



Certifying Officer Code of Ethics Compliance Form

STATE OF ALASKA
DEPARTMENT of PUBLIC SAFETY
FIRE STANDARDS COUNCIL

Certifying Officer Instructions

Every Certifying Officer is required to read this Code of Ethics each time his or her CO endorsement is renewed. To be eligible for assignment, a Certifying Officer must sign this Code of Ethics and return it to the Alaska Fire Standards Council office prior to acceptance of assignments.

Certifying Officer Code of Ethics

1. As a Certifying Officer (CO) for the Alaska Fire Standards Council (AFSC), I recognize that a consistent, quality test is my primary obligation to candidates and the organizations they serve.
2. It is my job to manage a certification test that will provide the students with an objective, fair, and consistent experience.
3. I will not make comments, display personal prejudice, or tell jokes or stories that others may consider offensive.
4. I will be professional regarding interaction with candidates, and I will limit contact outside of the testing situation to avoid a conflict of my duties as a representative of AFSC.
5. It is my responsibility to use good judgment in selecting clothing that projects a professional image, and that is appropriate for both observation and classroom activities.
6. If I have comments or concerns about other instructors, candidates or staff members, I will express them to the AFSC Administration, and not to other individuals or groups.
7. I will work to ensure that appropriate safety rules will be observed during the test site examination. This includes test site coordinators, fire officers, instructors, evaluators and candidates.
8. If I am unable to perform an exam I have accepted as an assignment, I will call the AFSC Administrator immediately.
9. I have read and I agree to abide by the policies and procedures stipulated in the AFSC Certifying Officer Manual when on assignment as a CO.
10. I further agree not to reproduce or release **any** testing materials or divulge the contents of the test bank to anyone other than as instructed by the AFSC Administrator for specific assignment.
11. I understand that any deviation from the AFSC test policy and procedures that results in a breach of security, or a compromised examination, shall violate my agreement with the AFSC. In such cases, the AFSC Administrator may implement disciplinary action up to and including: revocation of CO endorsement, a loss of other relevant AFSC certificates, and forfeit of assignment reimbursement.

Acknowledgement

I acknowledge that I have read and will comply with the Certifying Officer Code of Ethics defined by the Alaska Fire Standards Council. I agree to abide by the policy and procedure specified in the Certifying Officer manual and specific instructions as directed by the AFSC administrative staff.

Certifying Officer Printed Name

Certifying Officer Signature

Date