



CERTIFICATION MANUAL

POLICIES & PROCEDURES FOR THE CERTIFICATION PROCESS OF THE FIRE SERVICE IN THE STATE

The Maine Fire Service Institute is a department of Southern Maine Community College with statewide responsibility for firefighting training and the legislative authority to issue certification. Partnering with Fire Chiefs, MFSI shall focus on customer service, quality, and safety. MFSI shall collaborate to deliver standardized and integrated training and education by leveraging technology, innovation, and funding opportunities to meet the needs of a dynamic fire service.



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Maine Fire Service Institute & Southern Maine Community College

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PURPOSE OF MANUAL

As individuals ready to become fire service professionals, the Maine Fire Service Institute understands the need for standardized yet contemporary rules; and concern of the Maine fire service for standardization of the fire training and certification programs. This document is intended to provide that information on the process and steps to pursue certification. Many changes have occurred in the certification process since Maine Fire Service Institute was accredited by the Pro Board in 2006 and Re-Accredited in 2013 and again in 2018. This document attempts to include all the information that you might find useful as you pursue your certification/s.

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

HISTORY & GOVERNANCE AUTHORITY

The Maine State Legislature created Maine Fire Service Training in 1948 in response to the wildfires 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 1980s, 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 1980s and 1990s, MFT&E offered Fire Fighter I & II training and certification based on the 1982, 1987 and 1992 editions of the 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 firefighters 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 & Education as 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 firefighters to meet the demanding challenges of today.

MISSION STATEMENT

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.



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1.1 ENDORSEMENT OF MFSI AS THE CERTIFICATION AGENCY IN THE STATE OF MAINE

§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, and 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]



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1.2 OFFICIAL DATE OF ADOPTION OF NFPA STANDARDS

The cut-off date for certification shall correspond with the official date of publication of the related 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
Cates Administration Building
2 Fort Road
South Portland, ME 04106

Phone: 207-741-5571
Fax: 207-741-5965
deanofstudents@smccme.edu
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 Pro Board certification:

Fire Fighter I – NFPA 1001-10, 2019 edition
Fire Fighter II – NFPA 1001-20, 2019 edition
Fire Service Instructor I – NFPA 1041-10, 2019 edition
Fire Service Instructor II – NFPA 1041-20, 2019 edition
Fire Officer I – NFPA 1021-10, 2020 edition
Fire Officer II – NFPA 1021-20, 2020 edition
Fire & Life Safety Educator I – NFPA 1035-10, 2015 edition



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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.

Required prerequisites are established and published for each level of certification exam available to candidates through the MFSI website (mfsi.me.edu) or by calling the Certification and Curriculum Program Manager (See Certification Flow Chart, Appendix X, page 45).

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, their designee (local training officer), any MFSI State Instructor or a program completed at a fire attack school.

1.5.1 Fire Fighter I & II

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

- A. Submit a SMCC/MFSI Registration Form.
- B. Possess a valid federal, state or school photo I.D – required for entry into all exams.
- C. Successfully completed a Maine Fire Fighter I & II training program and provided verification of completion. (This should be done by your program coordinator).
- D. Completed Hazardous Materials Awareness and Operations as part of an approved Fire Fighter I & II training program. (To be done by program coordinator).
- E. Attain a minimum score of 70% on the State certification written examination and must successfully complete all practical skills components on the practical skills examinations.

1.5.2 Fire & Emergency Services Instructor I & II

Fire Service Instructor I - NFPA 1041 latest standard is granted to those individuals who provide documentation of the following qualifications:

- A. Submit a SMCC/MFSI Registration Form.
- B. Possess a valid federal, state or school photo I.D – required for entry into all exams.
- C. Successfully completed a pre-approved Fire & Emergency Service Instructor I & II training program and provided verification of completion. (To be done by program coordinator).
- D. Attain a minimum score of 70% on the State certification written examinations.
- E. Successfully complete all practical skills components.

1.5.3 Fire Officer I & II

- A. Submit a SMCC/MFSI Registration Form.
- B. Possess a valid federal, state or school photo I.D – required for entry into all exams.
- C. Successfully completed a pre-approved Fire Officer I & II training program and provided verification of completion. (To be done by program coordinator).



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- D. Successfully completed Fire Fighter II and Fire Instructor I, ICS-100, and ICS-200 and provide verification of completion.
- E. Attain a minimum score of 70% on the State certification written examinations.
- F. Successfully complete all practical skills components.

1.5.4 Fire & Life Safety Educator

Certification as Fire Life Safety Educator I will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete a SMCC/MFSI Registration Form.
- B. Possess a valid federal, state or school photo I.D – required for entry into all exams.
- C. Have successfully completed an approved Maine Fire Life Safety Educator training program and provided verification of completion. (This should be done by your program coordinator).
- D. Attain a minimum score of 70% on the State certification written examination.

1.6 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:

- A. Course objectives consisting of manipulative skills are examined through a process of practical testing designed to meet the appropriate NFPA standard.
- B. Course objectives consisting of the demonstration of pertinent knowledge are examined through objectively graded written examination, referenced to the appropriate NFPA Standard.
- C. 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.
- D. 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.

1.7 RELEASE OF WRITTEN TEST SCORES

A letter of notification of written exam scores and the pass/fail status is forwarded to each candidate completing an exam. Exam results will not be given over the phone. Test scores may be released to a Fire Chief or Program Coordinator upon completion of a Candidate's Authorization for Release of Information Form (See Appendix IX, page 44). Individual test score sheets will be stored by MFSI in secure files.

Candidates who fail a written exam will have an opportunity to retest two times after no less than 30 days from the last attempt. Candidates who fail an exam have the option to request a coaching report outlining areas of weakness. Contact MFSI Certification division to request a coaching report.



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The candidate will need to contact the MFSI Certification Program Manager and provide their program name, the exam they wish to retest, and their personal contact information. After three failed attempts, the candidate will need to retake that portion of the program failed. Testing for incomplete or failed testing will only be allowed within one year of the related NFPA standard change.

In the case of a Fire Fighter I & II program, the candidate may request a Provisional Fire Fighter I certificate upon successfully passing the skill test or a Basic Fire School equivalency without a successful skill test.

1.8 WRITTEN TESTING ON REGULAR BASIS

Written examinations are offered at the end of a local or regional training program. Make ups or retakes are offered at various times and locations and are posted on the MFSI website. Program coordinators with candidates meeting the requirements for certification or individuals may request to participate in an approved/scheduled certification test following verification of the required training. For regional programs, documented proof of the completed training is required (See Affidavit of Completion, page 48).

MFSI'S Certification Program Manager will assist individuals in making testing arrangements. A schedule of written exam testing dates is available on the MFSI website (mfsi.me.edu) or by contacting the Certification Program Manager at 207-844-2074.

A MFSI trained employee or contracted designee shall serve as a Proctor for all written examinations.

1.9 ACCREDITATION IMPACT AND CERTIFICATION STATUS

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

1.10 NFPA STANDARD CHANGES (INCUMBENTS & HISTORICAL RECOGNITION)

An individual's certification shall not be rendered invalid because the NFPA or any other accrediting body adopts new standards. However, there are time limits placed on finishing or completing exams within a standard time frame. Testing will be allowed to continue within one year of the standard change.



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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
- Last four digits of 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 MFSI concerning the maintenance of data is to maintain all data items listed above indefinitely. MFSI will provide the National Board on Fire Service Professional Qualifications (NBFSPQ/Pro Board) with new 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 the current standards for each of 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.

MFSI has contracted with Questionmark® for online, cloud-based testing, utilizing the same test banks. In the initial beta-testing, paper exams were created both using the ParTest and ParScore in the event that locations around Maine could not administer online exams.

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.



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2.4 TEST BANK ACCESS

The Maine Fire Service Institute limits test bank access to the MFSI Certification and Curriculum staff. Test banks are password-protected, only accessible to MFSI administrative staff. Test bank data is cloud-based using Questionmark®. Printed copies of the test are kept locked cabinets in a locked room located in the office of the MFSI accessed only by MFSI personnel. Answer keys are kept in a locked, fire-resistant safe.

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. Once an individual has completed exams, the bubble sheets are shredded but the score letter is maintained both in scanned and paper files.

2.5 TEST DEVELOPMENT & 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. Questionmark® has the ability to randomize all questions for each test taker so that every time an individual makes a request to retake an exam, Questionmark® can reproduce a different version.

New exams are built out or revised as follows:

- Fire Fighter I & II – annually, or as needed
- Fire Instructor I & II – annually, or as needed
- Fire Officer I & II – every NFPA standard change, or as needed
- Fire Life Safety Educator I – every NFPA standard change, or as needed

2.5.1 Written Certification Test Specifications

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

Fire Fighter I – NFPA 1001-2019/current std 75 multiple choice questions	Fire Fighter II – NFPA 1001-2019/current std 75 multiple choice questions
Fire Instructor I – NFPA 1041-2019/current std 75 multiple choice questions	Fire Instructor II – NFPA 1041-2019/current std 75 multiple choice questions
Fire Officer I – NFPA 1021-2020/current std 75 multiple choice questions	Fire Officer II – NFPA 1021-2020/current std 75 multiple choice questions
Fire & Life Safety Educator – NFPA 1035-2015/current std 50 multiple choice questions	



2.6 TEST BANK MANAGEMENT

The policy of the Maine Fire Service Institute addressing test bank management and 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.

- 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. Specific 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

Maine Fire Service Institute has transitioned from paper to an online, cloud-based format. Exceptions of paper format would be used in the event of technical difficulties.

Online, Cloud-based Exam Format Cloud-based testing (written tests) are based on the Questionmark® platform. Tests are offered as needed in a secure computer lab environment approved by the Program Certification Program Manager. Candidates are preregistered and scheduled for testing before the exam.

Instructions are given to all candidates based on a script, which includes exam format, testing process, obtaining exam results, and test details including time allotted and minimum score required to pass.



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Paper Exam Format In the event of an unexpected error in the cloud-based testing platform, paper exams will be made available for use at the discretion of the exam proctor. Completed answer sheets will be graded and recorded by the Certification Office. (See Certification Test Proctor Instructions, page 33).

2.6.4 Certification Exam Review and Analysis

Test scores and test items shall be reviewed annually at the discretion of the Certification Program Manager or Director. The following procedures shall be used for analyzing and corrective action for special circumstances, when questions are challenged, or a validation issue:

The test question/item challenged shall be reviewed, and if there is an error will be immediately removed or edited from the test.

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. 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 criterion 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 Written Exam - Question Challenge Form (See Appendix V, page 40) and provide a specific description of the question and why it is being challenged.
- 2. The formal challenge must reach the Certification Program Manager within 15 days of the completed exam.

The question being challenged will be reviewed by the Director and the Certification Program Manager.

After the review is completed the Director and Certification Program Manager will decide - three (3) 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.

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.



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2.7 JUSTIFIABLE TEST ITEM METHODOLOGIES

MFSI uses the following processes to determine the appropriate test methodology used for each accredited level and its applicable standard. An assessment of the Job Performance Requirements (JPR) per each individual level of the standard are used to establish the evaluation criteria for certification at a particular job level. Current acceptable assessment methods meeting the MFSI requirements are cognitive examinations, psychomotor (skills) assessments, process assessments and product (project) assessments.

Decisions regarding assessment methodologies will utilize the following:

- Knowledge/Facts are assessed using a cognitive examination.
- A manipulative skill conducted in real time are assessed using psychomotor (skills) examination.
- A cognitive skill which cannot be directly observed use product/project examination.
- A mental activity to perform a cognitive skill in real time which cannot be directly observed is assessed using a process examination.

Certification levels containing higher level JPRs (example but not limited to: Fire Officer I, Fire Officer II, Fire Instructor I, Fire Instructor II, and Fire & Life Safety Educator I) can be assessed through product (project) assessment which encompasses the cognitive JPRs in the assessment.

When selecting a requisite skill methodology appropriate to the certification level, the Certification Program Manager will form a team composed of the following, but not limited to: Deputy Director, appropriate Subject-Matter-Experts, and Training Program Manager for the particular level and Technical Review Committee members. The team will meet and discuss the relevant JPRs/requisite knowledge and skills of the standard as compared to the NFPA action verbs as the basis for the decisions of which assessment methodology to utilize.

Cognitive Assessments (Written): The cognitive assessment methodology is used to assess a candidate's subject matter knowledge by means of a written test (paper or web-based). MFSI will create and utilize a bank of quality questions at least double the size of the test instrument that are correlated to each JPR, and/or each requisite knowledge area identified in the standard. Each item is identified by the JPR in the test program.

MFSI utilizes a stratified random selection process drawing from each JPR cognitive objective of the entire bank to ensure a balanced test instrument based on the course objectives to ensure complete coverage of the standard. MFSI develops exams that contain test items that are multiple-choice, introductory statements, and true/false.

Psychomotor Assessments (Skills): Psychomotor (skills) assessments are used to assess a candidate's ability to perform a physical task by means of a real-time skills performance evaluation directly observed by an MFSI-approved evaluator. MFSI modifies skills sheets obtained from Jones & Bartlett and that are correlated to each JPR, and/or each requisite skill area identified in the standard. Each skill sheet is correlated on each accrediting agency's correlation matrices.

The psychomotor assessment will contain a minimum of one of the following methodologies: skills (psychomotor) assessment, process assessment and/or product (project) assessment. A psychomotor assessment can contain multiple methodologies.



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The determination of the skills assessment method is dependent upon the terminology (NFPA Action Verbs) used in the requisite skill section of the standard. MFSI utilizes a random selection process drawing a minimum 25% of the total psychomotor JPRs per level to ensure a balanced skills assessment to ensure complete coverage of the standard.

Product/Project Assessments: MFSI uses product/project assessments to assess psychomotor (skills) for JPRs that require the application of knowledge to produce a work product. Product assessments are assessed by an MFSI-approved evaluator using an approved scoring rubric with expected responses evaluating how the task is completed (after submission).

MFSI creates product/project assessments which are correlated to appropriate JPR(s) and/or each requisite skill area identified in the standard.

Process Assessments: MFSI uses process assessments to assess psychomotor (skills) for JPRs that relate to a mental activity that requires the individual to perform a cognitive skill in real time but cannot be directly observed. Process assessments are assessed by an MFSI-approved evaluator using an approved scoring rubric with questions and expected verbal responses.

MFSI creates process assessments which are correlated to appropriate JPRs and/or each requisite skill area identified in the standard. Each process assessment is correlated on each accrediting agency's correlation matrices.

3.1 CERTIFICATION EXAMINATION PROCEDURES AND TESTING ELIGIBILITY

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 Certification Test Proctor Instructions (Appendix I, page 33).

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 MFSI has instituted the following prerequisites for testing eligibility for Fire Fighter I & II.

Program Coordinators or Fire Chief/Training Officer representing a regional program, participating in written or skill testing for Fire Fighter I & II Certification shall submit all completed Progress Charts and Affidavit to the Certification Program Manager at least 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.

Contact the MFSI Certification Program Manager if you have any questions related to certification testing.



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3.2 PROVISION OF DATA

Upon the request of NBFSPQ, MFSI will provide the following information concerning certification program exams: Exam date, exam time, 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 to be observed with the following guidelines: The representative observing the testing process is designated by NBFSPQ. MFSI shall receive a notice of intent to observe the testing process at least 48 hours prior to the test date.

3.4 WRITTEN EXAMINATION PROCEDURES

3.4.1 Written Certification Exam Generation

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

- A. The Certification & Curriculum Program Manager (CPM) shall assemble a review team that consists of MFSI Staff, MFSI Certified Instructors and/or fire service subject matter experts (SME). The team will assemble in a place that the CPM deems appropriate.
- B. 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.
- C. 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.
- D. After all materials have been initially reviewed, the evaluators shall gather as a group with the Certification Program Team as facilitator.
- E. The purpose is to review all the materials that were marked inappropriate; review replacement test questions; and make final decisions.

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



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Fire Instructor I / Fire Instructor II - Each question is referenced to one or more of the following:

1. NFPA 1041 current edition
2. Jones and Bartlett, Fire Services Instructor Principles and Practice, 3rd Edition

Fire Officer I / Fire Officer II - Each question is referenced to one or more of the following:

1. NFPA 1021 current edition
3. Jones and Bartlett, Fire Officer Principles and Practices, 4th Edition

Fire & Life Safety Educator - Each question is referenced to one or more of the following:

1. NFPA 1035 current edition
2. Jones and Bartlett, Fire & Life Safety Educator, Principles and Practice, 2nd 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 Code of Ethics statement (Appendix III, page 37).

For online, cloud-based exams, each candidate receives:

- A designated seat assignment at a computer with a personalized login key
- Further instructions provided by the proctor

For paper exams (in an event of unforeseen circumstances), each candidate receives:

- Appropriate paper exam
- Two (2) no. 2 pencils with scrap paper

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 (Appendix I, page 33).

3.4.4 Written Certification Examination Administration

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

- Candidates who are requesting a retest must contact the Certification Program Manager directly. Candidates will not be permitted to participate in any portion of the testing if the corresponding Progress Charts have not been submitted and accepted by the Certification Program Manager.
- Candidates who need ADA assistance for written exams can do so by contacting SMCC at 207-741-5923 at least three (3) weeks prior to the exam start time. Accommodations will not be made if the candidate has not contacted SMCC prior to testing (See Section 9).



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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 Identification Card
- State Driver's License
- US Passport

Written Exam General Instructions - Exam Proctors shall review the following information with the candidates prior to testing:

- A. The passing score for all MFSI written certification examinations is **70%**.
- B. No items are allowed to be brought into the examination area.
- C. Candidates may not leave the room while the exam is in progress without the permission of the proctor. Candidates will be permitted to leave the room one at a time to utilize restroom facilities.
- D. The Exam Proctor may not assist a candidate by reading or explaining a question on the exam.
- E. 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 V, page 40).

Cheating will result in an automatic fail and dismissal from the entire certification exam process.

- A. If cheating is observed, the Proctor must immediately stop the candidate/s from testing 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. In the event of a paper exam, the Proctor shall take the test booklet and indicate on the booklet 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.

If the exam is administered and an **emergency** arises, the testing process will be paused and options to proceed are at the discretion of the Exam Proctor. If the emergency is of long duration, then the test that candidates failed to complete will be considered invalid. The test will be rescheduled.

Certification Exam Level	# of Questions	Allotted Time
Fire Fighter I	75 questions	1 hour
Fire Fighter II	75 questions	1 hour
Fire Instructor I	75 questions	1 hour
Fire Instructor II	75 questions	1 hour
Fire Officer I	75 questions	1 hour
Fire Officer II	75 questions	1 hour
Fire & Life Safety Educator I	50 questions	1 hour



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The Certification Program Manager will score and analyze all exams and candidates will be notified by letter within two weeks. In the event of paper examinations, MFSI Certification Staff will assist in scoring and analyzing exams.

Should a candidate fail an exam, they have one (1) year within the most recent NFPA standard change to retest and will be eligible to test a total of three times. The candidate must wait 30 days before a retest can be granted. 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. Proof of identification is required.

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 - Fire Fighter I & II practical skills tests are generated by the Maine Fire Service Institute from 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 stations may be 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. Testing will be scheduled as needed upon completion of a program.

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:

- A. Each skills exam day will consist of a maximum of 15 skills stations
- B. Of this number, nine (9) skills station randomly assigned must be completed.
- C. Of the nine, six will be predetermined and selected annually as mandatory stations.
- D. Remaining stations will be categorized by the estimated length of time it takes to do the stations. There will be three categories – a short timeframe, a medium length timeframe and a longer timeframe. From these categories, two stations will be randomly chosen from each.
- E. Remaining stations will be selected by the Certification Program Manager from all non-assigned skills.

For 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.



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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 practical skills testing. MFSI shall not administer any exams where adequate facilities are unavailable. Locations are predetermined around the State (See Recognized Practical Skills Testing Locations, Appendix, VI, pg. 41).

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.

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 appropriate protective clothing when involved in any practical skills.

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 pretest briefings with all assisting evaluators and candidates.

These briefings 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.



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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 Section 3.5.9, also Candidate Acknowledgement of Pass/Fail Policy, Appendix IV, 38).
8. Injury reporting
9. Accountability system using tags through the command system.
10. Introduction of staff
11. Other miscellaneous 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

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 may not be allowed to proceed with the Practical Skills Exam.

Station Progress Charts are provided to the lead evaluator so that they can use them for each candidate during testing. Station Progress Charts 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.



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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 may be 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.

- A. 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.
- B. During the Practical Skills exams, candidates are not allowed to observe stations they have not yet completed.
- C. Candidates are not permitted to watch as skill stations are set up; for example, a maze for search and rescue.
- D. Candidates are not allowed to watch other candidates demonstrate their practical skills.
- E. 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 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 evaluators may know alternative techniques for skills, it is mandatory that candidates perform the skills as specified on the skill checklists.



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3.5.8 Completion of Each Fire Fighter I & II Practical Skills

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 – Testing & Retesting Procedures

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

- A. Must be prepared to take appropriate protective equipment to each skill station.
- B. Is allowed one attempt at each skill station to successfully demonstrate a given skill or skill set during the test day.
- C. Must successfully demonstrate mastery of each priority step within each specific skill.

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

- A. Counseled by the Lead Evaluator on their status.
- B. Informed that one more failure will constitute a failure of the entire exam.

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

- A. Notified on the failure of the skills exam.
- B. Informed of upcoming opportunities to retest: Candidates are shown the failure sheets and why they failed. Then, sign off on the appropriate skills sheets.

Retest of three or fewer skills stations if failed:

- A. Retest for candidates with three or fewer failures will only occur after all regular testing has been completed.
- B. The second attempt will be done with a different Evaluator.
- C. Prior to the second attempt, the candidate is allowed to refer to the MFSI practical skill sheets but may not refer to any other reference material.
- D. 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.
- E. If the candidate fails any of the skills during the retest, this will be considered as the 4th failure for the day. Refer to action for 4 failures.

When a skill is failed, the evaluator must indicate on the skill sheet what was failed and both the candidate and the evaluator need to sign the skill sheet. Candidates who fail their initial skills exam shall be given the opportunity to take another skills exam and must wait a minimum of thirty (30) days before their second attempt. 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 (60) 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.



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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 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:

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 Fire Fighter I & II Practical Skills Exam

1. The Lead Evaluator collects all Skill Sheets and Station Progress 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 verifies each candidate's Skill Sheets 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 Skill Sheets and Station Progress Charts are placed in the package with other testing materials and returned to MFSI immediately after the exam.

3.5.12 CPM Receives Fire Fighter I & II Exam Materials

When a package of exam materials is received by the Certification Office, it is inspected for:

- Evidence of tampering
- Inventory of testing materials

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 course syllabus 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.



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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 course syllabus 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 (5) years 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.

4.1 EVALUATOR CRITERIA

The Deputy Director of Maine Fire Service Institute and the Certification Program Manager must approve all evaluators for any certification level 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. 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. The Certification Program Manager or their designee shall serve as the Lead Evaluator for any particular skills exam.



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4.1.1 Fire Fighter I & II Evaluator Criteria

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

- ✓ Serves as an instructor for Maine Fire Service Institute.
- ✓ Be certified by MFSI at the level being evaluated.
- ✓ Has attended an approved MFSI Evaluator training program.
- ✓ Agrees to abide by all of the rules and conditions stipulated by MFSI.
- ✓ Agrees to and signs the MFSI Evaluator/Proctor Code of Ethics in any given year they serve.
- ✓ Must have shadowed an experienced evaluator for one skills exam.

Written certification exams will be administered by MFSI employees as assigned and approved by the Certification Program Manager.

4.1.2 Fire & Emergency Services Instructor I & II Evaluator Criteria

The assignment of the Lead Evaluator for a specific Fire Service Instructor exam is approved by the Deputy Director and 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:

- ✓ Serves as an instructor for MFSI.
- ✓ Be certified by MFSI at the level being evaluated.
- ✓ Agrees to abide by all of the rules and conditions stipulated by MFSI.
- ✓ Agrees to and signs the MFSI Evaluator/Proctor Code of Ethics in any given year that they serve as an evaluator (See Appendix III, page 37).

Fire Service Instructor I & 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.

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:

- ✓ Certification as a Fire Service Instructor I (or higher) with MFSI.
- ✓ Responsible for all training records, course applications and practical skills.
- ✓ Lead Course Instructor must meet all requirements for Fire Officer Certification eligibility.
- ✓ Certification as a Firefighter II.



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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 (See Appendix III, page 37).

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 stop the test with 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 the Maine Fire Service Institute may suspend, revoke or deny certification to any individual when it is found that the individual:

- A. Has cheated on any exam (*See Section 3.4.4 #9 Written Certification Examination Administration*).
- B. Has knowingly made a material misrepresentation of any information required for certification.
- C. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- D. 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. (*Refer to 3.4.4 #12 for written exam re-testing procedures*)

6.1 APPEALS

For candidates in a certification training program who are dissatisfied with any decision concerning their ability to remain in the training program, the written exam, skills testing or project process may appeal in writing to the MFSI Certification office. Note: This is a general operational policy regarding appeals. Appeals regarding the training program should be directed to the Training Section Chief.



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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 individual whose certification was revoked or denied
3. Investigate 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.

7.1 RECIPROCITY

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

- A. Candidate must submit application materials via mail to MFSI, Attn: Reciprocity, 19 Sewall Street, Brunswick, ME 04011 OR contact the MFSI Deputy Director.
- B. Candidate must complete and submit copies of MFSI/SMCC Registration Form (See page 46 and Reciprocity Application Form (See page 48) and attach supporting documentation (other documents may be copied).
- C. Certificates must clearly indicate IFSAC, NBFSPQ, Pro Board or DOD accreditation for the level certification and be verifiable from the accrediting agency.
- D. The candidate must be a member of a Maine Fire Department and must have a letter from the Fire Chief in order to request reciprocity.
- E. Candidate must meet the general requirements for certification as outlined in the appropriate certification booklet.
- F. Candidate must pay a \$10.00 fee for **each** level of Reciprocity Certificate

The Certification Program Managers office will review and verify all documentation. Once documentation has been confirmed to have met the certification criteria, the candidate will be issued reciprocity. If documentation does *not* meet the certification requirements, the candidate will be denied reciprocity. If denied, and the candidate is still seeking certification in Maine, they would be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills exams to receive Pro Board certification. MFSI will not consider certificates issued from local, county or any other non-state agency for reciprocity including academic institutions. *NOTE: See Reciprocity Booklet*

8.1 CERTIFICATION UPGRADE POLICY

If you are two or more cycles out of the latest standard, then you need to retake the program in order to receive certification at the current standard. This policy applies to Fire Fighter I & II, Fire & Emergency Services Instructor I & II, and Fire Officer I & II. All questions regarding Upgrade Certification should be directed to the MFSI Certification & Curriculum Program Manager.



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8.2 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.

Individuals who have completed a Fire Fighter I & II program who display difficulties in passing both the practical skills and written exams can be considered for a Basic Fire School certificate to meet Maine BLS requirements. Upon successful completion of both the practical skills and written exams, the individual would then be eligible to receive a Fire Fighter I & II certificate (provided that they have completed the Hazardous Materials awareness and operations levels). These are done upon request directly to the Certification Program Manager on an individual basis.

8.3 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. If a candidate has completed both Basic Fire Officer and Advanced Fire Officer courses, they can contact the MFSI Certification Office to discuss a possible pathway to certification.



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SERVICES FOR STUDENTS WITH DISABILITIES

Southern Maine Community College
Student Center
2 Fort Road, 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.



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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 PROCEDURES

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:

Heather Jackson
Director of Counseling and Disabilities Service
Student Center
2 Fort Road
South Portland, ME 04106
Phone: (207) 741-5923
Fax: (207) 741-5653
hjackson@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.



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CERTIFICATION TEST PROCTOR INSTRUCTIONS

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

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

Proctor distributes test materials to the 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.

Written Exam – Question Challenge.

Candidates are instructed to indicate that they are wishing to challenge a question before they exit the online test. If this occurs, approach the candidate and confirm which question they are challenging. Take a picture of the question and provide the candidate with a Question Challenge Form at the end of the test. Turn in this challenge form and the picture to the CPM for processing.

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

- 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.
- A candidate caught cheating will NOT be allowed to continue with a written test, proceed with practical exam testing, or be allowed to retest at any level.
- 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.
- 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.

In the event that the cloud-based testing platform is inoperable on a particular test site, the proctor shall, at their discretion, either:

- a. Reschedule the test.
- b. Provide written test booklets of the current test version to be administered manually.

Candidates will be allowed to either mark their responses in the test booklet or be given a “bubble sheet” to document their answers. Such tests will be graded and validated by at least two MFSI staff people and the scores will be loaded into the score letters in each individual's file.



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CERTIFICATION TEST PROCTOR SCRIPT

Proctors read aloud the following instructions to all candidates:

My name is _____. Today/tonight, we will be taking tests for _____.

Each test has 75 questions. They are all multiple choice. You have an hour for each test, and you need a 70% to pass – that means you need 53 correct responses. You can move up and down through the entire test and change answers if you wish and you can answer them in any order. Once you complete the exam, you will hit the submit button and you will not be able to return to the exam.

If you are taking two exams, click the button in the lower right-hand corner to start your next assessment.

Once you have completed your test(s), bring the paper strip with your name and email address to the proctor. *If the email address is incorrect, please write clearly the correct address on the paper and give it to the proctor after the test.*

Provided there are no tech-related issues, you can get a verbal reading of your score before leaving the test site. Within 14 business days, you will receive an email from MFSI that reads 'see attached'. Attached will be a letter stating your grades and if necessary, instructions on how to contact MFSI for a retest. Any certificates will be printed and mailed out in 30-45 business days. If you earned a certificate, but did not receive it after 45 business days, contact the Certification Division at MFSI.

General Rules

- No cell phones, smart watches, or other electronic devices are allowed in the testing areas.
- Please do not change the screens or open any other sites or pages on the computer – this will count as cheating and your test will be terminated.
- No food or drinks allowed. Please respect these wishes – we are guests at this facility.
- If you need to take a break, do so in-between tests and before you launch your second test. You will not be able to take your phone or electronics with you.
- If you wish to challenge a question, let the proctor know before you submit your test.

Getting Started

1. Look for the station with your name and email address on the paper tag. Do not move the tags or change stations.
2. Everyone should have a white screen with a blue box.
3. I will read off a six-digit code and your screens will change.
4. Enter the six-digits using the numbers above the alphabet, not the keypad on the right.
5. Wait until directed by the proctor to launch the test. *Note: Each test needs to be launched one at a time to avoid freezing.*
6. Return study guides.
7. Are there any questions before we begin?



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WRITTEN EXAM – QUESTION CHALLENGE FORM

Candidate Instructions: 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 & Life Safety Educator I _____

Fire Instructor I _____

Fire Instructor II _____

Fire Officer I _____

Fire Officer II _____

QUESTION INFORMATION

Question (to be filled out by Proctor):

What is the problem with the question (to be filled out by Candidate)?

Candidate Signature _____ Date _____



CERTIFICATION EVALUATOR INSTRUCTIONS

Duties of the Evaluator: Fire Fighter I & II Practical Skills

**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.

**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.
2. 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.
3. The Lead Evaluator is not to advise the candidates of which skills they will be tested or have the candidates mark the test skills.
4. 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.

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 has the authority to make an exception to this policy. The Certification Program Manager shall verify which skills have been completed by the Alternative Compliance Method prior to the skills exam.

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.

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.

Candidates are *not* permitted to watch other candidates demonstrate their practical skills.

Approved photo identification *must* be verified for each candidate before allowing the candidate to sign the roster and take the practical skills exam.



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CERTIFICATION EVALUATOR INSTRUCTIONS

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.
 - 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. These priority steps are indicated in italics. The number allowed to be missed is identified on each skill checklist. 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.

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.

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. **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.**

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.

Each candidate is allowed one attempt to successfully demonstrate a given skill. 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. The candidate will be allowed to confer with their 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.

Individuals with facial hair that comes into contact with the SCBA face piece will not be allowed to be tested for certification. The Lead Evaluator shall deny testing to these individuals. This policy is in accordance with NFPA 1500, Fire Department Occupational Safety and Health Programs, Current Edition.



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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/PROCTOR 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's 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 the approved test.

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

Evaluator/Proctor:

Print Name: _____ Signature: _____ Date: _____

CPM:

Print Name: _____ Signature: _____ Date: _____



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PRACTICAL SKILLS TEST – GENERAL RULES AND THE PASS/FAIL POLICY

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.
2. Shown the failure sheets and why they failed.



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PRACTICAL SKILLS TEST PASS/FAIL POLICY AND CANDIDATE ACKNOWLEDGEMENT

Retest of three or fewer skills stations if failed:

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

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

Print_____

Print_____

Sign_____

Sign_____

Date_____

Date_____

Witness_____

Witness_____

MFSI Staff Received:_____

Date_____

For more information on Practical Skills Retesting, please see Section 3.5.9.



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RECOGNIZED PRACTICAL SKILLS TESTING LOCATIONS

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

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

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

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

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

North Lakes Fire & Rescue
3138 Caribou Rd.
Cross Lake Township, ME 04779
834-3296

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

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

Farmington Fire Training Facility
201 Seamon Rd.
Farmington, ME 04938
778-3235

Fairfield Fire Dept. Training Facility
5 Flashover Dr.
Fairfield, ME 04740
453-2429

St. George Fire Training
274 Seal Harbor Rd.
Tenants Harbor, ME 04860
372-8581



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FIRE CHIEF'S PERMISSION TO PARTICIPATE

The following listed members of the _____ Fire Department are authorized to participate in the _____ practical skills exam to be conducted at _____ 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 __/__/__

**THIS FORM MUST BE SUBMITTED TO MFSI
PRIOR TO ATTENDING A SKILLS EXAM.**



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PROGRAM COORDINATOR'S PERMISSION TO PARTICIPATE

The following listed members of the _____ Program are authorized to participate in the _____ practical skills exam to be conducted at _____ on _____ (date). The following members are covered by their Fire Department's Worker's Compensation Policy and 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 ____/____/____

**THIS FORM MUST BE SUBMITTED TO MFSI
PRIOR TO ATTENDING A SKILLS EXAM.**



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CANDIDATE'S RELEASE OF INFORMATION AUTHORIZATION

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: _____ Date: _____



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PRO BOARD CERTIFICATION FLOW CHART

FIRE FIGHTER I & II (NFPA 1010 – 2024)

Prerequisites	None - <i>Prerequisite for Fire Fighter II is Fire Fighter I (Pro Board or valid non-Pro Board)</i>
Program Application	SMCC/MFSI Registration Form
Preparation	Textbook: <i>Fundamentals of Fire Fighter Skills</i> , 5 th ed., Jones & Bartlett curriculum Hazardous Materials Awareness & Operations Levels
Written Test	Must receive a minimum score of 70% on each relevant exam (75 questions) after completing approved program
Practical Skills Tests	Must pass required number of stations

FIRE & EMERGENCY SERVICES INSTRUCTOR I/II (NFPA 1040 – 2020)

Prerequisites	Three (3) years of documented fire service membership, documented by the fire chief. Alternatively, training and education in similar discipline with chief's permission to participate. <i>Prerequisite for Fire Instructor II is Fire Instructor I (Pro Board or valid non-Pro Board)</i>
Program Application	SMCC/MFSI Registration Form and chief's permission to participate form
Preparation	Textbook: <i>Fire and Emergency Services Instructor: Principles & Practice</i> , 3 rd ed., Jones & Bartlett
Written Test	Must receive a minimum score of 70% on each relevant exam (75 questions) after completing approved program
Practical Skills Tests	Based on lesson plans and a presentation

**For NFA-recognition, complete online forms at the beginning of course for each level.*

FIRE OFFICER I (NFPA 1020 – 2020)

Prerequisites	Fire Fighter I & II (<i>Pro Board or valid non-Pro Board</i>) Fire Instructor I (<i>Pro Board or valid non-Pro Board</i>) ICS-100: Introduction to ICS ICS-200: Basic ICS for Initial Response	Five (5) years of fire service membership, documented by fire chief. Alternatively, based on comparable training and education in similar discipline or prior supervision/managerial experience.
Application	SMCC/MFSI Registration Form and copies of certificates and completed prerequisites	
Preparation	Textbook: <i>Fire Officer</i> , 4 th ed., Jones & Bartlett	
Written Test	Must receive a minimum score of 70% on relevant exam (75 questions) after completing approved program	
Coursework	Must participate in Simulation Scenarios, Written Projects, and Online Modules, and Attendance.	

FIRE OFFICER II (NFPA 1020 – 2020)

Prerequisites	Fire Officer I (<i>Pro Board or valid non-Pro Board</i>)
Application	SMCC/MFSI Registration Form and Copy of Fire Officer I Certification
<i>* See Fire Officer I requirements for Preparation, Written Test, and Coursework</i>	

FIRE & LIFE SAFETY EDUCATOR (NFPA 1035 – 2015 edition)

Prerequisites	None
Application	SMCC/MFSI Registration Form
Preparation	Textbook: <i>Fire and Life Safety Educator: Principles & Practice</i> , 2 nd ed., Jones & Bartlett
Written Tests	Must receive a minimum score of 70% on exam (50 questions)



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MFSI/SMCC REGISTRATION FORM

SMCC ID# N/A TODAY'S DATE _____

LAST NAME _____ FIRST _____ MIDDLE _____

BIRTH/OTHER NAME _____ E-MAIL _____

CELL PHONE _____ HOME PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTY _____ SOCIAL SECURITY # (last 4 digits) _____

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
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			RECIPROCITY			

STUDENT SIGNATURE _____

Southern Maine Community College is an equal-opportunity institution and employer. If you have a disability and wish to request accommodations, please contact the Director of Disability Services, Heather Jackson, at 207-741-5923 or via email at hjackson@smccme.edu. Appointments are available by Zoom and in person on both the Brunswick and South Portland campuses. Walk-in appointments are welcome. Documentation of your disability is required, but please do not let the absence of documentation prevent you from seeking accommodation.



Maine Fire Service Institute & Southern Maine Community College

CERTIFICATION MANUAL

Revised 9/2025

PERSONAL INFORMATION CHANGE FORM

Please submit form to:

Maine Fire Service Institute/Southern Maine Community College

ATTN: Anne Heinig, Curriculum & Certification Admin

19 Sewall St., Brunswick, ME 04011

Fax: (207) 729-9079 Email: aheinig@maineccc.edu

Name

Student ID #

(First) (Middle) (Last)

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

(Signature)

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.

Previous Name:

(Last) (First) (Middle)

New Name:

(Last) (First) (Middle)

Change of Address

New Address:

Street (or PO Box)

City

State

Zip Code

Change of Email

New Email:

Change of Phone Number

New Mobile #:

New Home #:

For MFSI Office Use Only:

Processed by

Date



Maine Fire Service Institute & Southern Maine Community College

CERTIFICATION MANUAL

Revised 9/2025

AFFIDAVIT OF TRAINING COMPLETION

Program Name: _____ Date: _____

Training Program Start Date: _____ Training Program Completion Date: _____

Progress Charts Date to be Mailed: _____

This Affidavit **MUST** be submitted by the Program Coordinator two (2) weeks prior to any testing. A list of candidates to test **MUST** be attached.
See the Fire Chief's/Program Coordinator's Permission to Participate Form.

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

I attest 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: _____

Program Coordinator Signature: _____

Date: _____

For MFSI Office Use Only:

Processed by _____

Date _____



Maine Fire Service Institute & Southern Maine Community College

CERTIFICATION MANUAL

Revised 9/2025

RECIPROCITY APPLICATION

NAME: _____ SOC. SEC. # _____

ADDRESS: _____

TOWN: _____ STATE: _____ ZIP: _____

F.D. POSITION: _____

EMAIL: _____

PHONE: (H) _____ (C/W) _____

REQUESTED RECIPROCITY LEVEL/S

☐ FIRE FIGHTER I

☐ FIRE FIGHTER II

MFSI OFFICE USE ONLY:

GRANTED _____ DENIED _____

DATE _____

(MFSI OFFICIAL SIGNATURE)

☐ FIRE INSTRUCTOR I

☐ FIRE INSTRUCTOR II

MFSI OFFICE USE ONLY:

GRANTED _____ DENIED _____

DATE _____

(MFSI OFFICIAL SIGNATURE)

☐ FIRE OFFICER I

☐ FIRE OFFICER II

MFSI OFFICE USE ONLY:

GRANTED _____ DENIED _____

DATE _____

(MFSI OFFICIAL SIGNATURE)

☐ FIRE & LIFE SAFETY EDUCATOR

MFSI OFFICE USE ONLY:

GRANTED _____ DENIED _____

DATE _____

(MFSI OFFICIAL SIGNATURE)



Maine Fire Service Institute & Southern Maine Community College

CERTIFICATION MANUAL

Revised 9/2025

NOTICE OF FIRE TRAINING PROGRAM

Training Level:

☐ Fire Fighter I & II
☐ Basic Fire School

☐ BPOC
☐ EVDT

Approximate Start Date: _____ Approximate End Date: _____

Fire Department: _____

Program Coordinator: _____

Chief: _____

Affiliation: _____

Address: _____

Address: _____

Daytime Phone #: _____

Daytime Phone #: _____

Evening Phone #: _____

Evening Phone #: _____

Email: _____

Email: _____

Signature: _____

Signature: _____

Nearest Location for Practical Skills Exam:

☐ Auburn ☐ Bangor ☐ Caribou
☐ Ellsworth ☐ Hollis ☐ Yarmouth

Program Coordinators Must Send MFSI in addition to this completed Notice of Fire Training Form:

- A. A Roster of all instructors and all candidates. Include the following information:
 - a. Name, Street Address, Primary Phone Number, Last Four Digits of SSN, Email Address.
- B. A Tentative Schedule including written and end test dates.

Date Submitted: _____

For MFSI Office Use Only:

Processed by _____ Date _____