



*In Service Since 1948*

September 1, 2020

**To:** Fire Chiefs, Program  
Coordinators and Candidates

**From:** Peter Rines, Certification  
Manager

MFSI is making every attempt to accomplish skills testing for any candidate that has met all of the objectives of the training program. Please keep in mind that this plan is being developed about 60 days in advance of the first skills exam. Due to ever-changing rules and guidelines, this plan may be modified or discarded before or during the projected schedule. Please read all of the material carefully. If you have any questions, please don't hesitate to contact me. Email is the best way to do that (prines@smccme.edu).

The testing schedule has been published and posted on [our website](#) so that everyone can plan accordingly. As time moves on, this schedule may be updated if necessary to ensure that everyone has the opportunity take part in a skills exam.

#### **Skills Testing Dates:**

**September 26, Auburn 0800 to 1600 hours FULL**

**October 24, Hollis 0800 to 1600 hours FULL**

**October 25, Hollis 0800 to 1600 hours**

**November 1, Yarmouth 0800 to 1600 hours**

#### **Eligibility Requirements for Skills Exams:**

Each program coordinator must provide the MFSI certification office with a completed set of progress charts showing that **all of the knowledge and skills objectives** have been completed for each eligible student. If this information is not available when a given student requests a spot for the skills exam, their request will be denied. This information can be provided in either print or electronic format.

#### **Exam Registration:**

Skills exams are conducted in companies of two. Therefore candidates need to coordinate their efforts and register in pairs. It is the responsibility of each company to pre-register for the day and location that best fits their needs. Registrations will only be taken via email sent to: prines@smccme.edu (PLEASE DO NOT CALL TO REGISTER). In order for this registration to be valid, it must contain all of the following:

1. Your name & company partner's name
2. Program name and program location
3. Name of your Program Coordinator
4. Date requested for skills exam





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### **Exam Minimums & Maximums:**

The maximum number of candidates that will be allowed to test on any individual test date will be 40. The minimum number will be 20. If a given test date does not have the minimum number of registered candidates by 7 days prior to the exam, all those that preregistered will be notified by email that they will have to re-register for another date.

### **Time of the exam:**

1. If you are sick on your scheduled test date, STAY HOME. Otherwise:
2. Arrive 30 minutes early.
3. Stay with your transportation until given other directions. Please make every attempt to maintain social distancing.
4. BRING WITH YOU: lunch, plenty of drinking water, full PPE, SCBA, and facial covering\*.
5. DO NOT BRING: pagers, firefighting books, cell phones (leave your phone in your car).
6. Program coordinators will NOT be allowed on the testing ground. They will be provided a space separate from the testing area.
7. Facial coverings\* WILL be worn by everyone participating in the exam when not in firefighting PPE and BA or when social distancing cannot be maintained. If you do not have a facial covering you will not be permitted to take the exam. MFSI will not provide them.
8. Each candidate will be called to register one at a time. Make sure you have proper identification. Without identification, you will NOT be allowed to take the exam.
9. Everyone's temperature will be taken via a hands-free scan. If a candidate's temperature exceeds 100 degrees, they will be sent home.
10. Each candidate will be directed to a predetermined company staging area. Moving about will not be allowed. The staging area has been arranged to provide social distancing for the safety of everyone.
11. All participants (including staff) will complete a COVID-19 Health Risk survey.

### ***\*Type of Facial Covering Required:***

A "face covering" must be a disposable or cloth mask made of multiple layers of tightly woven fabric that fits snugly around the face, covers the nose, mouth and chin, and secures with ear loops or ties behind the head. Homemade and commercially manufactured masks that meet this definition are acceptable forms of face coverings. Examples of face coverings that are **not** acceptable include:

1. Bandanas;
2. Neck gaiters;
3. Masks with a valve or vent