



Fire Service Certification Testing

WRITTEN EXAMINATION INSTRUCTIONS

CERTIFYING OFFICER

- **Who I am**
- **My role today**

Safety and Classroom Basics

- Location of exits
- Location of restrooms
- In case of Emergency – exit building quickly
- Notify 911 if warranted



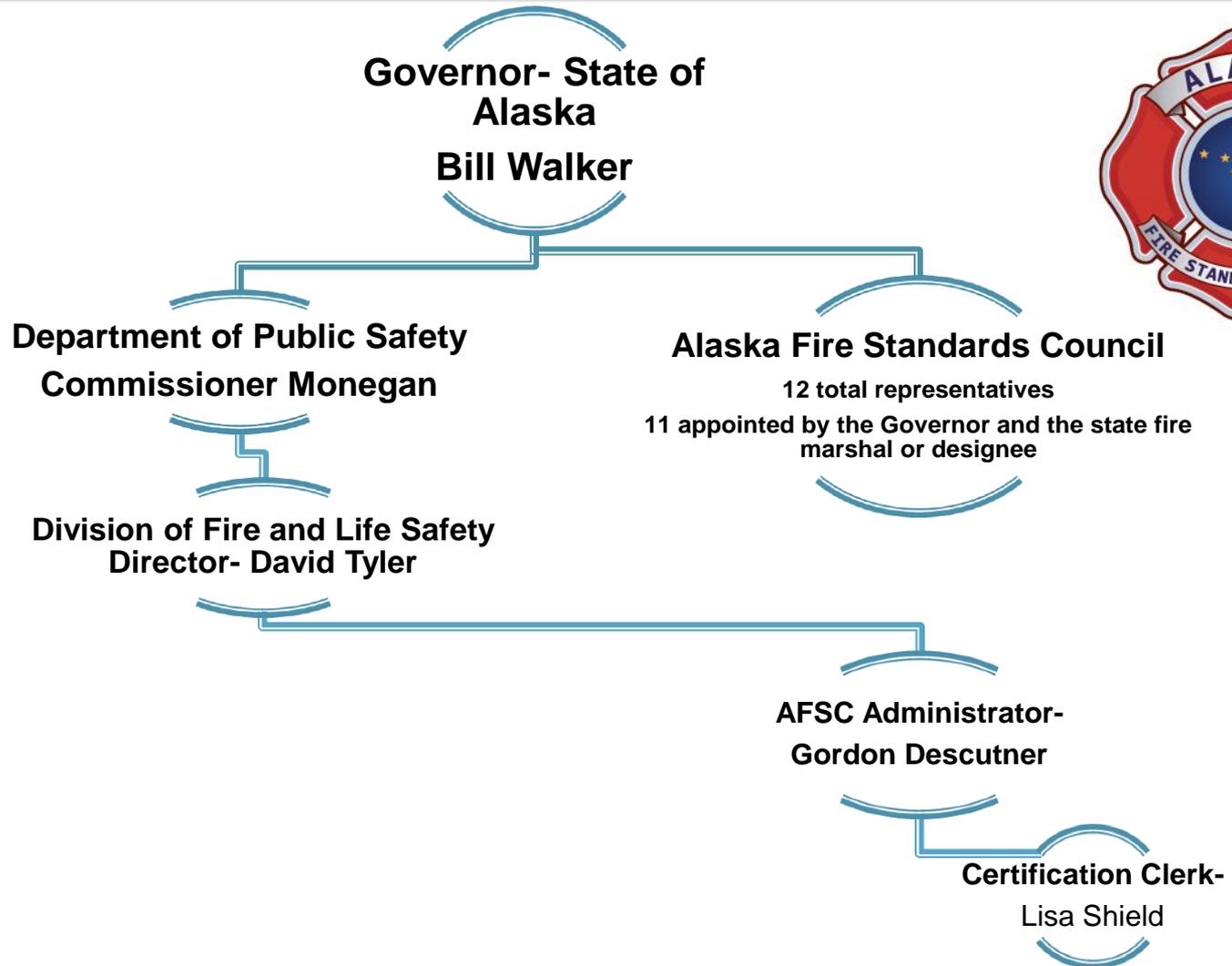
****Turn off or silence all cell phones and electronic devices at this time***

Instruction Objectives:

- Review the Department of Public Safety Organizational Chart
- Explain the Responsibilities of the Alaska Fire Standards Council Certifying Officer and Evaluators/Assistants
- Explain the Written Exam Instructions and Practical Exam Guidelines for your test

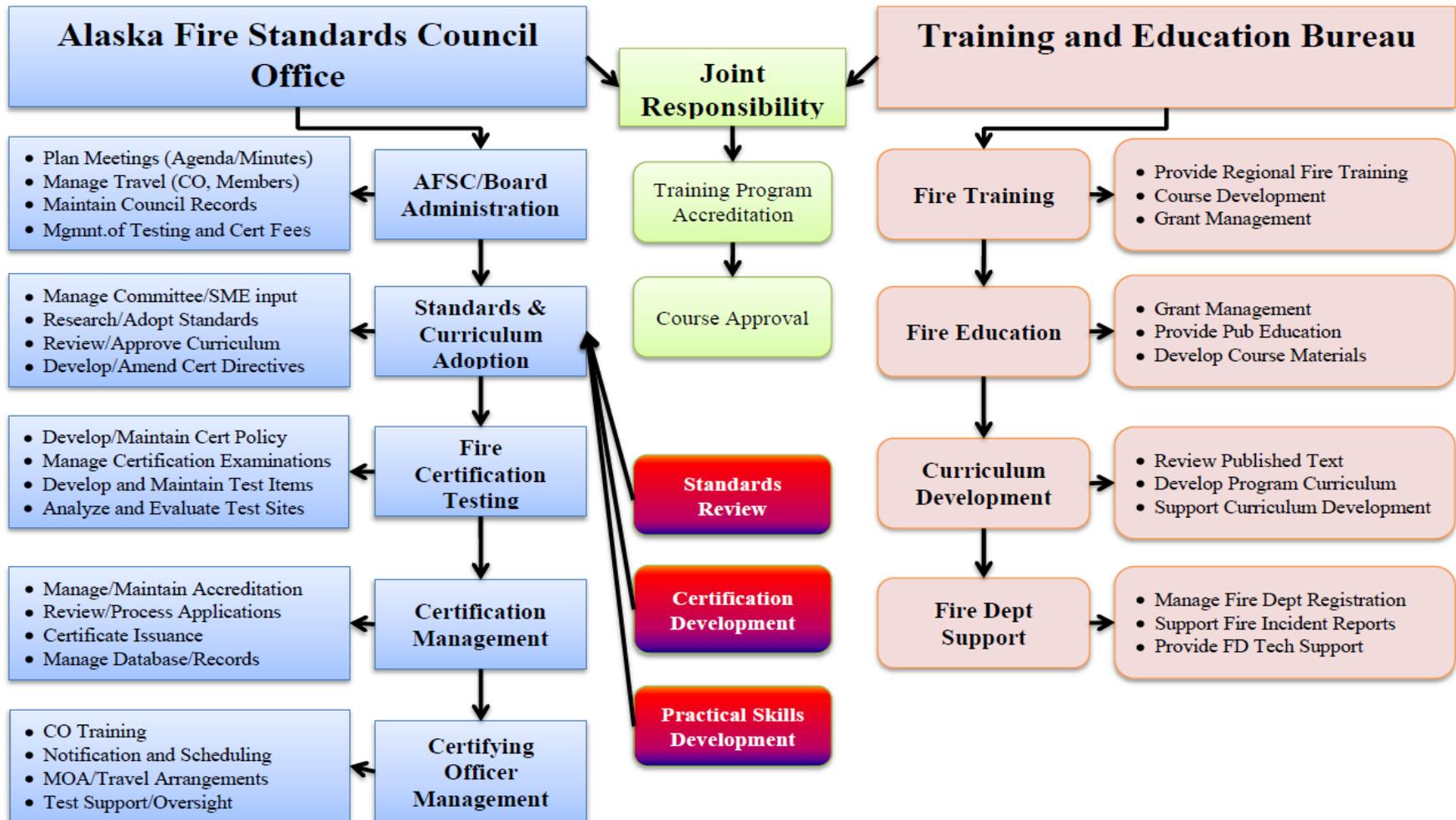


State of Alaska and the Fire Standards Council Office



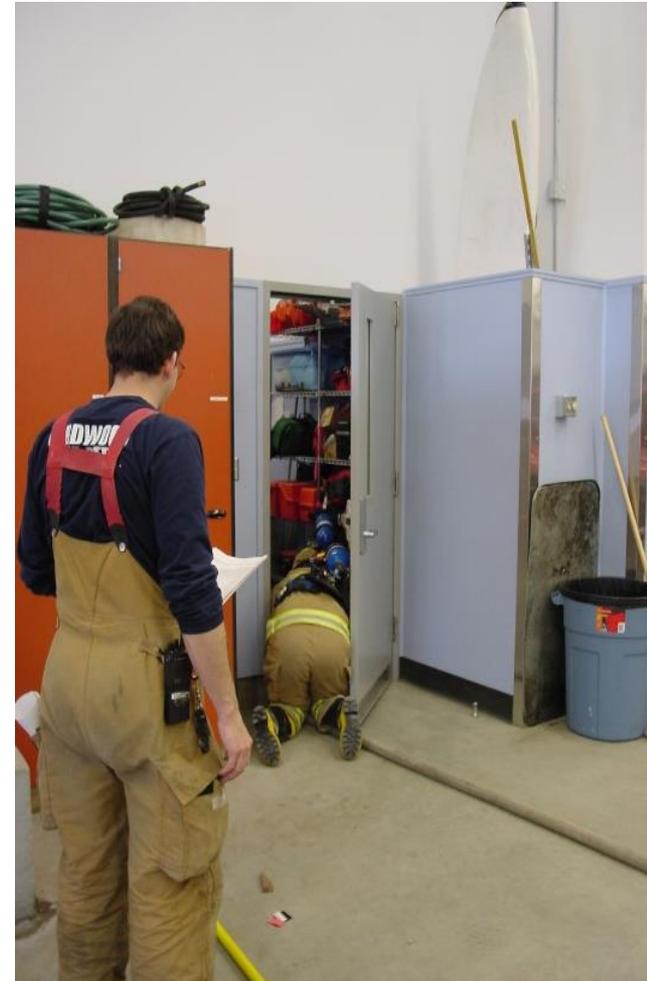
State of Alaska Department of Public Safety

ALASKA FIRE STANDARDS COUNCIL AND TRAINING AND EDUCATION BUREAU SCOPE OF RESPONSIBILITY FALL 2012



Alaska Fire Standards Council Representatives:

- **Certifying Officer serves as the test site representative for the Alaska Fire Standards Council**
- **The Certifying Officer has the overall Authority during AFSC field examinations as required for IFSAC and ProBoard accredited certification testing**



Certification Administration:

Written Exam Time:

Up to 2 hours per examination level

- 1-hour for 50 questions exams and 2-hours for 100 question exams
- an additional 1-hour is allotted for hazardous materials tabletop worksheets

Practical Exam Time:

Discussed prior to the practical exam



What You Need To Do!

- **Complete the Application for Certification**
- **Complete the Written Test**
 - **Expect scores within 30 days- DO NOT call the AFSC office for your score! The AFSC will notify students and the department Training Officer/Course Coordinator once the results are available**
- **Successfully Complete the Practical Evaluations (Details provided later)**
 - **Direct feedback for final results provided to candidates the day of testing**



Benefit to the Individual:

Successful completion this exam ensures that you have met established NFPA standards



IFSAAC and ProBoard certification is credible, portable, and is nationally and internationally recognized



Group Review

Written Exam Instructions

Written Exam Instructions

- **Please remove all text materials and notes from your tabletop except a the test binder and a piece of scratch paper**
- **DO NOT open the test binder until instructed to do so**
- **In an emergency close the test binder, leave all materials on the table, and leave the room immediately**

During the Written Examination

- **With the exception of an emergency, DO NOT leave the testing area once the test has begun**
- **Only one person in the restroom at a time**
- **All materials must remain in test area**

During the Written Examination

- **The Certifying Officer cannot answer any questions about specific test questions or answers**
- **Do not talk or discuss questions or answers with other students during the exam**
- **The use of computers, handheld electronics, smart phones, bluetooth devices, or *open books is prohibited**

***The North American Emergency Response Guide (ERG) and MSDS material are permitted for the hazardous materials written exam only**

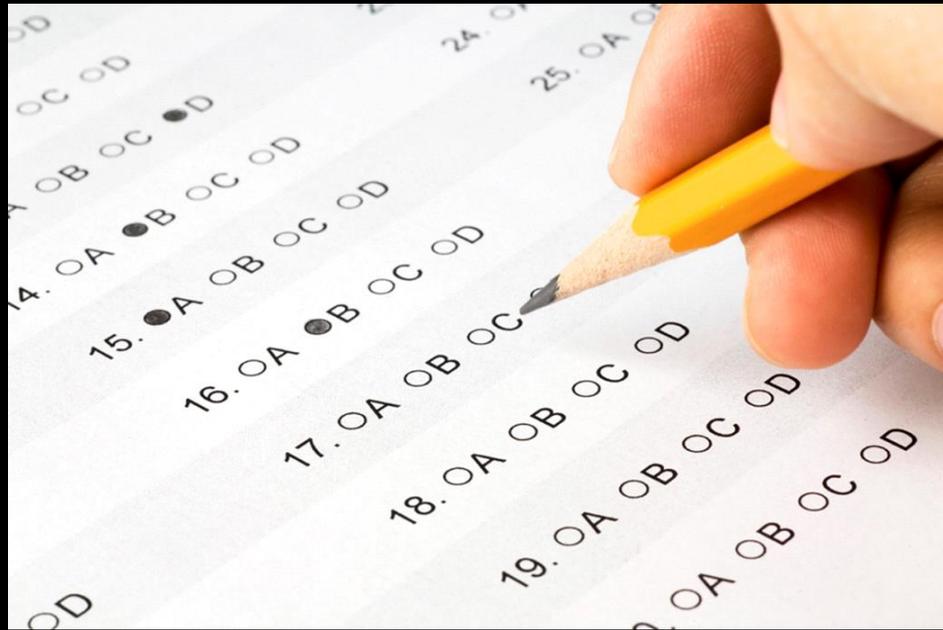
Written Examination Security

- **Candidates are prohibited from providing each other assistance during the exam**
- **Copying, recording, or duplication of examination material is explicitly prohibited**
- **After completing the exam Candidates shall not reconstruct the examination questions in any way**
- **Report security concerns to the Certifying Officer and/or the Fire Standards Council office**

Written Examination Security

- **Any evidence that a Candidate has compromised the written exam is grounds for immediate dismissal from the test process**
- **If a candidate violates the test security guidelines he or she will be disqualified from the testing process and revocation of all Alaska fire certification will likely occur**

Certification Application



Group Application Completion

Application Front Complete Application

- Application Type
- Application Level (*check all that apply*)
- Personal Information
- Valid Email Address
- ID Number- (First three letter of last name and last four of SS#)
- Check for FF Collar pins (\$5 fee applies)
- Department Info



APPLICATION TYPE

<input type="checkbox"/> New	<input type="checkbox"/> Recertification	<input type="checkbox"/> Retest (complete level & personal info only)
<input type="checkbox"/> Reprint (New Seal/Cert)	<input type="checkbox"/> Reciprocity	<input type="checkbox"/> Grandfather
<input type="checkbox"/> Other _____		

APPLICATION LEVEL

<input type="checkbox"/> Firefighter -	<input type="checkbox"/> Hazardous Materials-	<input type="checkbox"/> Fire Officer-
<input type="checkbox"/> Fire Instructor-	<input type="checkbox"/> Driver Apparatus -	<input type="checkbox"/> Airport Firefighter
<input type="checkbox"/> Certified Fire Investigator	<input type="checkbox"/> AK Fire Investigator Tech (AKFIT)	<input type="checkbox"/> Other:
<input type="checkbox"/> Rapid Intervention Tech	<input type="checkbox"/> Fire Life Safety Educator-	

PERSONAL INFORMATION

First Name:	Middle Initial:	Last Name:	
Mailing Address:			
City:	State:	Zip Code:	
Contact Phone:	Work Phone:	DOB:	
Age:			
A VALID EMAIL ADDRESS MUST BE LISTED TO RECEIVE AFSC CERTIFICATES			
Email Address:			
ID#:	The ID# is the first three letters of the last name and the last four numbers of the applicant's Social Security Number. This number is mandatory and is used for data base tracking only.		
<input type="checkbox"/>	Check box to request a FFI or FFII collar pin for an additional fee of *\$5 & INITIAL HERE →		
<small>*Collar pins will only be issued if the applicant is applying for FFI or FFII certification: See page 3 for fee details</small>			

DEPARTMENT OR EMPLOYER INFORMATION

Department/Employer:			
Address:			
City:	State:	Zip Code:	Dept Phone:
Present Job/Rank/Affiliation:			Years of fire service experience? →

FIRE STANDARDS COUNCIL OFFICE USE ONLY

Date Received:	Exam Type:	Skills Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exam Score:
	Exam Type:	Skills Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exam Score:
Retest Received:	Exam Type:	Skills Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exam Score:
	Exam Type:	Skills Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exam Score:
FSC Approval and Date:	Fee:	Fee Received Date:	

Application Back

Application Page 2

Sign and date the back!

- Applicant Signature
- Select appropriate *payment option and list billing email address

***NOTE: A certificate will not be issued until all fees are received**

APPLICATION FOR CERTIFICATION

CERTIFICATION REQUIREMENTS

Each level of certification requires that certain prerequisites or elements be completed prior to certification. The following is a list of the prerequisites of common AFSC certifications. Requirements for other levels are included in the information manual for each certification level. Before applying for certification at any level ensure that the required elements of certification are met. The Certifying Officer at the testing site will require proof that prerequisites have been met.

Firefighter I: a. AK Resident or Registered AK Fire Department Member b. Completed Training Record c. Current CPR and First Aid d. Haz Mat Awareness/Operations e. At least 18 Years of Age	Firefighter II: a. AK Resident or Registered AK Fire Department Member b. Completed Training Record c. AFSC FFI d. AFSC Haz Mat Awareness/Operations	Fire Instructor I: a. AK Resident or Registered AK Fire Department Member b. MOI Documentation (<3 yrs) c. At Least 21 Years of Age d. At Least 3 Years in Fire Emergency Services
Fire Instructor II: a. AK Resident or Registered AK Fire Department Member Fire Instructor I b. MOI II Documentation (<3 yrs) c. Certified AFSC Instructor I for at least 6 Months	Instructor Recertification: Attach at Least One of following: a. MOI Documentation (<3 yrs) b. Approved TEB/AFSC Seminar c. Written Exam d. Instructor Evaluator packet	Fire Officer I: a. AK Resident or Registered AK Fire Department Member b. Current AFSC Fire Instructor I c. AFSC Firefighter II d. Fire Officer course completion

EQUIVALENCY CHALLENGE/RECIPROCITY

For an **equivalency challenge** request contact the Fire Standards Council or your department Training Officer. **Reciprocity** is honored in part (must have all requisite certification for a given level) and given only to those individuals who have been certified by an IFSAC or Pro-Board accredited agency and are an Alaska resident or a member of a registered Alaska fire department. For some certification levels there may be Alaska specific steps for reciprocity certification.

APPROVALS

Applicant

I attest that all the information above is accurate and that I have completed all requirements for the level of certification indicated. I authorize the Alaska Fire Standards Council access to my fire department files to verify my qualifications and credentials if and when they are needed. I authorize the release of my grade and/or score for this certification to the Fire Chief or Training Officer of my organization, or the Primary Course Coordinator, if applicable.

Applicant Signature: _____ **Date:** _____

Training Officer/Fire Chief/Lead Instructor

I verify that the above information is true and complete. I attest that the applicant has met and performed all training requirements for certification and has the knowledge and competency for the requested level of certification.

Fire Chief/Training Officer: _____ **Date:** _____

Payment Method:

(DO NOT list credit card information here. Credit card payments can be processed after an AFSC invoice has been received)

Check Cash PO # _____
 Bill/Invoice to: Department/Employer Email: _____ Personal Email: _____

CERTIFYING OFFICER VERIFICATION (signature required for course completion tests only)

As an authorized Certifying Officer for the Fire Standards Council, I verify that the applicant has successfully completed the required final examination requirements for this level of certification. I also verify that I have reviewed the following items required for certification at the level indicated on the first page of this application.

Verify Photo ID and Minimum Age Alaska Resident or Member of Registered Fire Department Completed Training Record
Verify for each level of testing (e.g. FF & HMO)

Certifying Officer: _____ **Date:** _____

Return this application and related documentation to the mailing address or fax number listed at the bottom of this document. Scanned documents can be emailed to: dpsakfirestandards@alaska.gov

Written Examination Marking

- **While completing the answer bubble sheet remember the following critical items:**
 - **Use a #2 PENCIL to fill in the bubbles**
 - **Mark each answer clearly by filling in the oval for that particular question**
 - **Make dark heavy marks that fill each oval completely**
 - **Changes must be completely erased**
 - **Smudges or marks may cause scoring errors**

Scantron Marking

TEST ANSWER FORM
200 Items - Scannable

SIDE 1

Good					Bad					Bad					Bad					Mark A for "True"					Mark B for "False"				
T	F	A	B	C	T	F	A	B	C	T	F	A	B	C	T	F	A	B	C	T	F	A	B	C	T	F	A	B	C
1	●				11	●				21	●				31	●				41	●								
2		●			12		●			22		●			32		●			42		●							
3			●		13			●		23			●		33			●		43			●						
4				●	14				●	24				●	34				●	44				●					
5					15					25					35					45									
6					16					26					36					46									
7					17					27					37					47									
8					18					28					38					48									
9					19					29					39					49									
10					20					30					40					50									
51					61					71					81					91									
52					62					72					82					92									
53					63					73					83					93									
54					64					74					84					94									
55					65					75					85					95									
56					66					76					86					96									
57					67					77					87					97									
58					68					78					88					98									
59					69					79					89					99									
60					70					80					90					100									
101					111					121					131					141									
102					112					122					132					142									
103					113					123					133					143									
104					114					124					134					144									
105					115					125					135					145									
106					116					126					136					146									
107					117					127					137					147									
108					118					128					138					148									
109					119					129					139					149									
110					120					130					140					150									
151					161					171					181					191									
152					162					172					182					192									
153					163					173					183					193									
154					164					174					184					194									
155					165					175					185					195									
156					166					176					186					196									
157					167					177					187					197									
158					168					178					188					198									
159					169					179					189					199									
160					170					180					190					200									

Written Examination Detail

DO NOT MARK ON THE TEST BINDERS

- Most AFSC written examinations contain 100 total questions per level of certification (For example: FFI is 100 questions and Haz Mat Ops is 100 questions)
- Read questions thoroughly and select the best answer
- Answer EVERY question because unanswered questions are scored as incorrect

Poor Question Reporting

- Candidates should mark questions for review by the AFSC on the back of the Scantron sheet.**
 - GOOD examples have a clear explanation and are easily understood. The question score is voided if a valid error is found.**
 - POOR examples include things that are not test problems (student lacks knowledge) or insufficient detail.**

		TEST ANSWER FORM	NOTE: You may use any form of pen or pencil on this side.
		WRITE - IN ANSWERS	SIDE 2
YOUR NAME	ID NUMBER	DATE	TEST
GOOD EXAMPLES	5	Both answers "A" and "C" appear to be correct.	AFSC Action: Will review question and answer choices in reference to NFPA standard. If comment is valid, all candidates are given credit for the question.
	18	Possibly a word is incorrect in question. Refers to "High-valve" district, but is likely supposed to read "High-value."	Will review question in reference to NFPA standard and text material. AFSC Executive Director determines impact to test candidates and credits all if appropriate. The question is modified in cases of incorrect spelling or words.
POOR EXAMPLES	28	Never heard of the term "SCBA"	If the comment is in reference to an NFPA Standard Knowledge requirement that the candidate should know, the question will be scored as it is marked. These comments related to instructions, not the test itself.
	32	Bad question	Not enough information. Specify WHY you believe it is a bad question. Unless otherwise specified, a candidate will be scored as marked by the candidate

Mark Poor Question Comments on Back of Scantron

- Mark the date and test
- Identify question number in box
- Write a brief and specific description of the question or answer problem
- AFSC action includes a review and score adjustment *(if warranted)*

		TEST ANSWER FORM		NOTE: You may use any form of pen or pencil on this side.	
		WRITE - IN ANSWERS		SIDE 2	
YOUR NAME	NUMBER	DATE	TEST		
GOOD EXAMPLES	5	Both answers "A" and "C" appear to be correct.	AFSC Action:	Will review question and answer choices in reference to NFPA standard. If comment is valid, all candidates are given credit for the question.	
	18	Possibly a word is incorrect in question. Refers to "High-value" district, but is likely supposed to read "High-value."		Will review question in reference to NFPA standard and text material. AFSC Executive Director determines impact to test candidates and credits all if appropriate. The question is modified in cases of incorrect spelling or words.	
POOR EXAMPLES	28	Never heard of the term "SLBA"		If the comment is in reference to an NFPA Standard Knowledge requirement that the candidate should know, the question will be scored as it is marked. These comments related to instruction, not the test itself.	
	32	Bad question		Not enough information. Specify WHY you believe it is a bad question. Unless otherwise specified, a candidate will be scored as marked by the candidate.	

Written Examination Wrap-Up

- **When finished put all paperwork together and return all examination materials to the Certifying Officer**
- **Upon Completion exit the test area and Do Not Disturb anyone**
- **Do Not share or discuss question specifics with anyone**
- **Follow the CO directions when everyone is finished**

Practical Examination

- **Practical skill station instructions will be conducted after everyone has finished the written exam**

Are there any questions before written examination begins?



DO YOUR BEST!



Establishing Performance Standards for Alaska's Fire Service