.** "President" means the president of the system. [1987]

**2. System.** "System" means the Maine Community College System, established by chapter 431.

2003.

#### **§9001. Program**

The president may conduct programs to provide fire training and education for members of municipal fire departments, incorporated volunteer fire departments, industrial fire brigades, institutional fire brigades and the general public, to be known as the Maine Fire Service Institute. [2011]

**1. Voluntary participation.** The president may not require participation in these programs by a member of a municipal fire department, incorporated volunteer fire department, industrial fire brigades, institutional fire brigades or the general public nor use participation in Maine fire training and education programs as a condition of eligibility to receive funds for training and education programs.

[1987]

**2. Fees.** The president may charge a fee for the training and education of private industrial fire brigades. The amount of the fee shall reflect, but not be limited to, instructional, material and administrative costs. [2011]





### §9002. Advisory committee

**(REPEALED)**

SECTION HISTORY

1989

### §9003. State agents for federal programs

The following provisions shall apply to federal fire programs in the State. [1981]

**1. President; state agent.** The president shall be the state agent to be contacted by the United States Fire Administration about matters dealing with the Federal Fire Prevention and Control Act of 1974, Public Law 93-498. [1989]

**2. System; testing; certification.** The system shall be the state testing agency for the National Professional Qualification Board of the Joint Council of Fire Services Organizations. The president may award certificates to personnel of municipal and incorporated volunteer fire departments using competency standards established by the Joint Council of Fire Services Organizations. [1989]

## **1.2 Official Date of Adoption**

The cut-off date for certification shall correspond with the official date of publication of a NFPA Qualification Standard. Any candidate in progress to become certified prior to the established cut-off date shall be certified to the previous NFPA Standard. In no case shall the designated cut-off date exceed a period of two (2) calendar years from the official date of adoption of the particular NFPA Standard.

## **1.3 Certification Availability**

Consistent quality instruction and certification is the primary obligation of the Maine Fire Service Institute to the firefighters of Maine. The primary goal of the Maine Fire Service Institute, as an accrediting entity, is to make testing and certification services available to all firefighters and firefighting personnel in the State of Maine.

The Maine Fire Service Institute is operated in accordance with Maine State Law, Southern Maine Community College policy and all applicable Federal Laws. Southern Maine Community College/MFSI does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, or age or marital, parental





or veteran's status in its programs and activities. Inquiries about the College's compliance with and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer  
124 Spring Point Hall  
2 Fort Road, South Portland ME 04106  
207-741-5798  
Maine Relay Service: 800-457-1220  
Fax: 207-741-5751  
[deanofstudents@smccme.edu](mailto:deanofstudents@smccme.edu)  
[www.smccME.edu](http://www.smccME.edu)

Discrimination of any form including ethnic slurs, jokes, sexist remarks, etc. are strictly prohibited and should be reported to the Director of MFSI. Any candidate, instructor, or staff member who believes he or she has not received fair treatment may submit a complaint to the Director of the Maine Fire Service Institute or with the Affirmative action Officer at SMCC.

### **1.4 Certification Levels**

The Maine Fire Service Institute currently offers the following levels of certification:

#### **Certification Level**

Fire Fighter I

Fire Fighter II

Fire Service Instructor I

Fire Service Instructor II

Fire Officer I

Fire Officer II

Fire Life Safety Educator I



### **1.5 Certification Requirements**

Individuals applying to the Maine Fire Service Institute for any level of certification must meet the requirements for the appropriate level as established by the appropriate NFPA standard. (See attached Certification Flow Chart Appendix VIII pg. 65)

### **1.6 Publication of Certification Level**

Required prerequisites are established and published for each level of certification exam available to candidates through the MFSI website or by calling the Certification and Curriculum Program Manager. This information is also in the "Fire Fighter I & II Guide for Lead Instructors – Instructor Information Packet".

Any candidate making application for any given certification level must document completion of approved training that meets or exceeds the appropriate NFPA Standard and as outlined in the appropriate "Candidate Information Packet". NOTE: In the case of a regional academy the appropriate documentation will come from the program coordinator.

Candidates must take and pass appropriate written exams with a minimum score of 70% and complete all required practical skill evolutions as referenced to the appropriate NFPA Standard.

### **1.7 Certification Level Examinations**

The Maine Fire Service Institute policy relating to the examinations designed specifically for each level of certification currently available are subject to the conditions listed as follows:

Course objectives consisting of manipulative skills are examined through a process of practical testing designed to meet the appropriate NFPA standard.

Practical Skills Examinations are graded on a pass/fail basis with a predetermined skills checklist for each skill to be tested, referenced to the appropriate NFPA Standard.

Course objectives consisting of the demonstration of pertinent knowledge are examined through objectively graded written examination, referenced to the appropriate NFPA Standard.

Knowledge examinations are graded according to a predetermined passing grade of



70% denoting the minimum percentage required to pass the exam, referenced to the appropriate NFPA Standard.

### **1.8 Release of Written Test Scores**

The Maine Fire Service Institute Certification Policy and Procedures Manual relating to the release of test scores states as follows:

Certification test scores are not released to any individual, instructor, fire chief, agency, or organization. A letter of notification of written test scores and pass/fail status is forwarded to each candidate completing the exam at his or her home address in an envelope addressed by the candidate provided to them at the exam site.

Candidates who fail the exam on the first attempt will also be sent a feedback report outlining any areas of weakness.

MFSI does not retain any test scores other than pass/fail status for each candidate and also retains the bubble sheets in the candidate's file. Pass/fail status is indicated on each candidate's letter of notification. Do not call the MFSI Office requesting test scores. ***Results will not be released to anyone over the phone.*** Individual test score sheets are filed in individual files that are stored in secured files in a secured room accessed only by MFSI staff with limited accessibility.

Should a candidate fail an exam, he or she shall be eligible to retest two more times within three (3) months. A different version of the exam will be administered on these occasions. The candidate who needs to retest for any exam must register with the MFSI Certification Program Manager and provide their program name, program coordinator name and exam they need to retest and personal contact information. If a passing grade has not been obtained after the six month retest, the candidate will need to retake a program.

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 candidate 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.

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 Appendix V pg. 63 )

### **1.9 Testing on a Regular Basis**

Written examinations are offered at the end of a local or regional training program. Make ups or retakes are offered on a monthly basis. Individuals or training officers with candidates meeting the requirements for certification may request to participate in an approved scheduled certification test following verification of the required training. For Regional Programs, proof of the completed training is required two weeks prior to the exam test date.

MFSI Certification Program Manager will assist individuals in making these arrangements. A schedule of test dates for the various certification levels is available from MFSI to any interested individual or agency either by phone by calling the office of the Certification Program Manager or via email or by checking the MFSI website.

#### **1.9.1 Fire Fighter I and II Testing**

Host agencies, departments or individuals may apply for testing as outlined in "Fire Fighter I & II Guide for Lead Instructors – Instructor Information Packet". Forms and procedures are included in this publication and also in the "Fire Fighter I & II Candidate Information Packet". A MFSI trained employee or contracted designee shall serve as proctor for the written examination.



### **1.9.2 Fire Instructor Testing**

Fire Service Instructor I & II Certification Tests are offered at the completion of regional programs and at regular scheduled times and locations. Forms and procedures are included in the "Fire Instructor Certification and Reciprocity Program Instructor Candidate Information Packet". Eligible individuals may preregister to take any scheduled examination.

Additionally, eligible individuals may contact the Certification Program Manager and request a test be administered at a mutually convenient time at the MFSI office. The practical skills portion of this exam is offered only during the presentation of the Fire Service Instructor I and II course or with arranged approval by the Certification Program Manager with video submission. This course is offered several times annually in different locations throughout the state. A trained MFSI employee or an approved MFSI proctor shall serve as proctor for the written examination.

### **1.9.3 Fire Officer Testing**

Fire Officer I & II Certification Tests are offered at the completion of regional programs and at regular scheduled times and locations. Forms and procedures are included in the "Fire Officer Certification and Reciprocity Officer Candidate Information Packet ". Eligible individuals may preregister to take any scheduled examination. Additionally, eligible individuals may contact the MFSI office and request a test be administered at a mutually convenient time at the MFSI office. The practical skills portion of this exam is offered only during the presentation of the Fire Officer I & II course. This course is offered annually in different locations throughout the state. A MFSI employee shall serve as proctor for the written examination. Candidates must meet prerequisites for testing that include completion of Fire Fighter I&II, and minimum Fire Instructor I.

## **1.10 Accreditation Impact and Certification Status**

The Maine Fire Service Institute affirms that accreditation will not affect the current certification level of any individual.

### **1.11 New Standards**

An individual's certification shall not be rendered invalid because the NFPA or any other accrediting body adopts new standards.



## **RECORD KEEPING AND TEST BANK MANAGEMENT**

### **2.1 Certification Data**

The Maine Fire Service Institute acting as an accreditation entity will collect and maintain the following data on certification:

- Names of candidates tested
- Social security number or equivalent
- Certification level records
- National Board of Fire Service Professional Qualifications identification number (for the rest of the document, NBFSPQ will be used)

The policy of the Maine Fire Service Institute concerning the maintenance of data is to maintain all data items listed above indefinitely. MFSI will provide NBFSPQ with this data at least twice annually.

### **2.2 Test Availability to Designated Representatives**

The Maine Fire Service Institute makes available to representatives designated by the NBFSPQ the tests for all levels of certification.

### **2.3 Test Bank Maintenance**

The Maine Fire Service Institute maintains test banks for Fire Fighter I, Fire Fighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, and Fire Officer II and Fire Life Safety Educator I. All test banks are reviewed by subject matter experts following test bank purchase. All questions are further reviewed by test construction experts and reviewed for applicability within the jurisdiction.

Separate test banks shall be maintained for each level of certification issued by MFSI. All test banks shall include sufficient questions to correlate 100% of the standards set for the various certification levels. All test banks shall be at least twice as large as the number of questions used per test generated.

Each question within all test banks shall identify the appropriate NFPA Standard and edition being tested, which shall be the same standard and edition as the accredited level. Each question shall also be referenced to the standard being measured and to the appropriate reference source.



### **2.4 Test Bank Access**

The Maine Fire Service Institute limits test bank access to the MFSI Certification and Curriculum staff. Test banks are protected by password and maintained on a stand-alone computer and accessible only to the above authorized individuals. It will be backed up on an external hard drive and kept in a locked fire resistant safe.

Printed copies of the test and answer keys are kept in locked cabinets in a locked room located in the office of the MFSI accessed only by MFSI personnel.

Certification tests are handled by full-time MFSI employees or as assigned and approved by the Certification Program Manager. No tests are left unattended at any test site.

Completed answer sheets are secured in individual files after being scanned and graded at the MFSI Office.

### **2.5 Test Selection/Preparation**

Test questions are randomly generated from the database on the appropriate test bank and reviewed by the Maine Fire Service Institute training staff and test bank review team periodically for clarity and relevance to the standard being tested. Random test generation shall include a selection from each major section/topic of the appropriate NFPA Standard being tested.

Multiple versions of tests for each certification level shall be created and used. These versions shall be destroyed and a new version created for use:.

Fire Fighter I&II – at least six months or annually depending on numbers

Fire Instructor I&II – at least six months or annually depending on numbers

Fire Officer I&II – annually

Fire Life Safety Educator I - annually





### **2.5.1 Written Certification Test Specifications**

The following test specifications will apply for the level being tested:

**Fire Fighter I:**

NFPA 1001-2013 or current std  
100 multiple choice questions

**Fire Fighter II:**

NFPA 1001-2013 or current std  
100 multiple choice questions

**Fire Service Instructor I:**

NFPA 1041-2012 or current std  
100 multiple choice questions

**Fire Service Instructor II: NFPA**

NFPA 1041-2012 or current std  
100 multiple choice questions

**Fire Officer I**

NFPA 1021-2014 or current std  
100 multiple choice questions

**Fire Officer II**

NFPA 1021-2014 or current std  
100 multiple choice questions

**Fire Life Safety Educator I**

NFPA 1035-2015 or current std  
50 multiple choice questions

### **2.6 Test Bank Management**

The policy of the Maine Fire Service Institute addressing test bank management-test item reference and validity is as follows:

#### **2.6.1 Guidelines for Written Exam Questions:**

The Maine Fire Service Institute utilizes the following guidelines when developing and reviewing test items for construction of certification exams:

Introductory Statements   Multiple Choice Questions   True or False Questions

Each question is constructed in the form of a direct question or an incomplete statement to measure only one learning outcome.

Answers:

- Candidates are provided with four answer choices - the correct answer and three plausible attractive distractors per test item.
- One answer is clearly defined as "best" or most correct and cannot be argued.
- All choices refer to the same subject matter.



- Choices are grammatically consistent with the introductory statement. Designated positions of the answers vary for each exam question.
- Choices appear in columnar format on separate lines with clearly assigned letters alphabetical order (A-D)

### **2.6.2 Guidelines for Practical Exams**

Skills checklist items for each certification level exam meet or exceed the NFPA Standard relevant to the item. A random selection of skills processes, representing a diversity of the appropriate standard is used for Fire Fighter I & II. Random skills are tested for Fire Instructor I & II also for Fire Service Officer I & II.

Candidates must perform the selected skill that corresponds with the behavioral objectives within the course of study.

Candidates are provided with clear, concise instructions.

### **2.6.3 Exam Format and Instructions**

- Exam format is designed to include an area to identify candidate's name, last 4 digits of their social security number, date, program and which exam the candidate is taking on the Scantron answer sheet.
- Clear, concise instructions are given regarding test procedures. (Appendix I Certification Test Proctor Instructions pg. 49).
- Candidates are provided information on how answers are to be recorded.
- Candidates are provided a specified time allotted for the exam.

### **2.6.4 Certification Exam Review and Analysis**

Test scores and test items shall be reviewed after 40 administrations of the exam instrument. The following procedures shall be used for analyzing and corrective action for special circumstances, when questions are challenged, or a validation issue:

1. The test question/item challenged shall be reviewed and if there is an error will be immediately removed from any test.
2. The question/item shall be reviewed by the Director and Deputy Director for validity and reliability in regards to the appropriate NFPA Standard and reference materials.



(Cont. 2.6.4)

3. Following review, the question/item may be:
  - a. Retained as written
  - b. Rewritten
  - c. Permanently removed from the test bank

MFSI shall maintain and analyze test statistics including the following:

1. Number of persons taking the test
2. Distribution of test scores
3. Average test score

### **2.6.5 Question Challenge Criteria**

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 Appendix III Page 61.
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. Modify the question 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.

**See Question Challenge Form in Appendix III on pg. 61**



## *CERTIFICATION EXAMINATION PROCEDURES*

### **3.1 Certification Examination Procedures**

The Maine Fire Service Institute complies with the test processes as set forth by NBFSPQ with the following policy:

The Maine Fire Service Institute requires all MFSI employees serving as exam proctors to comply with all of the guidelines as set forth in this Certification Policy and Procedures Manual. Additional instructions are located in the Appendix I Certification Test Proctor Instructions pg. 49.

There are certain prerequisites for testing for both written and skills exams for Fire Fighter I & II as follows:

#### **3.1.1 Fire Fighter I & II Certification Testing Eligibility**

In order to ensure consistency and proper planning in the facilitation of written and skills testing Maine Fire Service Institute has instituted the following pre-requisites for testing eligibility for Firefighter I & II effective July 1, 2011 and reviewed annually.:

All candidates or program coordinators representing a regional program, participating in written or skill testing for Firefighter I & II Certification shall submit all completed Progress Charts to the Certification Program Manager no less than two weeks prior to a scheduled written and/or skills evaluation. Candidates will not be permitted to participate in any portion of the testing if the Progress Charts have not been submitted and accepted by the Certification Program Manager. The Certification Program Manager reserves the right to schedule written and skill testing based on scheduling and resource availability.

It is the responsibility of the Fire Chief, Training Officer or Program Coordinator to ensure that Progress Charts are completed and that all training has been completed prior to submission to the Certification Program Manager. Incomplete paperwork will cause holds on the individual certifications.

Please feel free to contact Certification Program Manager if you have any questions related to certification testing at the 207-844-2074 or by email: [prines@smccme.edu](mailto:prines@smccme.edu)



### **3.2 Provision of Data**

Upon the request of NBFSPQ, MFSI will provide the following information concerning certification program exams:

1. Exam date
2. Exam time
3. Exam location

### **3.3 Observation of the Testing Process**

MFSI shall periodically conduct self-audit of certification examinations being given throughout the state to review evaluators for currency of skills, knowledge levels, and compliance with examination procedural methods.

MFSI, in compliance with the guidelines governing accreditation entities, permits any certification exam testing process to be observed with the following guidelines:

The representative observing the testing process is designated by NBFSPQ. MFSI has received notice of intent to observe the testing process at least forty-eight hours prior to the test date.

### **3.4 Written Examination Procedures**

#### **3.4.1 Written Certification Exam Generation**

##### **VALIDATION OF SKILLS SHEETS & WRITTEN TEST QUESTIONS**

When materials are purchased for the purpose of certification testing, MFSI shall conduct a validation review. The process for review is as follows:

The Certification & Curriculum Program Manager (CPM) shall assemble a review team that either consists of MFSI Staff or by no fewer than 8 (eight) MFSI Certified Instructors. The team will assemble in a place that the CPM deems appropriate. Each team member will be given a block of questions or skills sheets. After reviewing each question or skill sheet the reviewer will mark the material appropriate or inappropriate. The same procedure will be used for all material and by all evaluators. The reviewers' task is to ensure that the material



is appropriate for the geographical area and that the material is relevant. The reviewer will also draft replacement material to be validated during the group session. After all materials have been initially reviewed, the evaluators shall gather as a group with the Certification Program Manager as facilitator. The purpose is to review all the materials that were marked inappropriate; review replacement test questions; and make a final decision.

**All supporting documentation developed during this process will be maintained by the CPM in the same manner as all other test materials for one year.**

### **3.4.2 Question References**

#### Fire Fighter I & II

Each question is referenced to one or more of the following:

1. NFPA 1001 current edition
2. Jones and Bartlett, Fundamentals of Fire Fighter Skills 4th Edition
3. Jones and Bartlett, Fundamentals of Fire Fighter Skills 4th Edition, Instructor's Guide

#### Fire Instructor I & II

Each question is referenced to one or more of the following

1. NFPA 1041 current edition
2. Fire Services Instructor Principles and Practice, Second Edition

#### Fire Officer I & II

Each question is referenced to one or more of the following:

1. NFPA 1021 current edition
2. Maine Fire Service Institute's Fire Officer Course, Instructor's Guide
3. Jones and Bartlett's Fire Officer Principles and Practices, Third Edition

#### Fire Life Safety Educator I

Each question is referenced to one or more of the following

1. NFPA 1035 current edition
2. Fire and Life Safety Educator Principles and Practice, Second Edition

### **3.4.3 Certification Exam Distribution**

Written certification examinations are to be proctored only by MFSI employees and to be held at pre-approved facilities with adequate lighting and ventilation and sufficient area to allow space between the candidates participating in the exam. On occasion, due to geography, a trained individual, usually a MFSI instructor is permitted to proctor exams. These proctors are trained and sign a non-disclosure code of ethics statement. Appendix II-A. Page 58.



Each candidate receives:

1. An Envelope to be addressed by the candidate to mail home their individual results (SAE)
2. Appropriate Exam and Answer sheets
3. Two number 2 pencils and scrap paper
4. A large envelope to place test booklet, answer sheets and SAE once completed

The Proctor conducting the exam is responsible for visually inspecting the packet of testing materials received from MFSI and to notify the Certification Program Manager or Director of any evidence of tampering or additional materials needed. All Proctors shall follow the procedures for handling the exam as outlined in this manual and following the Certification Test Proctor Instructions in Appendix I, pages 48-52.

### **3.4.4 Written Certification Examination Administration**

The following Written Certification Exam Administration procedures shall apply to all MFSI written certification examinations.

**Prior to Beginning the Exam** - All candidates are required to provide federal or state issued photo identification. MFSI personnel shall verify identification before allowing the candidate to take the exam. Acceptable picture identifications include:

Military ID or TWIC card  
State Driver's License  
State Identification Card  
US Passport

**Written Exam General Instructions** - Exam Proctors shall review the following information with the candidates prior to handing out test packets:

Certification Exam Level	Questions on exam	Allotted time for exam completion
Fire Fighter I	100 questions	1 hour 30 minutes
Fire Fighter II	100 questions	1 hour 30 minutes
Fire Instructor I	100 questions	1 hour 30 minutes
Fire Instructor II	100 questions	1 hour 30 minutes
Fire Officer I	100 questions	1 hour 30 minutes
Fire Officer II	100 questions	1 hour 30 minutes
Fire Life Safety Educator I	50 question	1 hour





1. The passing score for all MFSI written certification examinations is **70%**.
2. All other materials must be cleared from desk/table. Only the exam packet, scrap paper, and pencils are allowed. Cell phone, drink containers, books, pagers and all other items will be placed at the front of the room before the exam begins. Cell phones and all other devices will be turned off.
3. Candidates are instructed NOT to write in test booklet.
4. Candidates may NOT leave the room while exam is in progress without the permission of the proctor. Candidates will be permitted to leave the room one at a time to utilize rest room facilities. Exam booklets and answer sheets must be face down on table.
5. The Exam Proctor may not assist a candidate by reading or explaining a question on the exam.
6. If a candidate challenges a question on the exam, they have the opportunity to put it in writing.. (See section 2.6.5, also Appendix III pg. 60)
7. When finished with an exam:
  - a. Candidates should place the SAE, cover sheet, test booklet, and answer sheet in the envelope
  - b. Give to Exam Evaluator for inspection.
  - c. If a candidate challenges a question on the exam, they have the opportunity to put in writing.. See section 2.6.5, also Challenge Question form in Appendix III on pg. 60.
8. Candidates who need ADA assistance for Fire Fighter I & II written exams only, can do so by contacting SMCC at 741- 5629 at least 3 weeks prior to exam night. Accommodation **will not** be made on exam night. (See Section 9 pg. 46)
9. Cheating will result in automatic failure and dismissal from the entire certification exam process.
  - a. 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.
  - b. 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.
- c. 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 describing the incident in detail. This memorandum must be included when the test materials are returned to MFSI.
  - d. At the Directors discretion, all certifications held by any individual accused of cheating on any Certification Exam may be revoked or suspended.
10. If the exam is administered while candidates are on call and an emergency arises:
- a. Test booklets and answer sheets must be turned face down.
  - b. Test will continue when candidates return.
  - c. If emergency is of long duration:
    - i. The test that candidates failed to complete will be considered invalid.
    - ii. Test will be rescheduled.
    - iii. A different version of the test will be issued at a later date.
11. The Certification Program Manager will score/analyze all exams and candidates will be notified by letter within two weeks. Notification will indicate pass/fail status and a feedback report will be sent to all candidates.
12. Candidate must score 70% or better on a 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.
13. 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, in the case of Fire Fighter I&II, they will be issued a BFS certificate and eligible to retake the exam in six (6) months. If it is Fire Instructor I&II or Fire Officer I&II there are no interim certificates but they need to wait six (6) months before a retest may be given.



14. 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 may need to be taken again to be eligible to test or for certification.

**Proctors are provided with the written instructions (See Appendix I on pg. 49-53) which are to be read aloud to the candidates at the start of every certification exam.**

**Written Exam Completion** - Following the completion of the written exam, the Proctor has the following responsibilities:

1. Checks to see if the exam version number matches the coded version number on an individual's answer sheet.
2. Count the test packets & ensure all have been turned in
3. Ensure all test packets are sealed
4. Place test packets, signed roster, and all unused tests packets in the case and return items to the Certification Program Manager at the MFSI Office.

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 Appendix V Page 63)



### **3.5 Fire Fighter I & II Practical Skills Examination Procedures**

#### **3.5.1 Fire Fighter I & II Practical Skills Testing Administration**

##### **3.5.1a Practical Skills Test Generation**

Practical skills tests are generated by the Maine Fire Service Institute from over more than 200 skills sheets. Practical skill tests are designed so that the possibility exists that any Job Performance Requirement from a given NFPA Standard can be on a particular skill test. All practical skills exams shall contain a diverse degree of difficulty in job areas.

Fire Fighter I & II practical skills tested are sequenced in the form of actual contextual skills. Several sequences of skills have been created for each level and are provided to the evaluator in notebooks prior to the exam.

**The Maine Fire Service Institute will assign and approve all Lead and Assisting Evaluators.**

##### **3.5.1b Policy on Randomized Skills Selection for Testing**

Please note that all skills stations are assigned in a numbered notebook.

The MFSI Certification Program Manager will assemble a series of skills test station packets for each skills exam day. The packets or notebooks will be determined by the following process:

1. Each skills exam day will consist of a maximum of 15 skills stations
2. Of this number, 9 skills station randomly assigned must be completed by each candidate.
3. Of the nine, six will be predetermined and selected annually as mandatory stations on all skills exams.
4. Remaining stations will be categorized by the estimated length of time it takes to do the stations. There will be three categories – a short time frame, a medium length time frame and a longer time frame. From these categories, two stations will be randomly chosen from each.
5. Remaining stations, will be selected by the MFSI Certification Program Manager, from all non-assigned skills.



Example:

Station Skill #'s 1 to 6 are pre-assigned

Station Skills #'s 7 to 12 are broken down into timed categories and 2 skill drills will be randomly selected from each of the timed categories.

Station Skills #'s 13 to 15 The Certification Program Manager will pick up to three from remaining unassigned skills notebooks.

### **3.5.2 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 Recognized Practical Skill Training Locations Appendix IV pg. 62)

### **3.5.3 Practical Skills Testing Safety**

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

Prior to the date of the certification examination, the Lead Evaluator or Certification Program Manager shall contact the local program coordinator and advise 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 Director 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 an employee of Maine Fire Service Institute. 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 (which may be the Certification Program Manager) and Safety Officer shall brief all assisting evaluators, support staff and candidates 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 test proctor.

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 candidate.

### **3.5.4 Practical Skills Pretest Briefing**

The Certification Program Manager/Lead Evaluator and Safety Officer shall conduct a pretest briefing with all assisting evaluators and candidates. This briefing shall include the following information:

1. A review of the practical skills to be tested.
2. A review of the acceptable test performance criteria.
3. A review that all evaluators must refer to the skill checklists and determine if the candidates follow the steps and techniques listed in order to pass the skill. On any specific skill, candidates cannot miss **any** of the priority steps and cannot miss more steps than allowed as indicated on each checklist to pass the specific skill.
4. A review of the proper completion of any forms used in the evaluation.
5. A review of the procedures to be used for handling questions or problems, which may arise during testing and the use of the class advocates or program coordinators. (See Section 3.5.10)
6. A review of the safety procedures to be followed during testing.
7. Explanation of the retesting and pass/fail policy and receipt of signed acknowledgement form. (See full policy in Section 3.5.9 and Appendix II-B, Candidate Acknowledgement of Pass/Fail Policy Form on page 59-60)
8. Injury reporting.



9. Accountability system using tags through the command system..
10. Introduction of staff.
11. Other misc. items

### **3.5.5 Facial Hair in Contact with SCBA Prohibited**

Individuals with facial hair that comes into contact with the SCBA face piece will not be allowed to be tested for certification. The Certification Program Manager or Safety Officer have the authority to deny testing to these individuals and is expected by MFSI to do so. Any Lead Evaluator wearing SCBA while participating in any live burn practical skill shall also comply with this requirement. This policy is in accordance with NFPA 1500, Fire Department Occupational Safety and Health Programs, Current Edition:

"7.13.3\* Members who have a beard or facial hair at any point where the face piece is designed to seal with the face or whose hair could interfere with the operation of the unit shall not be permitted to use respiratory protection at emergency incidents or in hazardous or potentially hazardous atmospheres."

This NFPA standard followed the ruling regarding facial hair and SCBA or respirator use that was issued in February 1990 by the Directorate of Compliance Programs, Occupational Safety and Health Administration, U.S. Department of Labor: 29 CFR 1910.134(g)(1).

Any Lead Evaluator wearing SCBA while participating in any live burn practical skill shall also comply with this requirement.

### **3.5.6 Duties of the Evaluator**

- A. The Lead Evaluator shall have all candidates provide photo identification and verify identification before allowing the candidate to sign the roster and take the practical skills exam.

Any candidate not listed on the roster who has not pre-arranged participation with the Certification Program Manager at MFSI shall not be allowed to proceed with the Practical Skills Exam.

- B. Practical Skills Check-off forms are provided to the lead evaluator so that they





can use them for each candidate during testing.

Practical Skills Check-off forms contain all of the practical skills that could possibly be chosen in a skill sequence for the appropriate level of testing; all practical skills from the Fire Fighter I and II standard are eligible for testing.

The Lead Evaluator is not to advise the candidates of which skills they will be tested or have the candidates mark the test skills.

The candidates' success or failure on each skill should be indicated on their check-off sheet immediately following their demonstration of that skill. Only the skills tested in the chosen skill sequence should be marked on the check-off sheet. Therefore, there will be many blank areas on their sheet when the exam is completed.

### **3.5.7 Fire Fighter I & II Skill Drill Objectives and Set-up**

The MFSI Certification Program Manager will assemble a series of skills test station packets for each skills exam day. These skill station packets shall be created for each evaluator testing. Various skills objectives have been developed for each level and will be periodically changed. Practical skills exam sequence packets are not to be opened until the evaluator briefing.

**The candidates shall not be told what skills are in the sequence, and skill stations shall not be arranged until immediately prior to the skills exam.**

**During the Practical Skills exams, candidates are not allowed to observe stations they have not yet completed.**

Candidates are not permitted to watch as skill stations are set up; for example a maze for search and rescue. Candidates are not allowed to watch other candidates demonstrate their practical skills.

Candidates, when not testing are required to stay in the staging area. The staging area will be in proximity to the command area.

Skills are to be tested as written on the skills sheets. For example, it may be written for a candidate to perform an SCBA skill, then progress directly to a rescue skill, while still in full gear, perform the appropriate skill, and then return to the SCBA station to perform another skill. This will alleviate candidates repeating many of the same motions



throughout the testing process, and will reduce down time.

**When a candidate is ready to be tested on a particular skill, the Evaluator is advised to read aloud to the candidate the skill instruction statement or script as written for that skill on the skill sequence.**

The Evaluator shall refer to the skills checklist but not disclose information concerning the specific items or attempt to teach the correct methods to perform the skills during the test, as the candidates are supposed to have already mastered each skill.

Each sequence notebook also contains skill checklists for each specific skill listed. The steps outlined on the checklists are identical to the steps each candidate should have been taught and mastered during the course of instruction.

The steps on the evaluation 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 candidate is allowed to miss one or two of the remaining steps. The number allowed to be missed is identified on each skill checklist.

**To ensure consistency among evaluators, all evaluators must refer to the skill checklists and determine if the candidates follow the steps and techniques listed in order to pass the skill.**

On any specific skill, candidates may not miss **any** of the priority steps and may not miss more steps than allowed as indicated on each checklist. The Evaluator shall fail the candidate on any skill where **any** of the priority steps are missed or more steps are missed than allowed as indicated on each checklist.

**NOTE:** Although through training and experienced evaluators may know alternative techniques for skills, it is mandatory that candidates perform the skills as specified on the skill checklists.

### **3.5.8 Completion of Each Fire Fighter I & II Practical Skill**

Candidates should be notified confidentially of their pass/fail status on each skill. Results shall not be posted for public viewing.



### **3.5.9 Fire Fighter I & II Practical Skills - Retesting Procedures**

Exam evaluators shall review the following information with the candidates prior to beginning the practical skills exam:

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:

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 failures 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 or in the case of skill scenarios, from the start until the failed skill has been made up.
5. If the candidate fails any of the skills during the retest, this will be considered as the 4<sup>th</sup> 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 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 have to repeat an entire Fire Fighter training program before being allowed to retest again.

### **3.5.10 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.

### **3.5.11 Completion of the Fire Fighter I & II Practical Skills Exam**

1. The Lead Evaluator collects all Skill Check-off sheets and Station Charts.
2. The Lead Evaluator reviews the sheets to ensure all required skills were tested and pass/fail status correctly indicated.
3. When everything is in order, the Lead Evaluator signs each individual's Skill Check-off sheet and indicates if candidate has passed or failed the exam.
4. The Lead Evaluator shall also list all assisting evaluators on the form.



5. Completed Skills Check-off sheets are placed in the package with other testing materials, and must be returned/mailed to the MFSI immediately after the exam.

### **3.5.12 Certification Program Manager receives Fire Fighter I & II Exam Materials**

When a package of exam materials is received by the Certification Program Manager it is inspected for:

1. Evidence of tampering
2. Inventory of exam packets

### **3.6 Fire Service Instructor – Practical Skills Examination Procedures**

Each Fire Service Instructor I or Fire Service Instructor II candidate is supplied with a Fire Instructor I & II Certification Program Booklet during the course presentation. Completed booklets must be submitted to the instructor and the instructor will provide progress charts to the Certification Program Manager for final review.

Fire Instructor I Practical Skills Testing is conducted as part of an approved course. Candidates are supplied with the criteria which must be met to pass these skills. The skills are evaluated by the course instructor according to the criteria supplied. All instructors evaluating skills exams must be approved in advance by the MFSI as meeting Section 4.1.2, Fire Service Instructor Evaluator Criteria, and shall not be from the department being tested. All completed skill sheets must be sent to the Certification Program Manager for final review in order to be eligible for certification.

Fire Instructor II Practical Skills are conducted as a part of an approved course. These practical skills include the development and presentation of an original lesson plan. Candidates are supplied with the criteria which must be met to pass these skills. The completed lesson plan and all other required materials are sent to an approved instructor/evaluator for evaluation. All evaluators must be approved in advance by the Certification Program Manager and shall not be from the department being tested. All completed skill sheets, lesson plan and support materials must be sent to MFSI within six months of course completion for final review in order to be eligible for certification.



### **3.7 Fire Officer Practical Skills Examination Procedures**

Each Fire Officer I or Officer II candidate is supplied with a Practical Skills Booklet during the course presentation. Completed Skills Booklets must be submitted to MFSI within two months of course completion. Final evaluation of each Skills Booklet is conducted by MFSI.

All Fire Officer Practical Skills are initially conducted during the presentation of an approved Fire Officer Course. The Lead Instructor for an approved course must meet the following criteria:

- A. Certification by the MFSI at the Fire Officer level to be taught. The Fire Officer 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. The instructor must then take the appropriate Fire Officer Certification exam with the class.
- B. Five years of experience with the fire service, three (3) of which must be in an officer position.
- C. Certification as a Fire Service Instructor I.
- D. Responsible for all training records, course applications and practical skills.
- E. Lead Course Instructor must meet all requirements for Fire Officer Certification eligibility.

Following completion of all of practical skills, candidates must submit all of the skills and supporting documentation to the MFSI within two months of course completion. Failure to do so will result in failure of the skills portion of the Fire Officer Certification requirement. Following receipt by MFSI, all of the skills will be reviewed and evaluated to determine whether the candidate has passed or failed the skills examination. The candidate will be notified by MFSI of only pass or fail status following the evaluation of the submitted skills.



## **EVALUATOR CRITERIA**

### **4.1 Evaluator Criteria**

All evaluators for any certification level must be approved by the Maine Fire Service Institute Certification Program Manager prior to serving as an evaluator.

After being assigned to evaluate a certification examination, approved evaluators shall receive detailed instructions with any updated policy and/or procedural changes from the Certification Program Manager.

#### **4.1.1 Fire Fighter I & II Lead Evaluator Criteria**

The Certification Program Manager or his designee shall serve as the Lead Evaluator for a specific Fire Fighter I & II skills exam. An Instructor for a class being tested cannot serve as an Evaluator for any subject area that they taught to their class; furthermore if an employee is related to any of the candidates being tested the MFSI employee/evaluator may not participate in the evaluation exam.

To serve as a Lead Evaluator for a Fire Fighter I & II certification skills examination, individuals must meet the following criteria:

1. Serves as an instructor for Maine Fire Service Institute; however, cannot have served as an instructor for the class being tested.
2. Be certified by MFSI 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.
3. Has attended an approved MFSI Evaluator training program.
4. Agrees to abide by all of the rules and conditions stipulated by MFSI.
5. Agrees to and signs the MFSI Evaluator/Proctor Code of Ethics in any given year they serve as and Evaluator. (See Appendix II-A pg. 58)
6. Must have shadowed a senior evaluator for a minimum of eight hours of skills testing.

Written certification exams will be administered by MFSI employees as assigned and





approved by the Certification Program Manager.

### **4.1.2 Fire Service Instructor I & II Evaluator Criteria**

The assignment of the Lead Evaluator for a specific Fire Service Instructor exam is approved by the Certification Program Manager. Certification exams will be administered or, as assigned by the Certification Program Manager. To serve as a Lead Instructor/Evaluator for a Fire Service Instructor practical skills examination, individuals must meet the following criteria:

1. Serves as an instructor for MFSI.
2. Be certified by MFSI at the level he or she is evaluating. For example, in order to evaluate Fire Service Instructor I level, certification must be at the Fire Service Instructor I level or higher
3. Agrees to abide by all of the rules and conditions stipulated by MFSI.
4. Agrees to and signs the MFSI Evaluator/Proctor Code of Ethics in any given year that they serve as an Evaluator. (See Appendix II-A pg. 58)

Fire Service Instructor I Practical Skills Testing is conducted as part of an approved course. In their candidate manuals, candidates are supplied with the criteria which must be met to pass these skills. The skills are evaluated by the course instructor/evaluator according to the criteria supplied with the course and outlined in the Guide for Lead Instructors. All instructors evaluating skills must be approved in advance by MFSI. All completed skill sheets and progress charts must be sent to the Certification Program Manager two weeks prior to any testing/evaluation in order for candidates to be eligible for certification testing.

Fire Service Instructor II Practical Skills are conducted as a part of an approved course and include the development and presentation of an original lesson plan. Candidates are supplied with the criteria and procedures which must be met to pass these skills. The completed lesson plan and all other required materials are first sent to the approved instructor/evaluator for review according to the criteria supplied with the course and in the Guide for Lead Instructors. All completed skill sheets and progress charts must be sent to the Certification Program Manager two weeks prior to any testing/evaluation in order for candidates to be eligible for certification testing.



### **4.1.3 Fire Officer I & II Evaluator Criteria**

All Fire Officer Practical Skills are initially conducted during the presentation of an approved Fire Officer Course. The Lead Instructor for an approved course must meet the following criteria:

1. Certification by MFSI at the Fire Officer level to be taught. The Fire Officer 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 suggested that the instructor take the appropriate Fire Officer Certification exam with the class.
2. Certification as a Fire Service Instructor I (or higher) with MFSI.
3. Responsible for all training records, course applications and practical skills.
4. Lead Course Instructor must meet all requirements for Fire Officer Certification eligibility.
5. Certification as a Firefighter II.

Following completion of all practical skills, candidates must submit all of the skills and supporting documentation to MFSI within two months of course completion. Failure to do so will result in failure of the skills portion of the Fire Officer Certification requirement. Following receipt by the Certification Program Manager all of the skills will be reviewed and evaluated to determine whether the candidate has passed or failed the skills examination.

### **4.2 Evaluator Code of Ethics**

*Every Lead and Assisting Evaluator or Written Exam Proctor is required to read and sign a copy of this Code of Ethics form each year.*

As a Certification Exam Evaluator for the Maine Fire Service Institute, I realize that consistent, quality testing is a primary obligation to all 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 the Maine Fire Service Institute Director, 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 the Certification Program Manager 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 Policy and 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 of the testing bank to anyone other than during an approved test.

I understand that to disregard with any of the Certification and Testing Policies would violate my agreement with the Maine Fire Service Institute and thereby cause the revocation of all certifications I hold with the Maine Fire Service Institute.

**NOTE: See Evaluator Code of Ethics – Appendix II-A pg. 58.**

## ***SUSPENSION, REVOCATION OR DENIAL***

### **5.1 Suspension, Revocation, or Denial of Certification**

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 individual 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.

## *APPEAL PROCESS*

### **6.1 Appeal of Suspension, Revocation, or Denial**

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.**

## **RECIPROCITY**

### **7.1 Reciprocity**

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

- A. Candidate must complete the Reciprocity application and SMCC registration card (See pg. 73 and pg. 67) and attach supporting documentation.
- B. Certificates must clearly indicate NBFSPQ 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 letter from the Fire Chief in order to request reciprocity
- D Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.
- E. Must pay a \$10.00 fee ***EACH*** level for the Reciprocity Certificate

The Certification Program Mangers office 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.

MFSI will not consider certificates issued from local, county or any other non-state agency for reciprocity. Because the State of Florida does not reciprocate with Maine, MFSI does not



grant reciprocity for the State of Florida.

**NOTE: See appropriate Candidate Information Packet and/or Reciprocity Booklet**

## **CERTIFICATION UPGRADE POLICY – EQUIVALENCY**

### **8.1 Introduction**

The certification Up-Grade Program is designed to help those with time in grade or that hold a certificate from an older Maine program and to bring them up to the latest standard and/or test out to the latest standard. For each level applied the candidate will need to provide the appropriate information. There are separate Upgrade Manuals for each level of certification and individuals looking to upgrade should read these manuals before requesting an upgrade.

### **8.2 Upgrade Policy for Fire Fighter I & II**

#### **8.2.1 Upgrade Fire Fighter I MFSI 1995 Curriculum**

1. Complete a SMCC registration form.
2. Make a copy of his/her Fire Fighter I certificate.
3. Forward above information to MFSI Certification Division.
4. Practice the missing skills between Fire Fighter I 1995 and Fire Fighter I & II J&B 2002.
5. Take the written test for Fire Fighter I & II (passing grade of 70).
6. Take the practice skills end test for Fire Fighter I & II (pass all tested skills).

**NOTE:** Picture ID is required for entry into written and skills testing.

#### **8.2.2 Upgrade Fire Fighter II MFSI 1992 Curriculum**

1. Complete a SMCC registration form.
2. Make a copy of his/her Fire Fighter II certificate.
3. Forward above information to MFSI Certification Division.
4. Practice the missing skills between Fire Fighter II and Fire Fighter I & II J&B Current Edition.
5. Take the written test for Fire Fighter I & II (passing grade of 70).
6. Take the practice skills end test for Fire Fighter I & II (pass all tested skills).

**NOTE:** Picture ID is required for entry into written and skills testing.



### **8.2.3 Upgrade Structural Fire Fighter MFSI 2003 Curriculum**

1. Complete a SMCC registration form.
2. Make a copy of his/her Structural Fire Fighter certificate.
3. Forward above information to MFSI Certification Division.
4. Practice the missing skills between Structural Fire Fighter 2003 and Fire Fighter I & II J&B 2002.
5. Take the written test for Fire Fighter I & II (passing grade of 70).
6. Take the practice skills end test for Fire Fighter I & II (pass all tested skills).

**NOTE:** Picture ID is required for entry into written and skills testing.

### **8.2.4 Upgrade Fire Fighter I MFSI 2003 Curriculum**

1. Complete a SMCC registration form.
2. Make a copy of his/her Fire Fighter I certificate.
3. Forward above information to MFSI Certification Division.
4. Practice the missing skills between Fire Fighter I 2003 and Fire Fighter II J&B 2002.
5. Take the written test for Fire Fighter II (passing grade of 70).
6. Take the practice skills end test for Fire Fighter II (pass all tested skills).

**NOTE:** Picture ID is required for entry into written and skills testing.

## **8.3 MFSI Fire Instructor I Certification Requirements**

Fire Instructor I Candidate

### **8.3.1 In order to obtain Fire Instructor I certification, each candidate MUST:**

- a. Complete Candidate Section of Master Candidate Record
- b. Complete an approved Fire Instructor I program or equivalent and progress charts (to be submitted by program coordinator/lead instructor)
- c. Prepare, present, and video tape a 20 minute lesson utilizing PowerPoint, overheads, or other media
- d. Develop and distribute handouts related to the lesson
- e. Submit Peer Evaluations (to be completed by peers- Attachment A) and Instructor Evaluation (to be completed by lead instructor- Attachment B)
- f. Pass written examination with a score of 70% or higher
- g. Earn a grade of 70% or higher on practical video component (video-taped lesson, PowerPoint, handouts, & evaluations)





### **8.3.2 Video-Taped Lesson Criteria:**

- a. 20 minutes in length
- b. An introduction *clearly* stating: Full Name, Fire Department, Years of Service, Name/Location/Date of Fire Instructor Program.
- c. Solid motivational step/opening & introduction of lesson
- d. Solid content/body
- e. Solid conclusion
- f. Q & A period following the lesson

(Please review the Fire Instructor I Final Video Presentation Grading Rubric for specific criteria)

### **8.3.3 To be submitted to Certification Program Manager's Office:**

- a. Progress Charts
- b. Video tape of lesson
- c. The PowerPoint/Overheads
- d. Handouts
- e. Other Supporting Materials (if applicable)
- f. Peer and Instructor Evaluations

Attachment A – Peer Evaluation Form

Attachment B- Instructor Evaluation Form

## **8.4 MFSI Fire Instructor I & II Certification Requirements**

Fire Instructor I & II Candidate,

### **8.4.1 In order to obtain Fire Instructor I & II certification, each candidate MUST:**

- a. Complete Candidate Section of Master Candidate Record
- b. Complete an approved Fire Instructor I & II program or equivalent and progress charts (to be submitted by program coordinator/lead instructor)
- c. Develop a unique lesson plan (i.e. not borrowed or copied from another source) that is appropriate for the fire service
- d. Prepare, present, and video tape a 45 minute lesson utilizing PowerPoint, overheads, or other media
- e. Develop and distribute handouts related to the lesson
- f. Submit Peer Evaluations (to be completed by peers- Attachment A) and Instructor Evaluation (to be completed by lead instructor- Attachment B)
- g. Pass written examination with a score of 70% or higher
- h. Earn a grade of 70% or higher on practical video component (video-taped lesson, lesson plan, PowerPoint, handouts, & evaluations)



### **8.4.2 Video-Taped Lesson Criteria:**

- a. Not to exceed 45 minutes in length
- b. An introduction *clearly* stating: Full Name, Fire Department, Years of Service, Name/Location/Date of Fire Instructor Program.
- c. Solid motivational step/opening & introduction of lesson
- d. Solid content/body
- e. Solid conclusion
- f. Q & A period following the lesson

(Please review the Fire Instructor I & II Final Video Presentation Grading Rubric for specific criteria)

### **8.4.3 To be submitted to Certification Program Manager's Office:**

- a. Progress Charts
- b. Video tape of lesson
- c. Lesson Plan
- d. The PowerPoint/Overheads
- e. Handouts
- f. Other Supporting Materials (if applicable)
- g. Peer and Instructor Evaluations

Attachment A – Peer Evaluation Form

Attachment B- Instructor Evaluation Form

## **8.5 Fire Instructor I, Fire Instructor I and II Upgrade Policy Requirements**

1. Complete a master candidate record
2. Make a copy of his/her Fire Instructor I or Fire Instructor I & II certificate.
3. Forward above information to MFSI Certification Program Manager
4. Review the latest standard
5. Take the written test for Fire Instructor I or Fire Instructor I & II. (passing grade of 70)

**NOTE:** Picture ID is required for entry into written and skills testing.



### **8.6 Fire Officer I and Fire Officer II Eligibility**

Fire Officer I and Fire Officer I & II

1. Complete a master candidate record (prerequisites require Fire Fighter I & II, Fire Instructor I).
2. Make a copy of his/her Fire Officer I or Fire Officer I & II certificate.
3. Forward above information to MFSI Certification Program Manager
4. Review the latest standard
5. Take the written test for Fire Officer I or Fire Officer I & II. (passing grade of 70)

**NOTE:** Picture ID is required for entry into written and skills testing.

All questions regarding Upgrade Certification should be directed to the MFSI Certification & Curriculum Program Manager.

### **8.7 Upgrade Policy Basic Fire School to Fire Fighter I&II**

Currently, there is no equivalency for a Basic Fire School Certificate to equate to a Fire Fighter I&II. The courses are completely separate. The curriculum and requirements for completion as well as the number of hours required to achieve a Fire Fighter I&II does not allow a Basic Fire School course to be considered as a Fire Fighter I&II course. The BFS course is often run in communities that need to meet BLS standards for interior firefighting and may not have either the resources or time to run a full Fire Fighter I&II program. To meet the needs of a changing fire service, MFSI has created BFS Upgrade progress charts. The intent of these progress charts are to track the BFS completion and provide a clear road map for those candidates working to achieve Fire Fighter I&II certification. As with all programs, candidates cannot sign themselves off for completion and the job of signing off, or verifying the completion of program objectives is the responsibility of the local fire chief, his designee (local training officer), any MFSI State Instructor or a program completed at a fire attack school.

It is recommended that any candidate using a BFS completion certificate to upgrade towards a Fire Fighter I&II, work with a local program to complete the needed objectives and practice completed skills.

CD's containing the needed progress charts are available from the MFSI Certification Program Manager.

Individuals who have completed a Fire Fighter I&II program who display difficulties in passing the written exams can be considered for a Basic Fire School certificate to meet Maine BLS



requirements. These are done upon request from a Maine Fire Chief directly to the Certification Program Manager on an individual basis.

### **8.8 Upgrade Policy Basic Fire Officer to Fire Officer I&II**

Currently, there is no equivalency for a Basic Fire Officer Certificate to a Fire Officer I&II. The courses are completely separate. The curriculum and requirements for completion as well as the number of hours required to achieve a Fire Officer I&II does not allow a Basic Fire Officer course to be considered as a Fire Officer I&II course. As the fire service needs change MFSI continues to adjust. As with BFS, BFO is but the first step in the process to full certification

Unlike Fire Fighter I&II, this is not a program designed to be signed off on by the local Authority Having Jurisdiction (AHJ). It is meant to be done in a more formal setting with each unit completed signed off by a qualified instructor for that portion of the delivery.

## **Services for Students with Disabilities**

**Southern Maine Community College**

**2 Fort Rd.**

**South Portland, ME 04106**

**Phone: (207) 741-5500**

### **9.1 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.

### **9.2 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.

### **9.3 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.

### **9.4 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.

### **9.5 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  
deanofstudents@smccme.edu



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.**  
**Director of Counseling and Disabilities Service**  
**Student Services Office**  
**Voice: (207) 741-5923**  
**Fax: (207) 741-5653**  
**[slynham@smccme.edu](mailto:slynham@smccme.edu)**

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.



## Appendix I

### ***CERTIFICATION TEST PROCTOR INSTRUCTIONS***

Prior to beginning the exam procedure, the Proctor should have all candidates sign the roster provided by MFSI.

- Do not pass the roster around the room.
- The candidates are to show the Proctor proper identification before signing the roster.

#### **Proctor Distributes Test Materials to Appropriate Candidates**

1. Any candidate without an identified test packet will NOT be allowed to take the exam.
2. Copies of the exam may NOT be made to compensate for extra unexpected candidates arriving at the exam site.
3. Extra copies of the exam will NOT be sent from the MFSI.

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.





### **Proctors shall read aloud the following instructions to all candidates:**

1. Introduce yourself and anyone assisting you. Point out the restroom locations and exits.
2. Please clear all materials from desk/table. Only the exam packet, pencils and scratch paper are allowed. Please turn off all electronic devices. No electronic devices (cell phones, pagers, etc.) are allowed on the table/desk while you are testing. BEVERAGES ARE NOT ALLOWED.
3. At this time we will pass out a number of items but first, you need to sign into the exams. Please have your government issued ID ready to present to (whoever is signing out exams).
  - A. (***Pass out mailing envelopes***) Please put your name and the address on the envelope that you want your results mailed to.
  - B. (***Pass out large envelope***) This envelope will be used at the end of the exam. You will put your mailing envelope, exam, bubble sheets and scratch paper in it.
  - C. (***Pass out bubble sheets***) You will need 1 sheet per exam for example if you are taking firefighter I&II you need two sheets, one for firefighter I and the second for firefighter II. We will discuss this later.
  - D. Scratch paper is provided for you to write on. Do not write in the exam book or make any marks in it. If you need more paper, please ask the proctor
4. I will hand out the exams presently and please do not open the exam books until you are told to do so.
5. Cheating will result in automatic failure and dismissal from the entire certification exam process.
  - A. If cheating is observed, the Proctor or an assistant will immediately take the test materials from anyone involved and ask those involved to immediately leave the testing facility.
  - B. 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.
  - C. Taking a phone call or viewing a text message while testing will be construed as cheating.



6. You may NOT leave the room while exam is in progress without the permission of the evaluator. You will be permitted to leave the room 1 at a time to utilize rest room facilities. Exam booklets and answer sheets must be placed face down on table/desk and cell phones pagers or other electronic devices need to stay with the proctor.
7. The passing score for all MFSI certification examinations is 70%.
8. MFSI will score/analyze all exams at the conclusion of your testing. Result notification will indicate only pass/fail status with your score within 30 days of testing. A feedback report will be included for you along with a letter with your scores. If you have failed the exam a retest can be done by making arrangements in advance with the Certification Program Manager, Peter Rines at 207-844-2074 or [prines@smccme.edu](mailto:prines@smccme.edu). ***Results will not be released to anyone over the phone.***
9. If you pass your exam it does not mean that you are certified to that level. We may need further documentation to process your certification and will need to ensure that you have passed the skills exams and all your particular course requirements.
  - A. If we need further documentation, you will be contacted by us.
  - B. You only become certified after a certificate has been issued. Your certificate is a one of a kind certificate with the Pro Board number issued solely to you and it can be reproduced for a \$20.00 fee. We keep photo copies of certificates, and photo copies can be made for you at no charge.
  - C. If after receiving your certificate, you find there is an error, make any corrections on the certificate and mail it back to our office. We will send the correction once the wrong one is received.
10. If you fail the exam you have an opportunity for a retest. The retest may be scheduled by contacting the Certification Program Managers office and arranging a date. You cannot retest on the same day as your initial test.
11. Should you fail the written exam a third time you must wait a minimum of 6 months to retest again and receive a letter noting the third failed attempt. A different test version is administered after each failed attempt.
12. If you have not tested, retested or completed any prerequisite certification within one year of course completion, your testing records will be deemed inactive and the entire course must be taken again to be eligible for testing.
13. We CANNOT read a question, define a word or clarify a sentence. If you want to challenge a question, write the question number on the scratch paper provided **and** fill out a



challenge question form.

14. We will announce the exam level we are handing out. If you are testing for that level bring your ID to the table and sign for your exam. If testing for 2 levels the first 100 questions are level 1 and the second 100 questions are level 2 on each of the exams.

*(Hand out exams at this point)*

15. On your test booklet, you have a cover sheet that tells which exam you are testing and a version number on the cover page as well. You should also have two Scantron answer sheets, pencils, scratch paper, your mailing envelope and a large envelope to put all the paper into at the end of the exam. Verify that you have received the exam that you are scheduled to take by matching the test title to the cover sheet.
16. Complete the exam Scantron sheets following my instructions - PLEASE PRINT CLEARLY.
17. Using a number 2 pencil only, on the Scantron answer sheet complete the following:
  - A. In the upper left ID Number column, starting in the first box put the last 4 digits of your Social Security Number (ID # column). Underneath each number fill in the corresponding circle that matches the number. Fill in the circles completely, do not circle them and if you need to erase, do so completely.
  - B. Fill in your last name in the column that says last name from the left edge and circle the corresponding letters below each alpha code underneath.
  - C. Then fill in your first initial with corresponding letter circled below.
  - D. Then fill in your middle initial the same way.
  - E. Date is next, filling in the corresponding numbers in the format 05/01/13.
  - F. Under the box for additional data, write the Course you took, the Test "FFI combined" on one sheet and "FFII combined" on your second sheet, put the date, Instructor is (my name). Then write out your name and below it is your host fire department.
  - G. Finally, in the Special Code, put the test version you are taking that is on the front of your exam coversheet. (Very Important! There are 3 versions of the exam).
  - H. Fill ovals in completely to the corresponding number or letter.
  - I. Any erasures must be as complete as possible.
  - J. No stray marks.
18. Pay careful attention to the question number and number on the Scantron answer sheet ensuring that you are filling in the appropriate line oval for the appropriate question. Any questions not answered are scored as an incorrect answer. Ensure that you answer all questions.



19. ***Do not write in the test booklet.***

20. When you are finished:

1. Place the test booklet, Scantron answer sheets, self-addressed envelope and scratch paper in the large envelope and return the completed exam to the exam proctor.

21. Your allotted time for exam completion is:

Certification Exam Level	Questions on exam	Allotted time for exam
Fire Fighter I	100 questions	1 hour 30 minutes
Fire Fighter II	100 questions	1 hour 30 minutes
Fire Instructor I	100 questions	1 hour 30 minutes
Fire Instructor II	100 questions	1 hour 30 minutes
Fire Officer I	100 questions	1 hour 30 minutes
Fire Officer II	100 questions	1 hour 30 minutes
Fire Life Safety Educator I	100 questions	1 hour 30 minutes

22. You will be notified 15 minutes and 5 minutes prior to your exam time expiring if you have not already finished.

23. Are there any questions?

24. Your exam start time is (*current time*). You may begin.



## Appendix II

# **CERTIFICATION EVALUATOR INSTRUCTIONS**

## **FIRE FIGHTER I & II PRACTICAL SKILLS**

### **Duties of the Evaluator**

#### A. Prior to the Practical Skills Exam

1. Review the cover letter included with the practical skill exam packet for special instructions and approved Alternative Compliance Method Skills pertinent to the scheduled exam.
2. Contact the course lead instructor to verify that facilities and equipment have been made available for those skills that were not completed by Alternative Compliance Method.
3. Determine that a sufficient number of assisting evaluators have been assigned for the exam. One evaluator must be present for each five candidates testing.
4. Verify that sufficient forms and materials have been included in the practical skill exam packet.

#### B. Day of the Practical Skills Exam

1. Practical Skills Check-off forms are provided to the lead evaluator so that each candidate has a form to be used during testing.
  - a. Practical Skills Check-off forms contain all of the practical skills that could possibly be chosen in a skill sequence for the appropriate level of testing; all practical skills from the Fire Fighter I & II standard are eligible for testing.
  - b. The Lead Evaluator is not to advise the candidates of which skills they will be tested or have the candidates mark the test skills.



- c. The candidate's success or failure on each skill should be indicated on their check-off sheet immediately following their demonstration of that skill. Only the skills tested in the chosen skill sequence should be marked on the check-off sheet. Therefore, there will be many blank areas on their sheet when the exam is completed.
2. Skill station assignments shall be made at an evaluator meeting held prior to the exam. Once the skill station assignment has been opened, the skill station evaluator, will date and sign the progress charts in their package.
  - b. The Certification Program Manager shall verify which skills have been completed by the Alternative Compliance Method prior to the skills exam.
    - (1) All auto extrication and live fire skills must be evaluated by a certified Lead Evaluator. Assisting evaluators shall not be assigned to evaluate these skills.
- c. Candidates are not permitted to watch other candidates demonstrate their practical skills.
3. Approved photo identification must be verified for each candidate before allowing the candidate to sign the roster and take the practical skills exam. (See Appendix VII pg. 64)

Any candidate not listed on the roster by MFSI shall not be allowed to proceed with the Practical Skills Exam. Only the Director or Certification Program Manager have the authority to make any exception to this policy.
4. The Lead Evaluator shall conduct a pretest briefing with all assisting evaluators. This briefing shall include the following information:
  - a. A review of the practical skills to be tested.
  - b. A review of the acceptable test performance criteria.
  - c. A review that all evaluators must refer to the skill checklists and determine if the candidates follow the steps and techniques listed in order to pass the skill.
    - (1) On any specific skill, candidates cannot miss any of the priority steps



and cannot miss more steps than allowed as indicated on each checklist to pass the specific skill.

- (2) These priority steps are indicated in italics.
  - (3) The number allowed to be missed is identified on each skill checklist.
  - (4) A review of the proper completion of any forms used in the evaluation.
  - d. A review of the procedures to be used for handling questions or problems, which may arise during testing.
  - e. A review of the safety procedures to be followed during testing.
5. **When a candidate(s) is ready to be tested on a particular skill, the Evaluator is required to read aloud to the candidate(s) the script and the skill instruction statement as written on the skill drill sheet in the packet.**
  6. The Evaluator shall refer to the skills checklist but not disclose information concerning the specific items or attempt to teach the correct methods to perform the skills during the test, as the candidates are supposed to have already mastered each skill.
  7. **To ensure consistency among evaluators, it is mandatory that all evaluators refer to the skill checklists and determine if the candidates follow the steps and techniques.**
  8. Candidates should be notified confidentially of their pass/fail status on each skill. Results shall not be posted for public viewing. If the candidate fails, the evaluator will pass along the skill sheet showing the failures to command for the retest process after review with the candidate and the sheet needs to be signed by both the evaluator and candidate.
  9. Each candidate is allowed one attempt to successfully demonstrate a given skill. Please see Section 3.5.9 for additional information on pass/fail.
    - a. A candidate needing a second attempt is allowed to refer to MFSI's Practical Skill Booklet but may not refer to any other reference material. He will be allowed to confer with his program coordinator but not with the evaluators running the exam.





- b. During the second attempt, the candidate retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence. They will have a different evaluator to remove bias.
- 10. Individuals with facial hair that comes into contact with the SCBA face piece will not be allowed to be tested for certification.
  - a. The Lead Evaluator shall deny testing to these individuals.
  - b. This policy is in accordance with NFPA 1500, *Fire Department Occupational Safety and Health Programs*, Current Edition



## Appendix II-A

*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:** \_\_\_\_\_



### **Appendix II-B** 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:

1. Be notified on the failure of the skills exam.
3. Informed of upcoming opportunities to retest.
4. Shown the failure sheets and why they failed.
5. 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 4<sup>th</sup> 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 the 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 \_\_\_\_\_



## Appendix III



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 \_\_\_\_\_



## Appendix IV

### **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



## Appendix V

### 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: \_\_\_\_\_





### Appendix VI 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 \_\_\_\_/\_\_\_\_/\_\_\_\_



## Skill Exam Roster

[illegible]

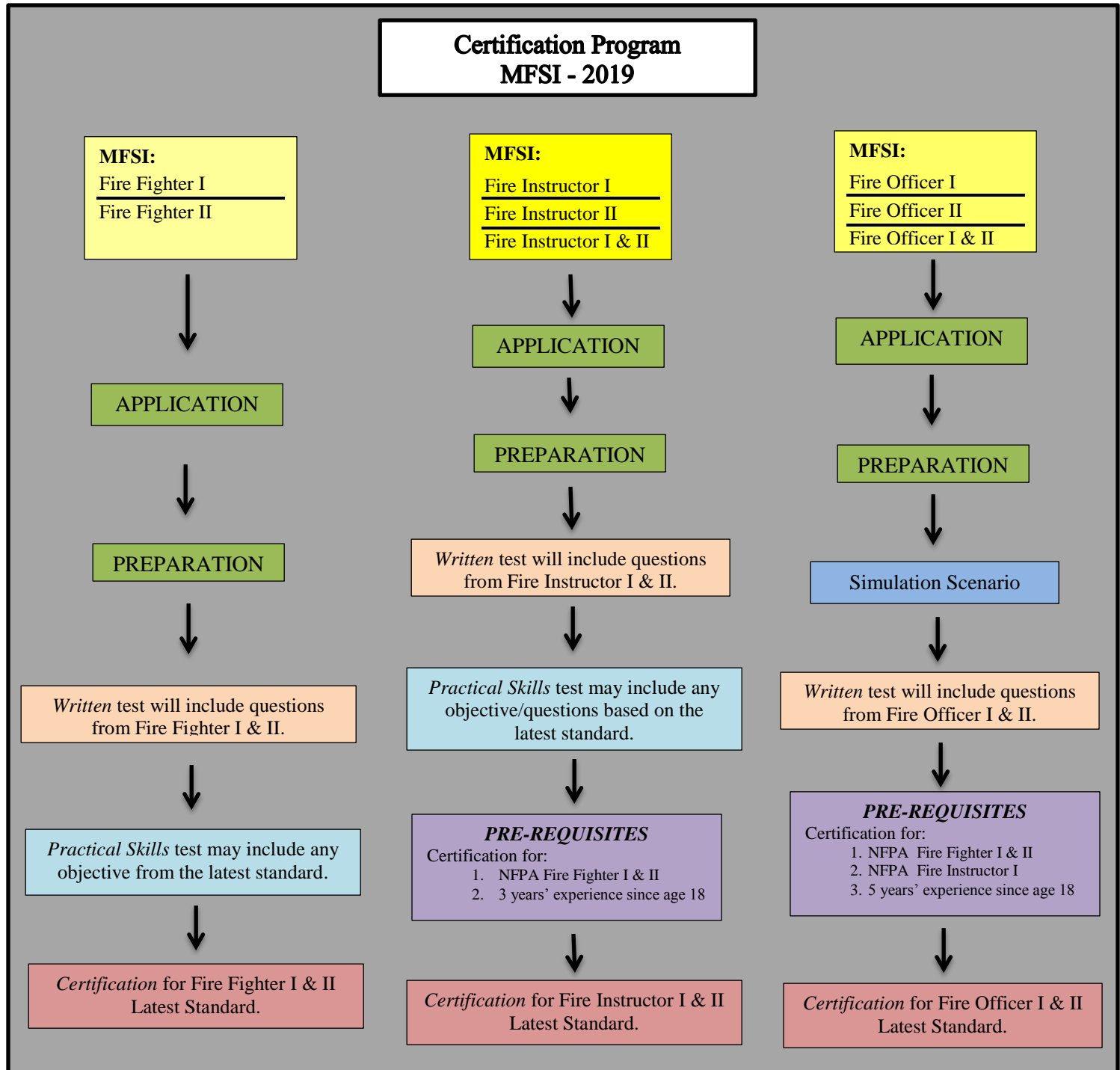
# Maine Fire Service Institute Skills Exam Registration Form





### Appendix VIII

### Certification Flow Chart





## **ADDITIONAL FORMS USED BY MFSI**



### 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 \_\_\_\_\_



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: \_\_\_\_\_



### 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: \_\_\_\_\_ Night: \_\_\_\_\_

Phone # Day: \_\_\_\_\_ Night: \_\_\_\_\_

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: \_\_\_\_/\_\_\_\_/\_\_\_\_





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

**Application for Testing (Written or Practical Skills), Certification and Upgrade**

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

**Personal Information**

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>
<b>Mailing Address</b>	<b>City</b>	<b>State</b>
<b>Home Phone</b>	<b>Cell Phone</b>	<b>Email Address</b>

**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**



### Certification Testing Application Form

*Implemented January 1, 2014, Updated October 24, 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): \_\_\_\_\_



## Program Coordinator Training Completion Affidavit

**THIS AFFIDAVIT MUST BE SUBMITTED 2 WEEKS PRIOR TO ANY TESTING**

Date: \_\_\_\_\_

Program Name: \_\_\_\_\_

I certify that \_\_\_\_\_ (Candidate 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 .**

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: \_\_\_\_\_



### 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.**