

**Fire Services Division
(FSD)
Government of Newfoundland and Labrador**



**Training and Certification
Policy Manual**

(Effective March 2019)

Table of Contents

Section 1

General Training and Certification Policies	1
Training Eligibility.....	1.1
Seat Selection.....	1.2
Seat Availability.....	1.3
Class Size.....	1.4
Course Registration.....	1.5
Attendance	1.6
Candidates.....	1.7
Minimum Course Numbers.....	1.8
Cost	1.9

Section 2

Student Health and Safety	2
Protective Clothing	2.1
Beards and Facial Hair.....	2.2
Self-Contained Breathing Apparatus	2.3
Workplace Health and Safety Commission	2.4
Student Health and Safety.....	2.5
Medical Consent	2.6
CPR/1 st Aid	2.7
Application Rejection	2.8
Testing Site Selection	2.9
Written Test Sites.....	2.10

Section 3.1

General Certification Policies	3.1
Eligibility for Certification	3.1.1
Certification Requirements	3.1.2
Re-certification	3.1.3
Retesting	3.1.4
Time Limits.....	3.1.5

Section 3.2

General Certification Policies – Reciprocity	3.2
Credentials	3.2.1
Criteria	3.2.2

Section 3.3

General Certification Policies – Equivalency	3.3
Equivalency Requests	3.3.1
Training Documents.....	3.3.2
Standard Competencies.....	3.3.3
Submissions	3.3.4
Training Log	3.3.5

Section 3.4

General Certification Policies – Written Testing	3.4
Exam Security Procedures	3.4.1
Transcripts.....	3.4.2
Written Test Structure.....	3.4.3
Test Analysis.....	3.4.4

Section 3.5

General Certification Policies – Exam Rewrites	3.5
Minimal Score.....	3.5.1
Rewrite Request	3.5.2
Rewrite Proctor Procedures	3.5.3
Number of Rewrites	3.5.4
Academic Dishonesty	3.5.5
Academic Dishonesty Penalty	3.5.5.1
Rewrite Maximum Score	3.5.6

Section 3.6

General Certification Policies – Appeal Process	3.6
Written Request	3.6.1
Fire Commissioner Review.....	3.6.2
Documentation	3.6.3
Fire Commissioner’s Ruling.....	3.6.4
Time Period.....	3.6.5

Section 3.7

General Certification Policies – Job Performance Requirement Test	3.7
Testing Matrix.....	3.7.1
Job Performance Requirement Test	3.7.2
Retesting	3.7.3
Retesting Request.....	3.7.3.1
Number of JPR Retest.....	3.7.3.2
Retesting Site	3.7.3.3
Academic Dishonesty	3.7.4
Academic Dishonesty Penalty	3.7.4.1

Section 3.8

General Certification Policies – Proctoring Policy	3.8
Testing Schedule.....	3.8.1
Scheduling Requirements	3.8.2
Notice Period	3.8.3
Proctor’s List.....	3.8.4
Proctoring Restrictions.....	3.8.5
Examination Material.....	3.8.6
Examination Integrity	3.8.7
Audits.....	3.8.8

Section 3.9

General Certification Policies – Selection Criteria for Proctors	3.9
Procedures	3.9.1
Application Process	3.9.2
Criteria	3.9.3
Training Program	3.9.3.1
Qualifications	3.9.4
Evaluation of Proctors	3.9.4.1
Agreement Form	3.9.5
Restrictions	3.9.6
Exceptions	3.9.7
Physical Requirements	3.9.8
Reimbursement	3.9.9
Revocation	3.9.10
Appeal	3.9.11

Section 3.10

General Certification Policies – Procedures for Written Test Proctors	3.10
Proctor Briefing	3.10.1
Examination Procedures	3.10.2
Exam Instructions	3.10.3
Proctor Number	3.10.4
Academic Dishonesty	3.10.5

Section 3.11

General Certification Policies – Procedures for Skills Test Proctors	3.11
Proctor Briefing	3.11.1
Protective Clothing	3.11.2
Proctor Assessment	3.11.3
Interruptions	3.11.4
Instructions	3.11.5

Section 3.12

General Certification Policies – JPR Grading	3.12
Competency Scale	3.12.1
Job Performance Requirement	3.12.2

Section 3.13

General Certification Policies – Instructions for Completing Job Performance Test Sheet	3.13
Skill Test Area	3.13.1
Score Assignment	3.13.2
Skill Summary	3.13.3
Passing Requirement	3.13.4
Scoring Explanation	3.13.5

Section 3.14

General Certification Policies – Document Retention	3.14
Exam/JPR Test Sheets Retention.....	3.14.1
Appeal Retention	3.14.2
Transcript/Reports Retention	3.14.3

Section 4.1

Certification – NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents – Awareness Level	4.1
Certification Flow Chart, NFPA 472, Awareness Level	4.1

Section 4.1.2

Certification – NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents – Chapter 5	
Core, Chapter 6.2 PPE and Chapter 6.6 PC - Operations Level	4.1.2
Certification Flow Chart, NFPA 472, Operations Level	4.1.2

Section 4.2

Certification – NFPA 1001, Standard for Firefighter Professional Qualifications- Firefighter I	4.2
Certification Flow Chart, NFPA 1001, Firefighter I.....	4.2
NFPA 1001, Firefighter I Training Log 6 th Edition.....	Appendix G

Section 4.2.1

Certification – NFPA 1001, Standard for Firefighter Professional Qualifications- Firefighter II	4.2.1
Certification Flow Chart, NFPA 1001, Firefighter II	4.2.1
NFPA 1001, Firefighter II Training Log, 6 th Edition	Appendix H

Section 4.3

Certification – NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications – Chapter 5	
Apparatus Equipped with Fire Pump	4.3
Certification Flow Chart, NFPA 1002, Fire Apparatus Driver/Operator – Apparatus Equipped with Fire Pump	4.3

Section 4.3.1

Certification – NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualification – Chapter 9	
Aircraft Rescue and Firefighting Apparatus	4.3.1
Certification Flow Chart, NFPA 1002, Fire Apparatus Driver/Operator – Aircraft Rescue and Firefighting Apparatus	4.3.1

Section 4.4

Certification – NFPA 1003, Standard for Airport Firefighter Professional Qualifications	4.4
Certification Flow Chart, NFPA 1003, Airport Firefighter	4.4

Section 4.5	
Certification – NFPA 1006, Standard for Technical Rescuer Professional	
Qualifications – Technical Rescuer Core	4.5
Section 4.5.1	
Certification – NFPA 1006, Standard for Technical Rescuer Professional	
Qualifications –Rope Rescue Level I	4.5.1
Certification Flow Chart, NFPA 1006, Technical Rescuer,	
Rope Rescue Level I	4.5.1
Section 4.5.2	
Certification – NFPA 1006, Standard for Technical Rescuer Professional	
Qualifications –Rope Rescue Level II	4.5.2
Certification Flow Chart, NFPA 1006, Technical Rescuer,	
Rope Rescue Level II	4.5.2
Section 4.5.3	
Certification – NFPA 1006, Standard for Technical Rescuer Professional	
Qualifications –Confined Space Level I	4.5.3
Certification Flow Chart, NFPA 1006, Technical Rescuer,	
Confined Space Level I.....	4.5.3
Section 4.5.4	
Certification – NFPA 1006, Standard for Technical Rescuer Professional	
Qualifications –Confined Space Level II	4.5.4
Certification Flow Chart, NFPA 1006, Technical Rescuer,	
Confined Space Level II	4.5.4
Section 4.5.5	
Certification – NFPA 1006, Standard for Technical Rescuer Professional	
Qualifications –Vehicle Rescue Level I	4.5.5
Certification Flow Chart, NFPA 1006, Technical Rescuer,	
Vehicle Rescue Level I	4.5.5
Section 4.5.6	
Certification – NFPA 1006, Standard for Technical Rescuer Professional	
Qualifications –Vehicle Rescue Level II	4.5.6
Certification Flow Chart, NFPA 1006, Technical Rescuer,	
Vehicle Rescue Level II.....	4.5.6
Section 4.6	
Certification – NFPA 1021, Standard for Fire Officer Professional	
Qualifications – Fire Officer I	4.6
Certification Flow Chart, NFPA 1021, Fire Officer I.....	4.6

Section 4.6.1	
Certification – NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer II	4.6.1
Certification Flow Chart, NFPA 1021, Fire Officer II	4.6.1
Section 4.7	
Certification – NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner – Fire Inspector I	4.7
Certification Flow Chart, NFPA 1031, Fire Inspector I	4.7
Section 4.8	
Certification – NFPA 1033, Standard for Professional Qualifications for Fire Investigator – Fire Investigator	4.8
Certification Flow Chart, NFPA 1033, Fire Investigator	4.8
Section 4.9	
Certification – NFPA 1041, Standard for Fire Service Instructor Professional Qualifications – Instructor I.....	4.9
Certification Flow Chart, NFPA 1041, Fire Service Instructor I.....	4.9
Section 4.9.1	
Certification – NFPA 1041, Standard for Fire Service Instructor Professional Qualifications – Instructor II	4.9.1
Certification Flow Chart, NFPA 1041, Fire Service Instructor II	4.9.1
Section 5	
Fire and Emergency Services Instructor (FESI).....	5
FSD Application Form	Appendix A
FSD Transcript Release Form	Appendix B
Medical Consent Form	Appendix C
FSD Rewrite/Retesting Request Form	Appendix D
FSD Firefighter Certification Test Proctor Application	Appendix E
FESI Instructor Agreement	Appendix F
NFPA 1001, Firefighter I Training Log.....	Appendix G
NFPA 1001, Firefighter I Training Log.....	Appendix H

Section 1 General Training and Certification Policies
--

Approval Date: May 1, 2019	Sunset Date: December 1, 2024
-----------------------------------	--------------------------------------

Purpose:	To have a standard policy on training, testing and certification.
1.1	Training Eligibility Only members of Federal, Provincial, Municipal/Local Services Districts, industrial, airport fire service and emergency response organizations are eligible to take advantage of the training programs. Students of the Safety and Emergency Response Training Centre (S.E.R.T.) or Offshore Safety and Survival Centre (O.S.S.C.) and Technical Rope and Rescue are eligible for certification testing.
1.2	Seat Selection Members of municipal fire departments have priority on firefighting course selection. FSD reserves the right to determine seat selection.
1.3	Seat Availability Emergency Response personnel from other agencies will be permitted to take part in training programs based on seat availability.
1.4	Class Size Class size for all courses is limited. While every effort will be made to accommodate those wanting to register for a course, FSD reserves the right to restrict the enrolment. Limited enrolment is necessary to ensure the safety of both trainees and instructors. It also allows the instructors to provide more individual attention to each student.
1.5	Course Registration Candidates who wish to participate in any of the courses must submit a registration form as per Appendix A .
1.6	Attendance Candidates must attend all the sessions of a course in order to receive the “participation certificate”.
1.7	Candidates Candidates who register for a course should make every effort to attend or to notify FSD if attendance is not possible. Failure to show or give due notice without good reason could likely deny another candidate access to that course especially in those where enrolment is limited.
1.8	Minimum Course Numbers FSD requires a minimum number of candidates to attend specific courses. Courses may be cancelled if the minimum number of candidates is not pre-registered as per course registration deadline date. See Appendix A .
1.9	Cost All costs associated with attending any of the training courses are the responsibility of the candidate or his/her organization. FSD reserves the right to recover costs associated with specific training.

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 2 Student Health and Safety
--

Approval Date: May 1, 2019	Sunset Date: December 1, 2024
-----------------------------------	--------------------------------------

Purpose:	To have a standard policy on student health and safety during training and certification testing.
2.1	Protective Clothing Candidates must supply their own firefighter protective clothing where required. All protective clothing must meet National Fire Protection Association (NFPA) requirements at the time of issue.
2.2	Beards and Facial Hair Candidates with beards and excessive facial hair WILL NOT be allowed to use Self-Contained Breathing Apparatus (SCBA). Candidates must be clean shaven to participate in training activities where the use of an SCBA is required.
2.3	Self-Contained Breathing Apparatus When attending courses that require the use of SCBA, candidates are asked, if possible, to bring an SCBA with them from their home fire department. All SCBA must meet FSD SCBA guidance document. All participants must be fit-tested prior to training.
2.4	Workplace Health and Safety Commission Volunteer firefighters are covered under the Workplace Health and Safety Commission Program during their participation in all FSD firefighter training courses. Any candidate who is receiving compensation from the Workplace Health and Safety Commission Program is not eligible to attend training courses unless they have medical clearance from their medical professional to perform the task required in each course. Other candidates are responsible for verifying insurance coverage from their respective employers/organizations.
2.5	Student Health and Safety Due to the nature of the firefighter certification testing it is necessary for the safety of the student and others that the student be healthy both mentally and physically. It is the responsibility of the sponsoring organization to ensure that the student is in good health. Of particular concern is that the student: <ul style="list-style-type: none"> • has no cardiovascular problems (i.e. heart problems) • has no respiratory conditions • not be taking any medications which could impair the students mental or physical ability • not have had or be suffering from any illness, disease or injury that could affect their mental or physical ability
2.6	Medical Consent Medical consent form will be required for all training involving live fire and rescue technician training and/or certification. See Appendix C .

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

2.7	CPR/First Aid Current First Aid with CPR will be required for Firefighter I and Firefighter II. Emergency Medical Responder 40 Hour course or Advanced First Aid for Firefighters as provided by St. John Ambulance or Red Cross may be necessary for additional courses. See course requirements.
2.8	Application Rejection For the safety of all concerned, FSD reserves the right to deny any candidate enrolment or participation in any certification testing if there is any question of the student's mental or physical health.
2.9	Testing Site Selection All sites selected for skills testing must provide suitable facilities to ensure candidate health and safety.
2.10	Written Test Sites All written test sites must provide suitable space adequate for adult learners.
2.11	Drugs or Alcohol During all training and certification delivery, the use of drugs or alcohol is subject to provincial government policy for provincial employees.

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 3.1 General Certification Policies

Approval Date: June 1, 2005	Sunset Date: December 1, 2024
------------------------------------	--------------------------------------

Purpose:	To have a standard certification testing policy.
3.1.1	Eligibility for Certification FSD shall make testing and certifying services available to all eligible Federal, Provincial, Municipal/Local Services Districts, industrial, airport fire service, designated technical assistants and students of S.E.R.T., O.S.S.C. and Technical Rope and Rescue without regard to race, sex, or ethnic origin.
3.1.2	Certification Requirements Candidates who wish to become certified under FSD's accredited programs must meet the requirements outlined in Section 4.
3.1.3	Re-certification FSD does not have a requirement for re-certification to maintain validity of certification.
3.1.4	Retesting Candidates requesting retesting must attend scheduled testing sessions. A transcript of testing results will be issued.
3.1.5	Time Limits Candidates must complete testing as to current standard to receive certification for that standard. Equivalency will be considered by FSD to meet this requirement subject to Section 3.3.

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 3.2 General Certification Policies – Reciprocity

Approval Date: May 1, 2019	Sunset Date: December 1, 2024
-----------------------------------	--------------------------------------

Purpose:	To have a standard policy on reciprocity.
3.2.1	Credentials FSD shall examine the certification credentials of individuals certified by other accredited entities to determine which level of certification, if any, is applicable.
3.2.2	Criteria <ol style="list-style-type: none"> 1. If FSD is familiar with the course or the entity and there is an IFSAC seal on the certificate FSD may allow a credit into our system. 2. If FSD does not know the course or the entity but there is an IFSAC seal on the certificate FSD may require the individual to go through our testing process. 3. If FSD does not know the course or the entity and there is NO International Fire Service Accreditation Congress (IFSAC) seal on the certificate FSD may not accept the course for credit into our system.

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 3.3 General Certification Policies – Equivalency

Approval Date: May 1, 2019	Sunset Date: December 1, 2024
-----------------------------------	--------------------------------------

Purpose:	To have a standard policy on accepting equivalent training for certification testing.
3.3.1	Equivalency Requests Equivalency requests will be handled on an individual basis.
3.3.2	Training Documents Candidates must submit training documents and course outline for review by FSD staff. The course material must have similar learning objectives for the course that the candidate is seeking equivalency consideration. For example, a candidate seeking equivalency for the 2-Day Fire and Emergency Service Instructor certificate must have completed a train-the-trainer or other instructor type course.
3.3.3	Standard Competencies Training material must meet all sections of the applicable standard or FSD training material.
3.3.4	Submissions All documentation must be provided in writing to FSD.
3.3.5	Training Log Candidates seeking equivalency for testing for certification to a FSD accredited NFPA Standard must submit a completed training log. Training logs are to be signed and dated by Fire Chief or Training Officer and candidates seeking equivalency. An incomplete training log will not be accepted. Appendix G and H.

Section 3.4 General Certification Policies – Written Testing

Approval Date: June 23, 2009

Sunset Date: December 1, 2024

Purpose:	To have a standard policy on certification procedures for written testing.
3.4.1	<p>Exam Security Procedures</p> <p>The creation of the written exam shall be completed by authorized staff from FSD include Certification Registrar, Fire Commissioner or their designate. Access to electronic file structure shall be limited to the authorized staff including Certification Registrar, Fire Commissioner, Information Management and ATIPP Analyst or their designate.</p> <p>The exam shall be multiple choice, matching or true/false questions randomly selected using the computerized test bank. For the number of questions on each exam please see individual certification requirements. The exam shall be copied and each copy individually identified. All the exams shall be sealed in an envelope and delivered to the lead proctor prior to the start of the written exam. Upon completion of the exam the total number of copies shall be returned to a staff member of FSD where the exams will be returned to the office for grading and storage.</p> <p>Under extenuating circumstance FSD may permit proctors to grade the exams on site. For example, where sequential testing is being conducted such as Hazardous Materials – Awareness and Operational Levels. The candidates will then be notified in writing of their grades, rewrite, retest policy, and the appeal process. In the event the proctor does not have a sufficient number of exams the proctor may be permitted by Certification Registrar or FSD staff, to photocopy the required number but must provide a note on each exam the reason requiring the extra copy(ies).</p> <p>The candidate will be advised that if they not met the prerequisite requirements enabling them to write the exam, the exam will not be graded and will be marked void.</p>
3.4.2	<p>Transcripts</p> <p>Upon completion of a course the candidate will receive a transcript of their test scores. All transcripts are confidential and mailed directly to the candidate. Any individual or organization requesting a copy of a candidate's transcript must have a transcript release form completed and signed by the candidate. See Appendix B.</p>
3.4.3	<p>Written Test Structure</p> <p>The written exam shall be multiple choice, matching or true/false questions as shown in this example:</p> <p style="padding-left: 40px;">Water boils at what temperature EF?</p> <p style="padding-left: 40px;">(a) 220EF</p> <p style="padding-left: 40px;">(b) 212EF</p>

	<p>(c) 100EF</p> <p>(d) 212EC</p> <p>The candidate is asked to please read all questions very carefully and circle the correct answer. The maximum time allotted for the exam will depend on the individual certification program requirements. Candidates must achieve a minimum pass mark of 70% for successful completion.</p> <p>Test questions meet the requirements of each NFPA standard that is being tested. Candidates may prepare for the test by reviewing the requirements in the applicable NFPA standard. Testing criteria and reference material can be found in the individual program requirements Section 4.</p>
3.4.4	<p>Test Analysis</p> <p>Currently FSD utilizes a manual test analysis system on a random basis except where a new test bank is introduced then the test analysis will be completed on two consecutive exams.</p> <p>Questions identified as high miss (questions that 50% or more of those examined missed that question) will be reviewed. Questions that are eliminated in this review will result in the exam being scored out of the remaining questions. For example if two questions are removed out of a 100 questions exam the score will be marked out of 98 questions.</p> <p>Data derived from the test analysis will be used to improve or eliminate questions from that test bank.</p> <p>Test items will be reviewed annually to check for reliability.</p>

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 3.5 General Certification Policies – Exam Rewrites

Approval Date: May 1, 2019	Sunset Date: December 1, 2024
-----------------------------------	--------------------------------------

Purpose:	To have a standard policy on certification exam rewrites.
3.5.1	Minimal Score A candidate failing the written examination will be allowed to rewrite an examination provided the candidate scored a minimum of 40% in the original exam. Candidates scoring less than 40% will have to repeat the training program.
3.5.2	Rewrite Request All requests for rewrites shall be in writing. See Appendix D .
3.5.3	Rewrite Proctor Procedures In areas where it is not practical to have the candidate travel to either of FSD offices for rewrite arrangements can be made to have a proctored exam. Proctors can be fire chief, training officer, school principal, etc. This office will make the necessary arrangements with an approved proctor to administer the exam. An exam will be generated, sealed in an envelope along with a self-addressed stamped envelope, and delivered to the approved proctor. Upon completion of the exam the package shall be returned to this office for grading.
3.5.4	Number of Rewrites A candidate will have a maximum of two opportunities to rewrite an exam. If after the second rewrite the candidate is unsuccessful, this office will require a three month period of self-study or attend a course in the subject area. FSD may require written confirmation of current training.
3.5.5	Academic Dishonesty If, in the opinion of the proctor, a candidate is found to be cheating, talking to other candidates, or giving or receiving test information the proctor shall immediately fail the candidate(s) and request that the candidate(s) leave the examination room.
3.5.5.1	Academic Dishonesty Penalty If a candidate is caught cheating during a testing session an automatic failure is recorded for that testing session. The candidate will have to reschedule retesting as per Section 3.5.
3.5.6	Rewrite Maximum Score Where a candidate successfully completes a rewrite exam the maximum score that will be issued on the transcript will be 70% regardless of the actual test score on the rewrite.

Section 3.6 General Certification Policies – Appeal Process
--

Approval Date: May 1, 2019	Sunset Date: December 1, 2024
-----------------------------------	--------------------------------------

Purpose:	To have a standard policy on an appeal process.
3.6.1	Written Request A candidate must make a written appeal to the Fire Commissioner, within sixty (60) days of the initial decision rendered. This written appeal must include detailed reasons for the appeal.
3.6.2	Fire Commissioner Review The Fire Commissioner will review the request and shall decide whether to accept or reject the appeal. This decision will be made within ten (10) days of receipt of the appeal.
3.6.3	Documentation Upon acceptance of the appeal the Fire Commissioner shall require of the senior person responsible for certification and the examining proctors a complete outline of the candidate's performance during the examination process. This outline is to be detailed covering all aspects of the examination process. Also to be submitted are all records maintained relevant to the candidate during the examination process. The Fire Commissioner shall also request of the senior person and the examining proctors further written comment respecting the candidate.
3.6.4	Fire Commissioner's Ruling Upon receipt of all information, the Fire Commissioner shall make a complete review and provide a written report to the candidate. This written report is to indicate to the candidate the Fire Commissioner's decision for issuance of certification or support of the appeal or rejection. This decision is final.
3.6.5	Time Period The foregoing appeal process is to be completed within sixty (60) days. Withstanding any unforeseen circumstances the Fire Commissioner will advise the candidate in writing upon sixty (60) days as to the status of the appeal and shall endeavour to complete request within another thirty (30) days.

Section 3.7 General Certification Policies – Job Performance Requirement (JPR) Test

Approval Date: May 1, 2019

Sunset Date: December 1, 2024

Purpose:	To have a standard policy on certification procedures for JPR testing.
3.7.1	Testing Matrix The selection of the JPRs shall be taken from the FSD Testing Matrix. The Certification Registrar shall draw one (1) random skill package prior to the start of the certification testing process. The JPR test sheets in the skill package shall be the responsibility of the lead proctor.
3.7.2	Job Performance Requirement Test The JPR tests are technique based to address all the requirements of the standard. Candidates will be required to score a minimum of 70% in each skill test for successful completion. Some job performance requirements have critical items that are a Pass/Fail evaluation. Candidates who fail the critical item would fail this complete JPR. A random selection of skill tests shall be selected for each certification testing session. The following is an example of a JPR test:

Standard Area: 5.1 General Skill Requirement
5.1.2 General Skill Requirements

JPR #FFI-1

Candidate: _____ **Date:** _____

Candidate #: _____

STANDARD: 5.1.2 NFPA 1001, 2008 Edition		TASK: Don personal protective clothing within one (1) minute: doff personal protective clothing and prepare for reuse.		
PERFORMANCE OUTCOME: The candidate shall be able to properly don personal protective clothing in one minute and to prepare the personal protective clothing for reuse.				
CONDITIONS: Given personal protective clothing (boots, pants, coat, hood, gloves and helmet), the candidate shall demonstrate the ability to:				
EQUIPMENT REQUIRED:				
No.	Task Steps	Task Value	First Test Score	Retest Score
1.	Don pants and boots properly – including suspenders	1.0		
2.	Don hood	1.0		
3.	Don coat – including storm flap, collar, securing devices	2.0		
4.	Don gloves	1.0		
5.	Don helmet – including straps	2.0		
1 – 5	Time to complete – Test	1 Minute		
1 – 5	Time to complete – Retest	1 Minute		
6.	Places all equipment in a ready state for reuse	3.0		
TOTAL		10		

Total Points Possible = 10
Total Points Required = 7
Total Points Scored = _____
☐ Pass ☐ Fail

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

3.7.3	<p>Retesting</p> <p>If the candidate fails the JPR test they will be allowed to request retesting on the failed skill(s) test. Scoring less than 40% on the point's portion of the original skills test candidates will not be permitted a retesting opportunity. A candidate failing one or more of the JPRs (except JPR #FFI-7) will be allowed one opportunity to retest on each of the failed skills during the current evaluation session. Candidate who fail skills in the current evaluation session will be permitted to retest subject to Section 3.7.3.2</p>
3.7.3.1	<p>Retesting Request</p> <p>Candidates requesting retesting must complete the Request for Rewrite/Retesting Form. See Appendix D.</p>
3.7.3.2	<p>Number of JPR Retest</p> <p>In the event a candidate fails a testing session, the candidate will be permitted one opportunity to retest a complete new skill package at another scheduled testing session within 24 months. The skill package selected will be the skill package selected for that new testing session.</p>
3.7.3.3	<p>Retesting Site</p> <p>The retesting shall take place at subsequent certification testing sessions or another FSD approved session.</p>
3.7.4	<p>Academic Dishonesty</p> <p>If, in the opinion of the proctor, a candidate is found to be cheating, talking to other candidates, or giving or receiving test information the proctor shall immediately fail the candidate(s) and request that the candidate(s) leave the testing site.</p>
3.7.4.1	<p>Academic Dishonesty Penalty</p> <p>If a candidate is caught cheating during a testing session an automatic failure is recorded for that testing session. The candidate will have to reschedule retesting as per Section 3.7.3.</p>

Section 3.8 General Certification Policies – Proctoring Policy

Approval Date: May 1, 2019	Sunset Date: December 1, 2024
-----------------------------------	--------------------------------------

Purpose:	To have a standard policy on certification procedures for proctoring of all programs accredited by IFSAC.
3.8.1	Testing Schedule FSD will schedule testing sessions to be completed during FSD Training School that takes place annually or at other designated locations across the province. Dates and locations will be published in the training schedule or online. All candidates who have completed <u>all</u> the required training may apply for testing. See Section 4 of the policy manual for complete requirements and procedures for certification to each NFPA Standard.
3.8.2	Scheduling Requirements Fire Departments that wish to schedule a testing session to meet their own scheduling requirements may do so provided they are prepared to pay the entire cost of the testing session. This includes proctor(s) fees, proctor expenses, consumables used during the testing and all other cost associated with the testing.
3.8.3	Notice Period Fire departments/organizations that wish to schedule their own testing session must arrange with FSD at least three (3) weeks prior to the scheduled testing session to guarantee that exams will be available.
3.8.4	Proctors List Fire departments are responsible for arrangements to secure approved proctors. Proctor(s) for testing sessions must be approved by FSD. A list of approved proctors can be obtained from FSD.
3.8.5	Proctoring Restrictions Individuals who have been involved in instructing a program cannot be involved in the proctoring process. Except where otherwise approved by FSD, proctors from the same organization/fire department, as the candidates cannot be involved in the proctoring process of those candidates.
3.8.6	Examination Material All examination packages, written and practical, must be obtained from FSD by an approved proctor.
3.8.7	Examination Integrity FSD staff and proctors are responsible to ensure integrity of the examination process. No copies of any written exam shall be made and no exams will be removed from the testing area. FSD staff or proctor shall immediately notify the certification registrar if an exam has been compromised in anyway.
3.8.8	Audits FSD reserves the right to attend any testing session unannounced.

Section 3.9 General Certification Policies – Selection Criteria for Proctors

Approval Date: June 23, 2009	Sunset Date: December 1, 2024
-------------------------------------	--------------------------------------

Purpose:	To have a standard policy on certification procedures for selection criteria for Proctors.
3.9.1	Procedures The proctoring procedures listed in this policy manual must be adhered to by all persons who are involved in conducting practical skill and written testing on behalf of FSD. This includes all certified programs under the direction of FSD.
3.9.2	Application Process In order for individuals to become a proctor for FSD, he/she must apply in writing to FSD, see Appendix E . Acceptance of an individual as a proctor is at the discretion of FSD. This includes all current proctors.
3.9.3	Criteria Individuals wishing to become a proctor for FSD must be a current member of NL municipal, industrial, or airport fire service. FSD and S.E.R.T. staff are included in this group. Existing proctors may be utilized subject to the discretion of the Fire Commissioner.
3.9.3.1	Training Program A training program has been established in order to maintain objectivity, consistency, and integrity in evaluating accredited certification programs in accordance with NFPA standards and IFSAC guidelines. All proctors including current proctors must attend an FSD proctor training session in order to retain their proctor status. All current proctors must complete this training session prior to the next scheduled certification testing session.
3.9.4	Qualifications Proctors will be permitted to evaluate/test in one or more NFPA Standard areas. This will be determined based on qualifications and at the discretion of FSD. Selection is based on individual qualifications, however preference will be given to: <ol style="list-style-type: none"> Firefighters IFSAC certified, NFPA 1001, NFPA 1002, NFPA 1003, NFPA 1006, NFPA 1033 and NFPA 472 Firefighters IFSAC certified NFPA 1041, Fire Service Instructor Must attend and successfully complete an FSD proctor training program.
3.9.4.1	Evaluation of Proctors Proctors shall be evaluated periodically in accordance with the proctor policy. The lead proctor shall be responsible to review each proctor at least once during a testing session.

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

	<p>The certification registrar for the accredited programs shall maintain the records of the evaluations.</p> <p>Any proctor who fails to abide by the established proctor process shall be dismissed from the program.</p>								
3.9.5	<p>Agreement Form Proctors must read and sign the Proctor Agreement Form, (Appendix E) as well as the code of conduct (Appendix F) and comply with all the policies in the FSD policy manual, including.</p> <p>Proctors wishing to retain their status will have to reapply every three years.</p>								
3.9.6	<p>Restrictions Individuals who have been involved in instructing a program cannot be involved in the proctoring process.</p>								
3.9.7	<p>Exceptions Except where otherwise approved by FSD proctor(s) from the same organization/fire department as the candidates cannot be involved in the proctoring process of those candidates.</p>								
3.9.8	<p>Physical Requirements Proctors selected must be capable of performing the physical task associated with the practical skill test. For example a Proctor assigned to evaluate interior fire attack must be capable of donning and using full protective clothing and SCBA and be prepared to assess candidates in live fire conditions.</p>								
3.9.9	<p>Reimbursement Proctors shall be reimbursed for travel, accommodations and meals in accordance with the per diem amounts as prescribed by the Government of Newfoundland and Labrador. Proctors engaged by a Fire Department will be responsible for all cost as per Section 3.8.2. Fees for Proctors for 2014 set as follows:</p> <table> <tr> <td>a. Lead Proctor</td><td>\$200.00</td></tr> <tr> <td>b. Proctors - Full day</td><td>\$150.00</td></tr> <tr> <td>c. Proctors - Half day or evening</td><td>\$ 50.00</td></tr> <tr> <td>d. Travel, more than 3 hours each way</td><td>\$ 50.00</td></tr> </table>	a. Lead Proctor	\$200.00	b. Proctors - Full day	\$150.00	c. Proctors - Half day or evening	\$ 50.00	d. Travel, more than 3 hours each way	\$ 50.00
a. Lead Proctor	\$200.00								
b. Proctors - Full day	\$150.00								
c. Proctors - Half day or evening	\$ 50.00								
d. Travel, more than 3 hours each way	\$ 50.00								
3.9.10	<p>Revocation FSD reserves the right to revoke proctor status from an individual at any time should that individual in any way compromise or fails to follow the policies outlined in the Policy Manual.</p>								
3.9.11	<p>Appeal Any individual who has had their proctor status revoked may appeal this action by submitting a letter to the Fire Commissioner requesting an appeal. The letter must be submitted within thirty (30) days of having the proctor status revoked.</p>								

Section 3.10 General Certification Policies – Procedures for Written Test Proctors

Approval Date: May 1, 2019

Sunset Date: December 1, 2024

Purpose:	To have a standard policy on the certification procedures that proctors will use during the administration of written tests.
3.10.1	Proctor Briefing A briefing and debriefing session will be held with the evaluator/proctor prior to and after the testing session. The written test procedures will be reviewed with each evaluator/proctor. New evaluator/proctor will be teamed with experienced personnel where possible.
3.10.2	Examination Procedures Proctors shall ensure that all candidates are in place prior to passing out written exam. Proctors shall ensure all candidates have appropriate writing material. Proctors shall pass out exam and place face down on desktop. A proctor shall review (read aloud) the instructions for students.
3.10.3	Exam Instructions Proctors shall give instructions to commence exam and shall note the time of commencement (Note: The time line will vary for each program, proctor must ensure that the appropriate time frame coincides with each program.) A proctor shall announce at the ten and five minute marks the remaining exam time.
3.10.4	Proctor Number A minimum of two proctors should remain in the examination room, where practical, while candidates are completing written test. If there is only one proctor administering an exam that proctor shall not leave the room while the exam is in progress.
3.10.5	Academic Dishonesty If, in the opinion of the proctor, a candidate is found to be cheating, talking to other candidates, or giving or receiving test information the proctor shall immediately fail the candidate(s) and request that the candidate(s) leave the testing site.

Section 3.11 General Certification Policies – Procedures for Skills Test Proctors

Approval Date: May 1, 2019

Sunset Date: December 1, 2024

Purpose:	To have a standard policy on the certification procedures that proctors will use during the administration of skills test.
3.11.1	<p>Proctor Briefing A briefing and debriefing session will be held with the evaluator/proctor prior to and after the testing session. The skill test procedures will be reviewed with each evaluator/proctor.</p> <p>New evaluator/proctor will be teamed with experienced personnel.</p>
3.11.2	<p>Protective Clothing Proctors evaluating skills on fire ground shall be dressed in full protective clothing as required of candidates.</p>
3.11.3	<p>Proctor Assessment Proctors shall ensure they avail of the most beneficial position to assess the displayed skill of the candidate (i.e., if it is the proctor's responsibility to assess the candidate's ability to conduct a proper fire attack then he shall don all necessary protective clothing and equipment and enter into the involved fire area with the candidate, or even ahead of the candidate, so as to be in the most beneficial position to evaluate the candidate's performance in that specific skill).</p>
3.11.4	<p>Interruptions Proctors should not interrupt a procedure once in progress, but may ask verbal questions to candidates once the procedure is completed.</p> <p>NOTE: Proctors may interrupt or stop a procedure if he/she (they) consider(s) the process unsafe to the candidate. If it is necessary for a proctor to stop the skill test the candidate shall be awarded a failed grade with the opportunity to retest in accordance with FSD Retest Policy.</p>
3.11.5	<p>Instructions Proctors shall follow instructions for JPR test sheets. See Sections 3.11 and 3.12.</p>

Section 3.12 General Certification Policies – Job performance Requirement Test Grading

Approval Date: May 1, 2019

Sunset Date: December 1, 2024

Purpose:	To have a standard policy on the grading of JPR test by proctors.
3.12.1	<p>Competency Scale</p> <p>This policy will assist proctors in evaluating each particular criteria found on the JPR test sheets based on a competency scale. The competency scale is determined as follows:</p> <p>Full Points – The student completes all criteria accurately, safely and without hesitation</p> <p>Partial Points – The student completes all criteria safely but may miss a few points or may be hesitant in the completion of the task</p> <p>Zero Points – The student completed the task in an unsafe manner or improperly to the point of being ineffective</p> <p>Partial points may be awarded only for full or 0.5 units. Where a criteria is worth 0.5 units there will be no partial points awarded.</p>
3.12.2	<p>Job Performance Requirement</p> <p>A JPR may have a critical requirement that must be passed for successful completion of the skill.</p>

Section 3.13 General Certification Policies – Instructions for Completing Job Performance Requirement Test Sheet

Approval Date: May 1, 2019

Sunset Date: December 1, 2024

Purpose:	To have a standard policy on the procedures for the completion of the JPR test sheet.
3.13.1	Skill Test Area Proctors may only grade those skills within their assigned skill area. Skill test rated as failed must be documented below and on the back of the JPR test sheet.
3.13.2	Score Assignment Proctors should assign scores for individual student performance upon completion of the skill test.
3.13.3	Skill Summary The lead proctor must review the pass/fail skill test sheets and complete a skill summary form for each participating student.
3.13.4	Passing Requirement The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.
3.13.5	Scoring Explanation/Competency Scale The proctor shall award points for each particular criteria based on a competency scale found in the grading policy as follows: Full Points – The student completes all criteria accurately, safely and without hesitation Partial Points -The student completes all criteria safely but may miss a few points or may be hesitant in the completion of the task Zero Points – The student completed the task in an unsafe manner or improperly to the point of being ineffective. NOTE: Proctors may interrupt or stop a procedure if he/she (they) consider(s) the process unsafe to the candidate. If it is necessary for a proctor to stop the skill test the candidate shall be awarded a failed grade with the opportunity to retest in accordance with FSD Retest Policy. Partial points may be awarded only for full or 0.5 units. Where a criteria is worth 0.5 units there will be no partial points awarded. Comments: (Required for any failing score or unusual circumstances) Proctor Signature: _____ Student Signature: _____ Date: _____

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 3.14 General Certification Policies – Document Retention

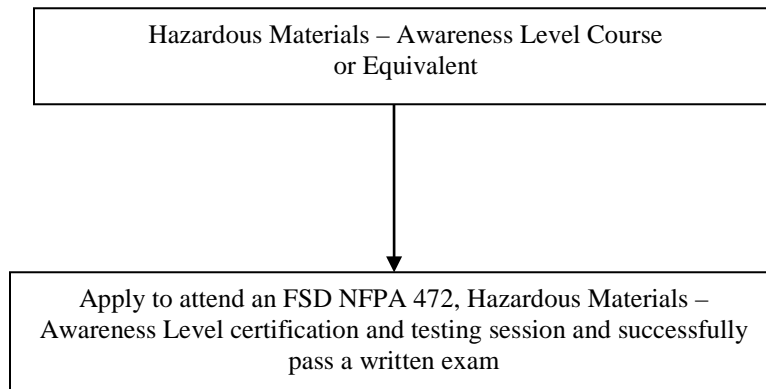
Approval Date: May 1, 2019	Sunset Date: December 1, 2024
-----------------------------------	--------------------------------------

Purpose:	To have a standard policy on the time limits for the retention of testing documentation.
3.14.1	Exam/JPR Test Sheets Retention Completed written exams and JPR test sheets shall be retained for 36 months after the final transcripts have been issued to the candidates.
3.14.2	Appeal Retention In the event that a written exam or JPR test is appealed the documentation from that testing session shall be held for 36 months after the appeal is settled by the Fire Commissioner.
3.14.3	Transcript/Reports Retention Copies of candidate's transcripts and reports on the results of the testing session shall be held indefinitely.

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.1 Certification – NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2013 Edition, Awareness Level			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on certification procedures for NFPA 472, Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Edition, Awareness Level.		
	The candidate must have completed the Hazardous Materials – Awareness Level course or equivalent.		
	COURSE		
	Hazardous Materials – Awareness Level	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	NFPA 472, Hazardous Materials – Awareness Level	Edition	2013
Chapter	4	Next Edition	2018
Accredited	Yes	Update Due	2018
Prerequisite Certification	None		
Prerequisite Requirements	Hazardous Materials – Awareness Level course		
WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	IFSTA	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	183
Assisted Examination	Oral exams will not be provided		
Required Materials	Firefighter provided with ERG current to the standard As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	Nil	# of Skills Tested	Nil
Minimum Score	N/A		
Required Materials	N/A		
Selected Skills	N/A		
SPECIAL INFORMATION			
Reference Material	IFSTA Hazardous Materials for First Responders, 4 th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam		

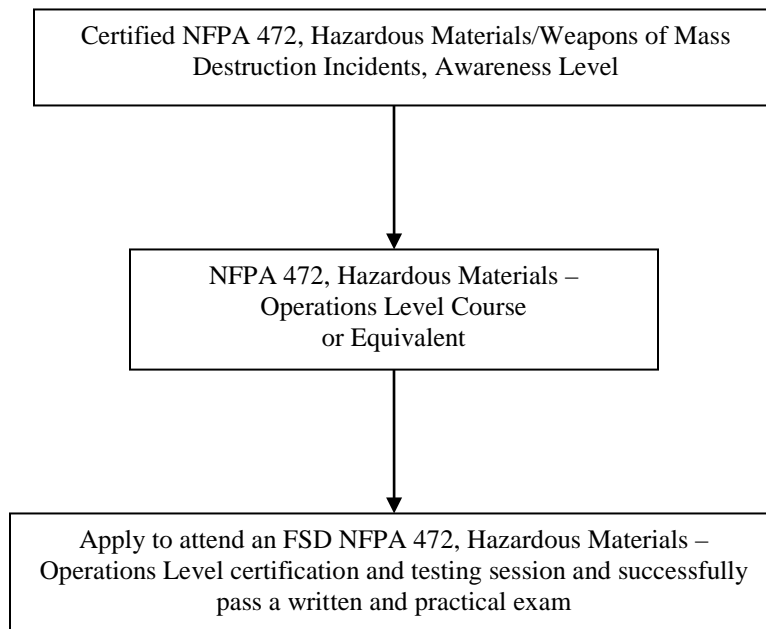
Certification Flow Chart
NFPA 472, Hazardous Materials/Weapons of Mass Destruction Incidents,
Awareness Level



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.1.2 Certification – NFPA 472, Hazardous Materials – Operations Level Chapter 5 Core Competencies Chapter 6.2 Personal Protective Equipment Chapter 6.6 Product Control			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on certification procedures for NFPA 472, Hazardous Materials – Operations Level Chapter 5 Core Competencies Chapter 6.2 Personal Protective Equipment Chapter 6.6 Product Control.		
	The candidate must have completed the Hazardous Materials – Operations Level course or equivalent.		
	COURSE		
	Hazardous Materials – Operations Level	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	NFPA 472, Hazardous Materials – Operations Level	Edition	2013
Chapter	5, 6.2, 6.6	Next Edition	2018
Accredited	Yes	Update Due	2018
Prerequisite Certification	NFPA 472, Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Edition, Awareness Level		
Prerequisite Requirements	Hazardous Materials – Operations Level course		
WRITTEN EXAM INFORMATION			
Questions Per Test	100	Time Allowed	90 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	IFSTA	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	549
Assisted Examination	Oral exams will not be provided		
Required Materials	Firefighter provided with ERG current to the standard As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	10	# of Skills Tested	3
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.s		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	IFSTA Hazardous Materials for First Responders, 4 th Edition IFSTA Essentials of Firefighting and Fire Department Operations, 6 th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station		

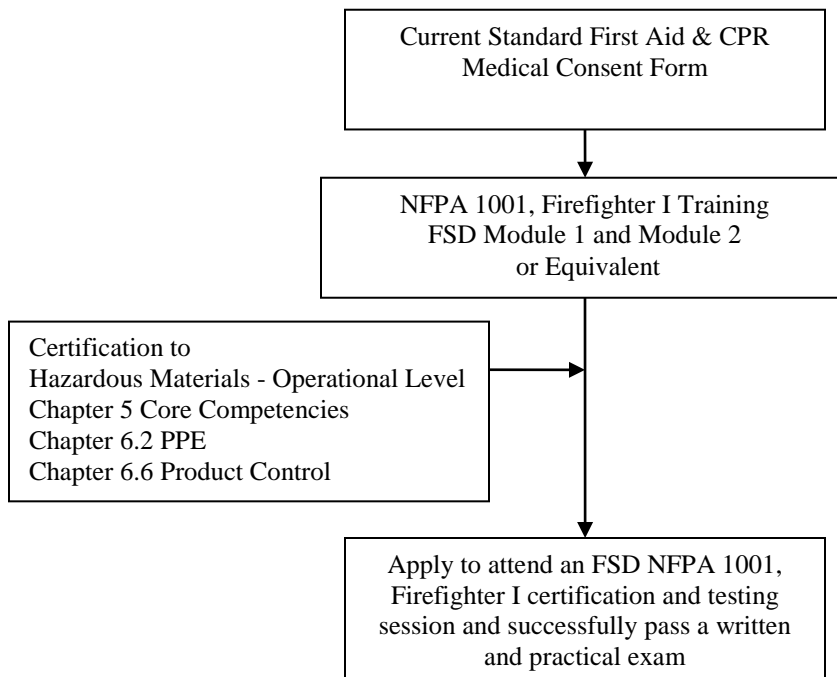
Certification Flow Chart
NFPA 472, Hazardous Materials – Operations Level
Chapter 5 Core Competencies
Chapter 6.2 Personal Protective Equipment
Chapter 6.6 Product Control



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.2 Certification – NFPA 1001, Standard for Firefighter Professional Qualifications, 2019 Edition – Firefighter I			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on certification procedures for NFPA 1001, Firefighter I.		
	The candidate must complete the NFPA 1001 – Firefighter I training program or equivalent.		
	COURSE		
	NFPA 1001, Firefighter I Training Program or Equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	NFPA 1001, Firefighter I	Edition	2013
Chapter	5	Next Edition	2018
Accredited	Yes	Update Due	2018
Prerequisite Certification	Certification to NFPA 472, Hazardous Materials – Operations Level Chapter 5 Core Competencies Chapter 6.2 Personal Protective Equipment Chapter 6.6 Product Control or certification prior to May 1, 2009 to NFPA 472, Hazardous Materials – Operational Level		
Prerequisite Requirements	Current Standard CPR/1 st Aid and Medical Consent		
WRITTEN EXAM INFORMATION			
Questions Per Test	100	Time Allowed	90 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	IFSTA	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	727
Assisted Examination	Oral exams will not be provided		
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	44	# of Skills Tested	8
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	IFSTA Essentials of Firefighting, 6 th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station		

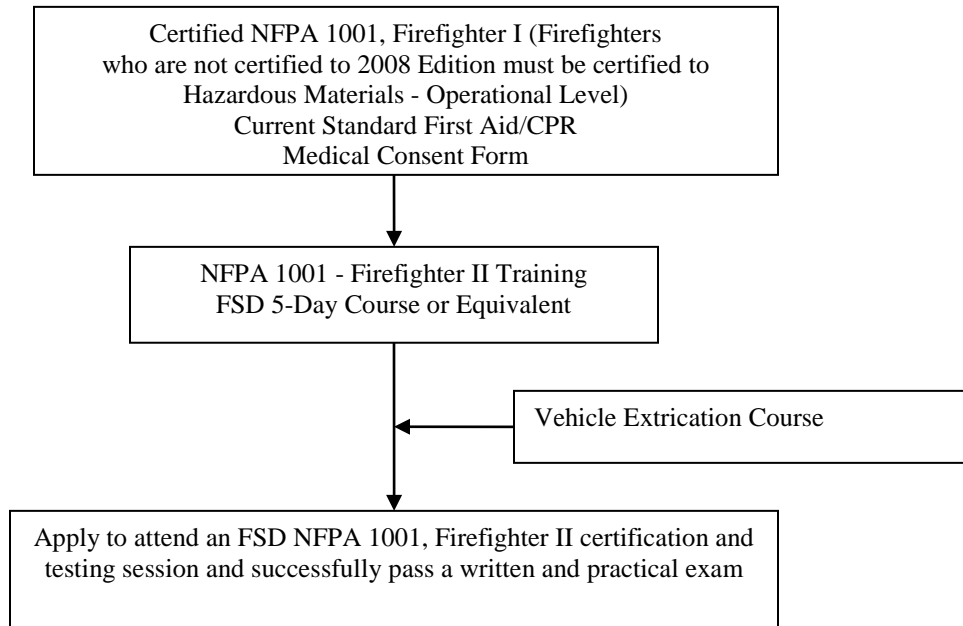
**Certification Flow Chart
NFPA 1001, Firefighter I**



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.2.1 Certification – NFPA 1001, Standard for Firefighter Professional Qualifications, 2013 edition – Firefighter II			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on certification procedures for NFPA 1001, Firefighter II.		
	The candidate must complete the NFPA 1001 – Firefighter II training program or equivalent.		
	COURSE		
	NFPA 1001, Firefighter II Training Program or Equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	NFPA 1001, Firefighter II	Edition	2013
Chapter	6	Next Edition	2018
Accredited	Yes	Update Due	2018
Prerequisite Certification	Certification to NFPA 1001, Firefighter I, 2008 Edition Note: Firefighters who are not certified to 2008 Edition must be certified to either; certification to NFPA 472, Hazardous Materials – Operational Level Chapter 5 Core Competencies Chapter 6.2 Personal Protective Equipment Chapter 6.6 Product Control or certification prior to May 1, 2009 to NFPA 472, Hazardous Materials – Operational Level		
Prerequisite Requirements	Current Standard CPR/1 st Aid, Medical Consent and Vehicle Extrication Course		
WRITTEN EXAM INFORMATION			
Questions Per Test	75	Time Allowed	90 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	IFSTA	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	346
Assisted Examination	Oral exams will not be provided		
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	15	# of Skills Tested	4
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	IFSTA Essentials of Firefighting, 6 th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station		

**Certification Flow Chart
NFPA 1001, Firefighter II**



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.3 Certification – NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications – Chapter 5, Apparatus Equipped with Fire Pump									
Approval Date: May 1, 2019	Sunset Date: December 1, 2024								
Purpose:	<p>To have a standard policy on certification procedures for NFPA 1002, Fire Apparatus Driver/Operator.</p> <p>The candidate must complete the three driver/operator modules, pump operations, hydraulics, and driver/operator (or equivalent) before presenting themselves for certification testing.</p> <table border="1"> <thead> <tr> <th colspan="2">COURSE</th></tr> </thead> <tbody> <tr> <td>Pump Operations</td><td>As per FSD requirements</td></tr> <tr> <td>Hydraulics</td><td>As per FSD requirements</td></tr> <tr> <td>Driver/Operator **</td><td>As per FSD requirements</td></tr> </tbody> </table> <p>** Note: Candidates who have successfully completed the VFIS Emergency Vehicle Driver Training Program will not be required to complete this module.</p>	COURSE		Pump Operations	As per FSD requirements	Hydraulics	As per FSD requirements	Driver/Operator **	As per FSD requirements
COURSE									
Pump Operations	As per FSD requirements								
Hydraulics	As per FSD requirements								
Driver/Operator **	As per FSD requirements								

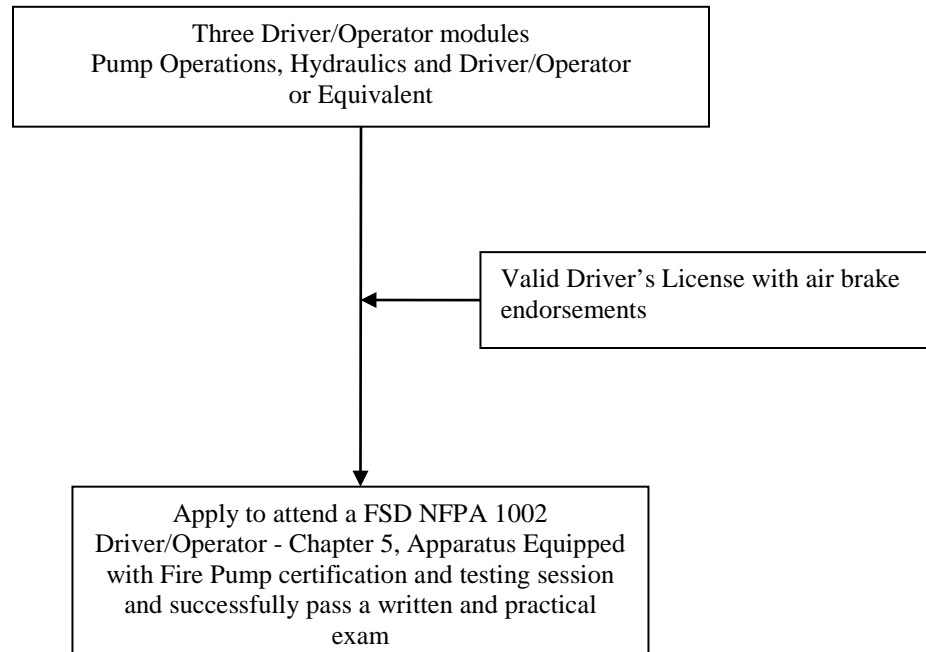
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1002, Driver Operator/Pumper	Edition	2017
Chapter	4 and 5	Next Edition	2019
Accredited	Yes	Update Due	2019
Prerequisite Certification	N/A		
Prerequisite Requirements	Valid Driver's License with air brake endorsement		

WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	169
Required Materials	As per FSD Policy Manual		

SKILLS EXAM INFORMATION			
# of Skills in Bank	29	# of Skills Tested	5
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		

SPECIAL INFORMATION	
Reference Material	IFSTA Pumping Apparatus Driver/Operator, 3 rd Edition
Retest Policy	As per FSD Policy Manual, Section 3.7.3
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.

Certification Flow Chart
NFPA 1002, Fire Apparatus Driver/Operator –
Chapter 5, Apparatus Equipped with Fire Pump



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.3.1 Certification – NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications – Chapter 9, Aircraft Rescue and Firefighting Apparatus						
Approval Date: May 1, 2019		Sunset Date: December 1, 2024				
Purpose:	To have a standard policy on certification procedures for NFPA 1002, Fire Apparatus Driver/Operator.					
	The candidate must complete Aircraft Rescue and Firefighting Apparatus course.					
<table><tr><td>COURSE</td><td></td></tr><tr><td>Aircraft Rescue and Firefighting Apparatus course</td><td>As per FSD requirements</td></tr></table>			COURSE		Aircraft Rescue and Firefighting Apparatus course	As per FSD requirements
COURSE						
Aircraft Rescue and Firefighting Apparatus course	As per FSD requirements					

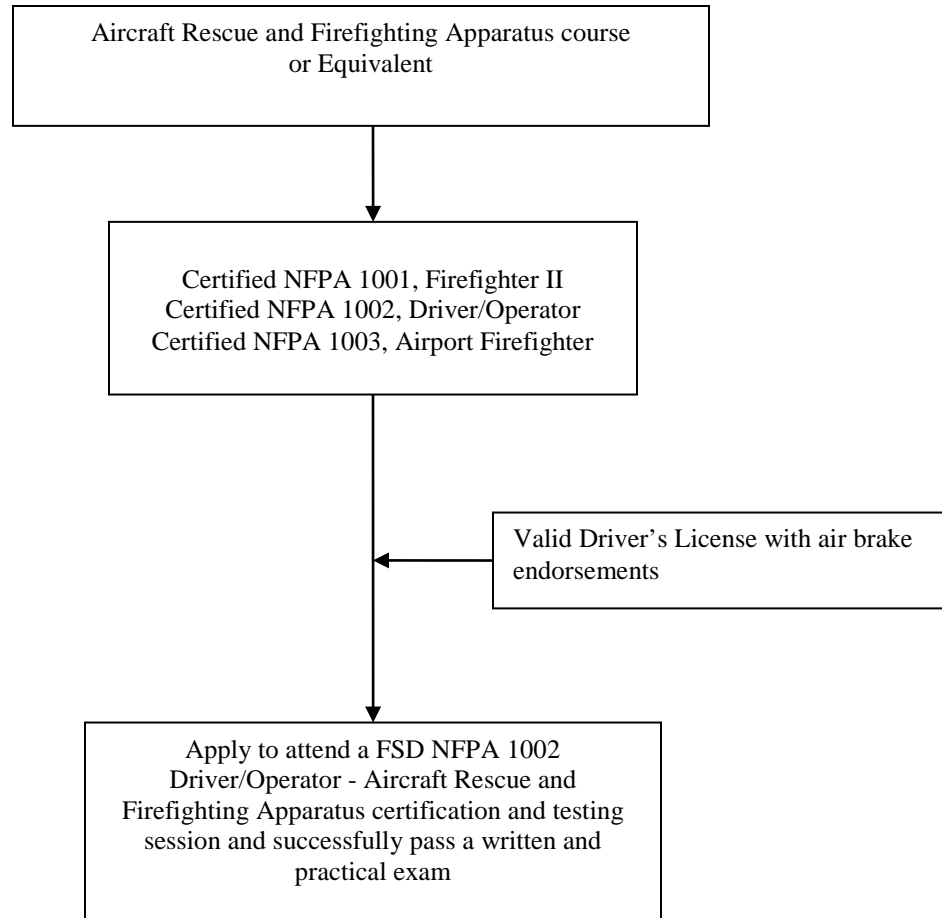
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1002, Driver/Operator	Edition	2017
Chapter	9	Next Edition	2022
Accredited	Pending	Update Due	2022
Prerequisite Certification	NFPA 1001, Standard for Firefighter Professional Qualifications, Firefighter II, NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications and NFPA 1003, Standard for Airport Firefighter Professional Qualifications, Airport Firefighter		
Prerequisite Requirements	Valid Driver's License with air brake endorsement		

WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	120
Required Materials	As per FSD Policy Manual		

SKILLS EXAM INFORMATION			
# of Skills in Bank	10	# of Skills Tested	2
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		

SPECIAL INFORMATION	
Reference Material	IFSTA Pumping Apparatus Driver/Operator, 2 nd Edition NFPA 1002, Driver/Operator ARFF, 2014 Edition IFSTA Aircraft Rescue & Firefighting 5th Edition
Retest Policy	As per FSD Policy Manual, Section 3.7.3
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.

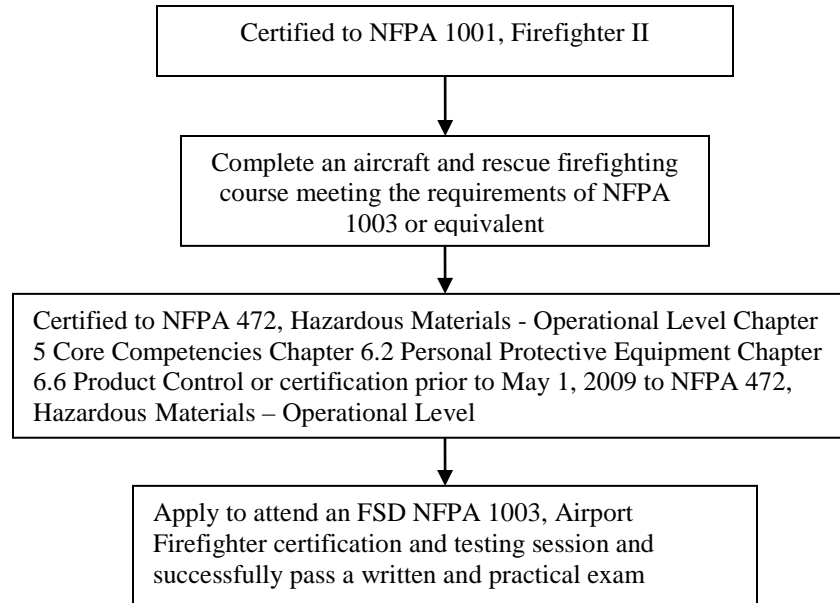
Certification Flow Chart
NFPA 1002, Fire Apparatus Driver/Operator –
Chapter 9, Aircraft Rescue and Firefighting Apparatus



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.4 Certification – NFPA 1003, Standard for Airport Firefighter Professional Qualifications			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on certification procedures for NFPA 1003, Standard for Airport Firefighter.		
	The candidate must have completed an aircraft rescue and firefighting course meeting the requirements of NFPA 1003, or equivalent.		
	COURSE		
	The S.E.R.T. course meets this requirement. Candidates who believe they have equivalent training must submit their training records for review and approval by this office.		
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1003, Airport Firefighter	Edition	2019
Chapter	5	Next Edition	2024
Accredited	Yes	Update Due	2024
Prerequisite Certification	Certification to NFPA 1001, Standard for Firefighter Professional Qualifications, Firefighter II Certification to NFPA 472, Hazardous Materials – Operational Level Chapter 5 Core Competencies Chapter 6.2 Personal Protective Equipment Chapter 6.6 Product Control or certification prior to May 1, 2009 to NFPA 472, Hazardous Materials – Operational Level		
Prerequisite Requirements	Aircraft rescue and firefighting course or equivalent		
WRITTEN EXAM INFORMATION			
Questions Per Test	100	Time Allowed	90 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	PTS	Validation Date	2014
Type of Questions	Multiple Choice True/False	# of Questions in the written test bank	414
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	22	# of Skills Tested	5
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	IFSTA Aircraft Rescue and Firefighting, 5 th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

**Certification Flow Chart
NFPA 1003, Standard for Airport
Firefighter Professional Qualifications**



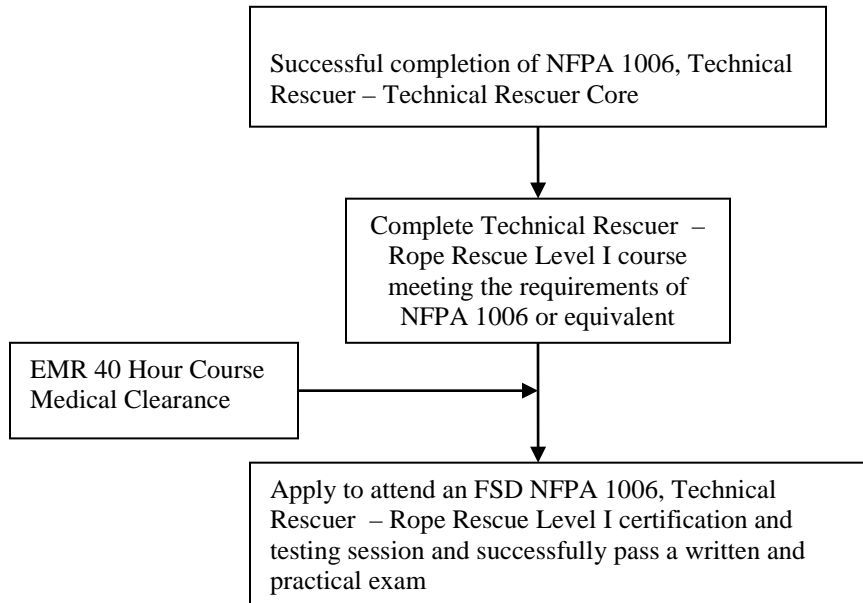
Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.5 NFPA 1006, Standard for Technical Rescuer Professional Qualifications, Technical Rescuer Core			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Technical Rescuer Core requirements		
	The candidate must complete an NFPA 1006, Technical Rescuer – Technical Rescuer Core course or equivalent		
	COURSE		
	NFPA 1006, Technical Rescuer – Technical Rescuer Core course or equivalent		
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1006, Technical Rescuer – Technical Rescuer Core	Edition	2013
Chapter	5	Next Edition	2018
Accredited	Yes	Update Due	2018
Prerequisite Certification	None		
Prerequisite Requirements	Emergency Medical Responder 40 Hour course or Advanced First Aid for Firefighters as provided by St. John Ambulance or Red Cross Medical Clearance signed by physician or fire chief		
WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice, True/False	# of Questions in the written test bank	264
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	20	# of Skills Tested	3
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	Delmar, Technical Rescuer, Rope Levels I and II, 1 st ed., IFSTA Fire Service First Responder, 1 st ed., Brady Prentice Hall, Prehospital Emergency Care, 6 th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.5.1 NFPA 1006, Standard for Technical Rescuer Professional Qualifications, – Rope Rescue Level I			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Rope Rescue Level I		
	The candidate must complete an NFPA 1006, Technical Rescuer – Rope Rescue Level I course or equivalent.		
	COURSE		
	NFPA 1006, Technical Rescuer – Rope Rescue Level I course or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1006, Technical Rescuer – Rope Rescue Level I	Edition	2013
Chapter	6	Next Edition	2018
Accredited	Pending	Update Due	2018
Prerequisite Certification	NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Chapter 5, Technical Rescuer Core		
Prerequisite Requirements	Successful completion of NFPA 1006, Technical Rescuer – Rope Rescue Level I course or equivalent Emergency Medical Responder 40 Hour course or Advanced First Aid for Firefighters as provided by St. John Ambulance or Red Cross Medical Clearance signed by physician or fire chief		
WRITTEN EXAM INFORMATION			
Questions Per Test	25	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice, True/False	# of Questions in the written test bank	129
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	8	# of Skills Tested	2
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	Delmar, Technical Rescuer, Rope Levels I and II, 1st ed.		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

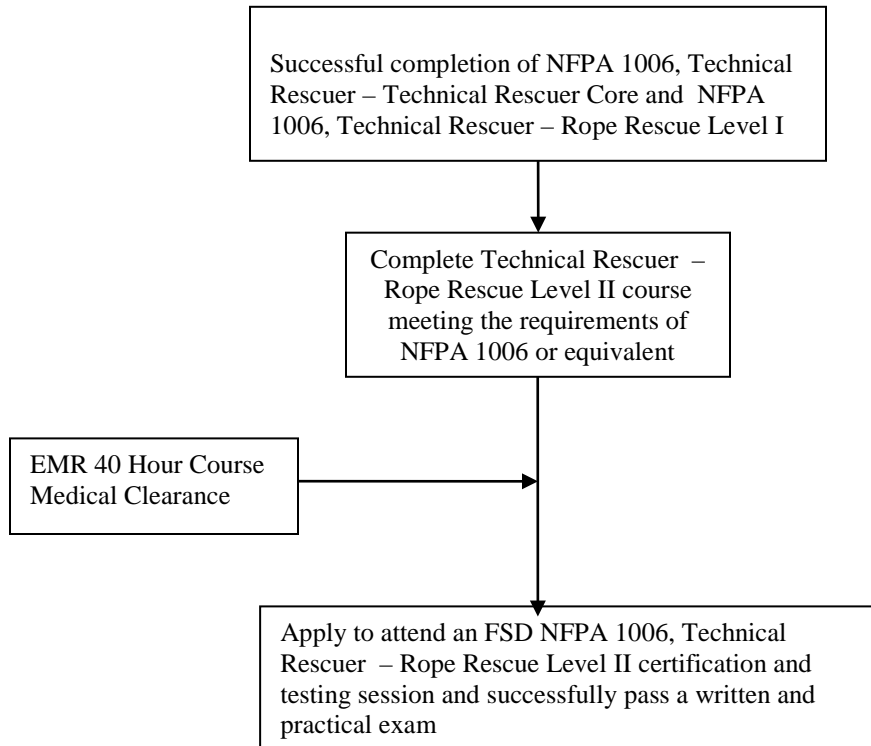
**Certification Flow Chart
NFPA 1006, Standard for Technical Rescuer
Professional Qualifications – Rope Rescue Level I**



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.5.2 NFPA 1006, Standard for Technical Rescuer Professional Qualifications, – Rope Rescue Level II			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Rope Rescue Level II		
	The candidate must complete an NFPA 1006, Technical Rescuer – Rope Rescue Level II course or equivalent.		
	COURSE		
	NFPA 1006, Technical Rescuer – Rope Rescue Level II course or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1006, Technical Rescuer – Rope Rescue Level II	Edition	2013
Chapter	6	Next Edition	2018
Accredited	Pending	Update Due	2018
Prerequisite Certification	NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Chapter 5, Technical Rescuer Core and NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Rope Rescue Level I		
Prerequisite Requirements	Successful completion of NFPA 1006, Technical Rescuer – Rope Rescue Level II course or equivalent Emergency Medical Responder 40 Hour course or Advanced First Aid for Firefighters as provided by St. John Ambulance or Red Cross Medical Clearance signed by physician or fire chief		
WRITTEN EXAM INFORMATION			
Questions Per Test	25	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice, True/False	# of Questions in the written test bank	107
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	8	# of Skills Tested	2
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	Delmar, Technical Rescuer, Rope Levels I and II, 1st ed. and Delmar, Technical Rescuer, Confined Space Handout		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

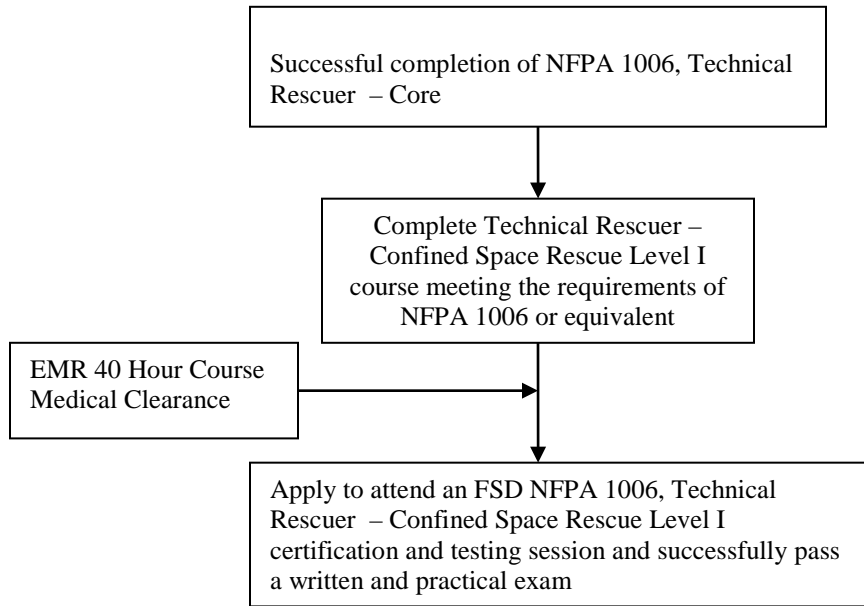
Certification Flow Chart
NFPA 1006, Standard for Technical Rescuer
Professional Qualifications – Rope Rescue Level II



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.5.3 NFPA 1006, Standard for Technical Rescuer Professional Qualifications, – Confined Space Rescue Level I			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Confined Space Rescue Level I		
	The candidate must complete an NFPA 1006, Technical Rescuer – Confined Space Rescue Level I course or equivalent.		
	COURSE		
	NFPA 1006, Technical Rescuer – Confined Space Rescue Level I course or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1006, Technical Rescuer – Confined Space Rescue Level I	Edition	2013
Chapter	7	Next Edition	2018
Accredited	Yes	Update Due	2018
Prerequisite Certification	NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Chapter 5, Technical Rescuer Core		
Prerequisite Requirements	Successful completion of NFPA 1006, Technical Rescuer – Confined Space Rescue Level I course or equivalent Emergency Medical Responder 40 Hour course or Advanced First Aid for Firefighters as provided by St. John Ambulance or Red Cross Medical Clearance signed by physician or fire chief		
WRITTEN EXAM INFORMATION			
Questions Per Test	25	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice, True/False	# of Questions in the written test bank	122
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	5	# of Skills Tested	2
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	Delmar, Technical Rescuer, Confined Space Levels I and II, 1st ed.		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

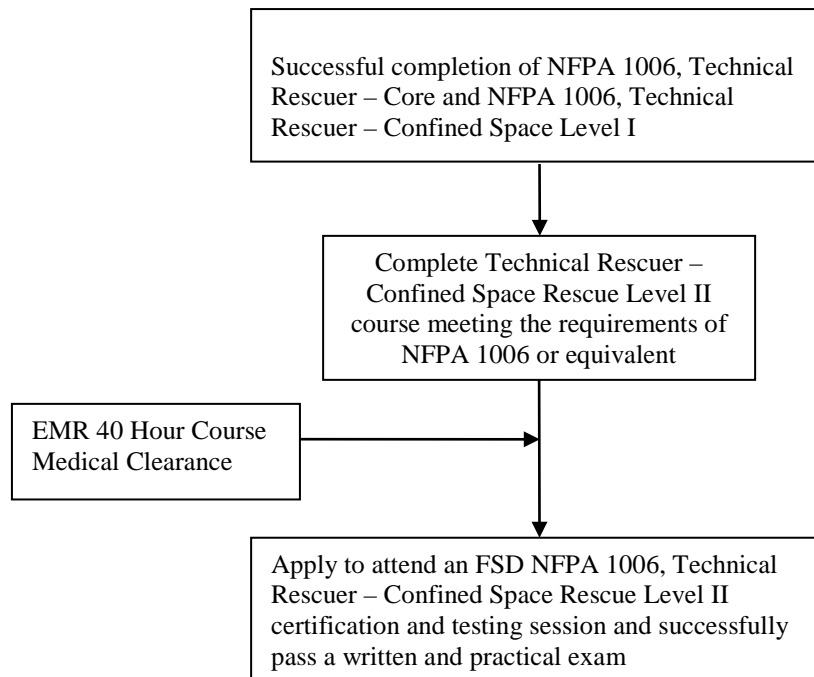
Certification Flow Chart
NFPA 1006, Standard for Technical Rescuer
Professional Qualifications – Confined Space Rescue Level I



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.5.4 NFPA 1006, Standard for Technical Rescuer Professional Qualifications, – Confined Space Rescue Level II			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Confined Space Rescue Level II		
	The candidate must complete an NFPA 1006, Technical Rescuer – Confined Space Rescue Level II course or equivalent.		
	COURSE		As per FSD requirements
	NFPA 1006, Technical Rescuer – Confined Space Rescue Level II course or equivalent		
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1006, Technical Rescuer – Confined Space Rescue Level II	Edition	2013
Chapter	7	Next Edition	2018
Accredited	Yes	Update Due	2018
Prerequisite Certification	NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Chapter 5, Technical Rescuer Core and NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Confined Space Rescue Level I		
Prerequisite Requirements	Successful completion of NFPA 1006, Technical Rescuer – Confined Space Rescue Level II course or equivalent Emergency Medical Responder 40 Hour course or Advanced First Aid for Firefighters as provided by St. John Ambulance or Red Cross Medical Clearance signed by physician or fire chief		
WRITTEN EXAM INFORMATION			
Questions Per Test	25	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice, True/False	# of Questions in the written test bank	130
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	3	# of Skills Tested	2
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	Delmar, Technical Rescuer, Confined Space Levels I and II, 1st ed.		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

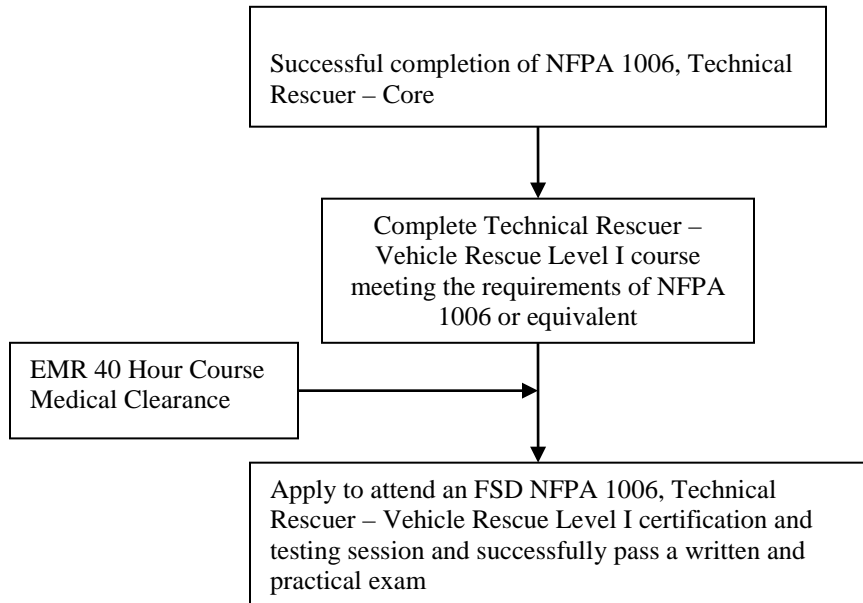
Certification Flow Chart
NFPA 1006, Standard for Technical Rescuer
Professional Qualifications – Confined Space Rescue Level II



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.5.5 NFPA 1006, Standard for Technical Rescuer Professional Qualifications, – Vehicle Rescue Level I			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1006, Standard for Technical Rescuer Professional Qualifications,– Vehicle Rescue Level I		
	The candidate must complete an NFPA 1006, Technical Rescuer – Vehicle Rescue Level I course or equivalent.		
	COURSE		
	NFPA 1006, Technical Rescuer – Vehicle Rescue Level I course or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1006, Technical Rescuer – Vehicle Rescue Level I	Edition	2013
Chapter	10	Next Edition	2018
Accredited	Yes	Update Due	2018
Prerequisite Certification	NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Chapter 5, Technical Rescuer Core		
Prerequisite Requirements	Successful completion of NFPA 1006, Technical Rescuer – Vehicle Rescue Level I or equivalent Emergency Medical Responder 40 Hour course or Advanced First Aid for Firefighters as provided by St. John Ambulance or Red Cross Medical Clearance signed by physician or fire chief		
WRITTEN EXAM INFORMATION			
Questions Per Test	25	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice, True/False	# of Questions in the written test bank	170
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	10	# of Skills Tested	2
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	IFSTA, Principles of Vehicle Extrication, 3rd Edition, 1st Printing		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

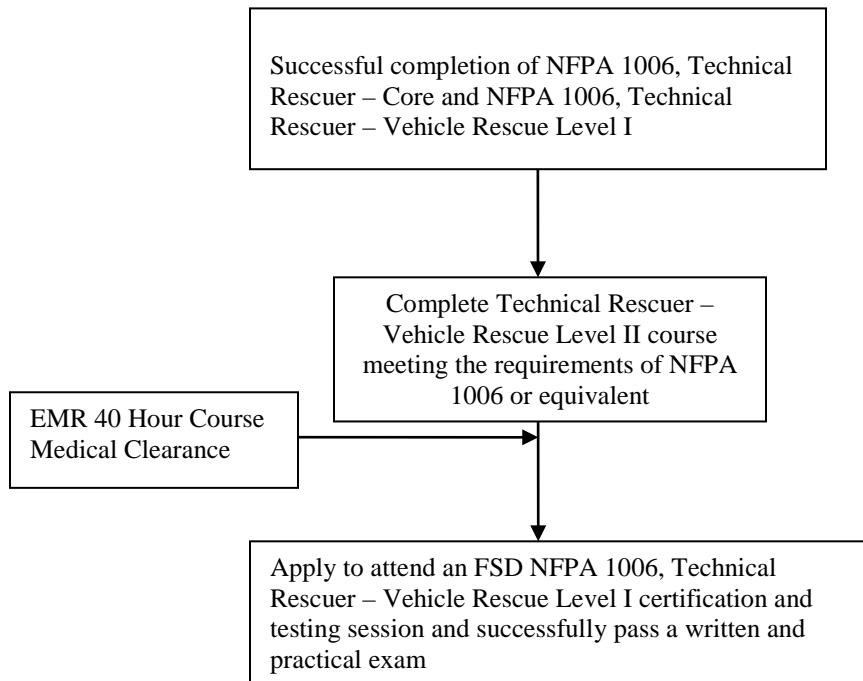
Certification Flow Chart
NFPA 1006, Standard for Rescue Technician
Professional Qualifications – Vehicle Rescue Level I



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.5.6 NFPA 1006, Standard for Technical Rescuer Professional Qualifications, – Vehicle Rescue Level II			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1006, Standard for Technical Rescuer Professional Qualifications,– Vehicle Rescue Level II		
	The candidate must complete an NFPA 1006, Technical Rescuer – Vehicle Rescue Level II course or equivalent.		
	COURSE		
	NFPA 1006, Technical Rescuer – Vehicle Rescue Level II course or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1006, Technical Rescuer – Vehicle Rescue Level II	Edition	2013
Chapter	10	Next Edition	2018
Accredited	Yes	Update Due	2018
Prerequisite Certification	NFPA 1006, Standard for Technical Rescuer Professional Qualifications – Chapter 5, Technical Rescuer Core and NFPA 1006, Technical Rescuer Professional Qualifications – Vehicle Rescue Level I		
Prerequisite Requirements	Successful completion of NFPA 1006, Technical Rescuer – Vehicle Rescue Level II or equivalent Emergency Medical Responder 40 Hour course or Advanced First Aid for Firefighters as provided by St. John Ambulance or Red Cross Medical Clearance signed by physician or fire chief		
WRITTEN EXAM INFORMATION			
Questions Per Test	25	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice, True/False	# of Questions in the written test bank	146
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	6	# of Skills Tested	2
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	IFSTA, Principles of Vehicle Extrication, 3rd Edition, 1st Printing		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

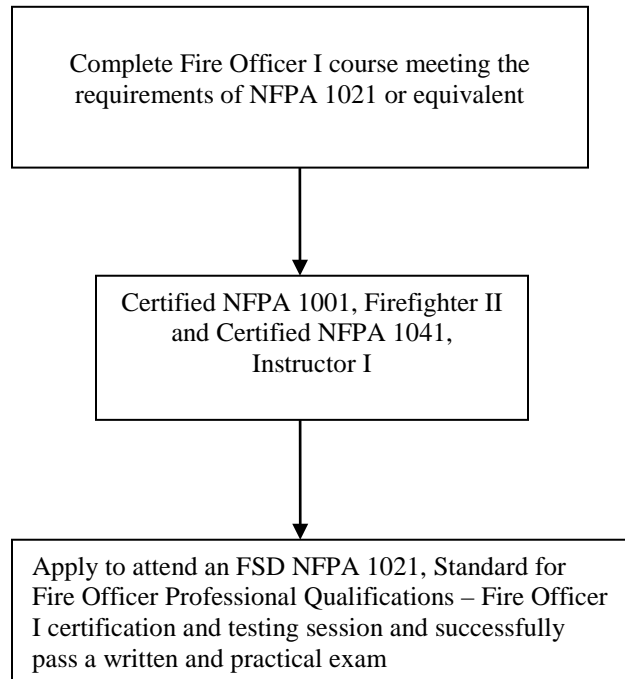
**Certification Flow Chart
NFPA 1006, Standard for Rescue Technician
Professional Qualifications – Vehicle Rescue Level II**



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.6 NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer I			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer I		
	The candidate must complete an NFPA 1021, Fire Officer I course or equivalent.		
	COURSE		
	NFPA 1021, Fire Officer I course, online through S.E.R.T. or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1021, Fire Officer I	Edition	2014
Chapter	4	Next Edition	2019
Accredited	Pending	Update Due	2019
Prerequisite Certification	NFPA 1001, Standard for Firefighter Professional Qualifications – Firefighter II and NFPA 1041, Standard for Fire Service Instructor Professional Qualifications – Instructor I		
Prerequisite Requirements	Successful completion of NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer I or equivalent		
WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	IFSTA	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	227
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	14	# of Skills Tested	14
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	All skills must be completed		
SPECIAL INFORMATION			
Reference Material	IFSTA Fire & Emergency Services Company Officer 4th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

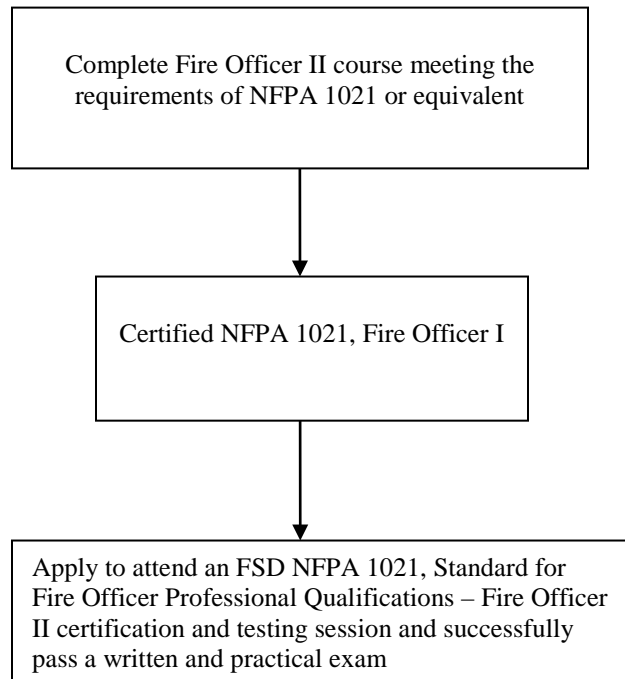
Certification Flow Chart
NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer I



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.6.1 NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer II			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer II		
	The candidate must complete an NFPA 1021, Fire Officer II course or equivalent.		
	COURSE		
	NFPA 1021, Fire Officer II course, online through S.E.R.T. or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1021, Fire Officer II	Edition	2014
Chapter	4	Next Edition	2019
Accredited	Pending	Update Due	2019
Prerequisite Certification	NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer I		
Prerequisite Requirements	Successful completion of NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer II or equivalent		
WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	IFSTA	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	130
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	11	# of Skills Tested	11
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	All skills must be completed		
SPECIAL INFORMATION			
Reference Material	IFSTA Fire & Emergency Services Company Officer 5th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

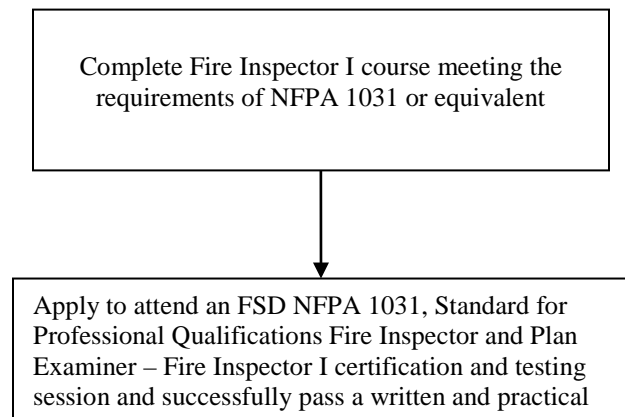
Certification Flow Chart
NFPA 1021, Standard for Fire Officer Professional Qualifications – Fire Officer II



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.7 NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner – Fire Inspector I			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner – Fire Inspector I		
	The candidate must complete an NFPA 1031, Fire Inspector I course or equivalent.		
	COURSE		
	NFPA 1031, Fire Inspector I course or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1031, Fire Inspector I	Edition	2014
Chapter	4	Next Edition	2019
Accredited	Pending	Update Due	2019
Prerequisite Certification	None		
Prerequisite Requirements	Successful completion of NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner – Fire Inspector I course or equivalent		
WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	IFSTA	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	309
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	22	# of Skills Tested	22
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	All skills must be completed		
SPECIAL INFORMATION			
Reference Material	IFSTA Fire Inspection and Code Enforcement 8th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

Certification Flow Chart
NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner – Fire Inspector I



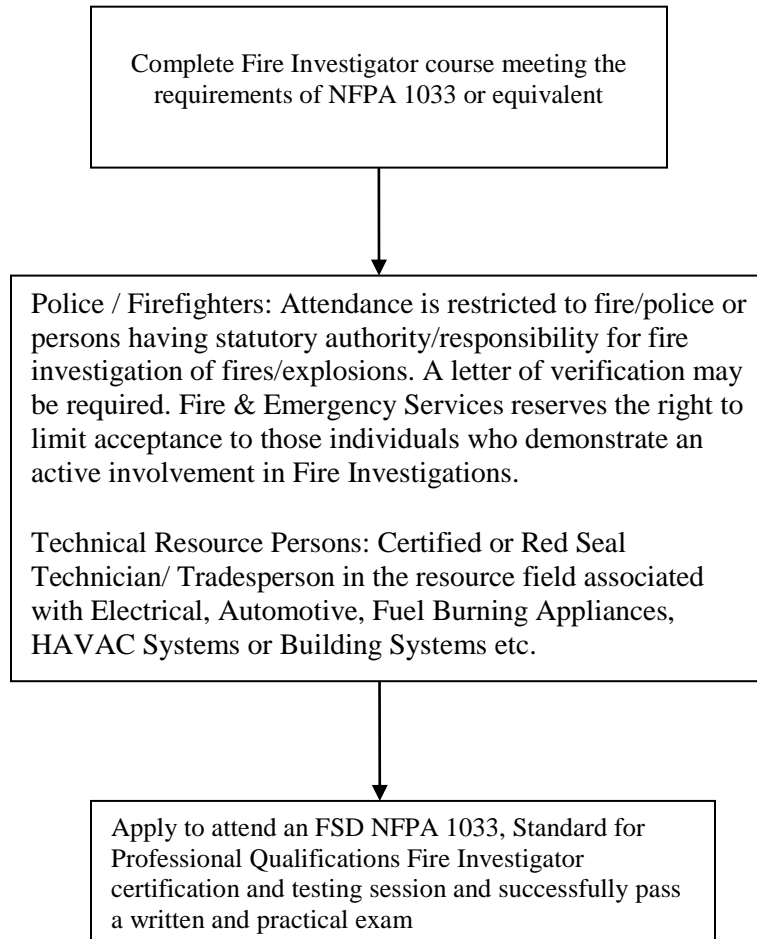
Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.8 NFPA 1033, Standard for Professional Qualifications for Fire Investigator			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on testing procedures for NFPA 1033, Standard for Professional Qualifications for Fire Investigator		
	The candidate must complete an NFPA 1033, Fire Investigator course or equivalent.		
	COURSE		
	NFPA 1033, Fire Investigator course or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1033, Fire Investigator	Edition	2014
Chapter	4	Next Edition	2021
Accredited	Pending	Update Due	2021
Prerequisite Certification	None		
Prerequisite Requirements	Successful completion of NFPA 1033, Standard for Professional Qualifications for Fire Investigator course or equivalent Police / Firefighters: Attendance is restricted to fire/police or persons having statutory authority/responsibility for fire investigation of fires/explosions. A letter of verification may be required. Fire & Emergency Services reserves the right to limit acceptance to those individuals who demonstrate an active involvement in Fire Investigations. Technical Resource Persons: Certified or Red Seal Technician/ Tradesperson in the resource field associated with Electrical, Automotive, Fuel Burning Appliances, HAVAC Systems or Building Systems etc.		
WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	FSD	Validation Date	2014
Type of Questions	Multiple Choice True/False Matching	# of Questions in the written test bank	339
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	27	# of Skills Tested	6
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	IFSTA Fire Investigator 2 nd Edition NFPA 921, Guide for Fire and Explosion Investigators 2017 Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		

Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.
---------------------------------------	--

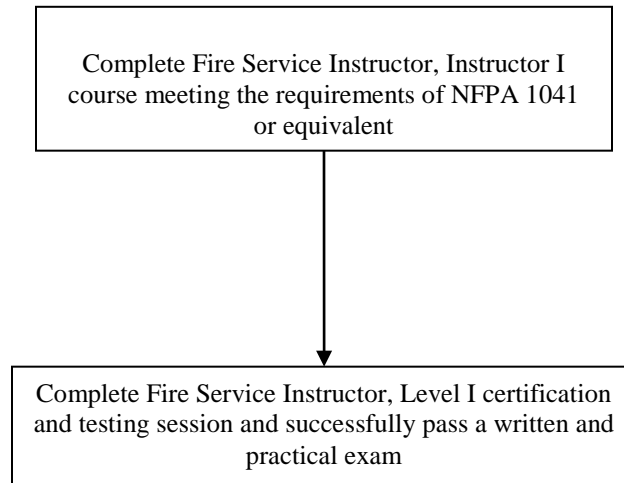
Certification Flow Chart
NFPA 1033, Standard for Professional Qualifications for Fire Investigator



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.9 NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, Instructor I			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on certification procedures for NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, Instructor I.		
	The candidate must complete an NFPA 1041, Fire Service Instructor course or equivalent.		
	Equivalency: Firefighters who are certified to NFPA 1001, Firefighter I and have either a degree or certificate in adult education would be granted equivalency to NFPA 1041, Fire Service Instructor – Level I upon submission of all required documentation.		
	COURSE		
	NFPA 1041, Fire Service Instructor, Instructor I (5 Day) course, online through S.E.R.T. or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1041, Fire Service Instructor, Instructor I	Edition	2012
Chapter	4	Next Edition	2017
Accredited	Yes	Update Due	2017
Prerequisite Certification	None		
Prerequisite Requirements	None		
WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	IFSTA	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	325
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	7	# of Skills Tested	7
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	All skills must be completed		
SPECIAL INFORMATION			
Reference Material	IFSTA Fire Services Division Instructor, 8 th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

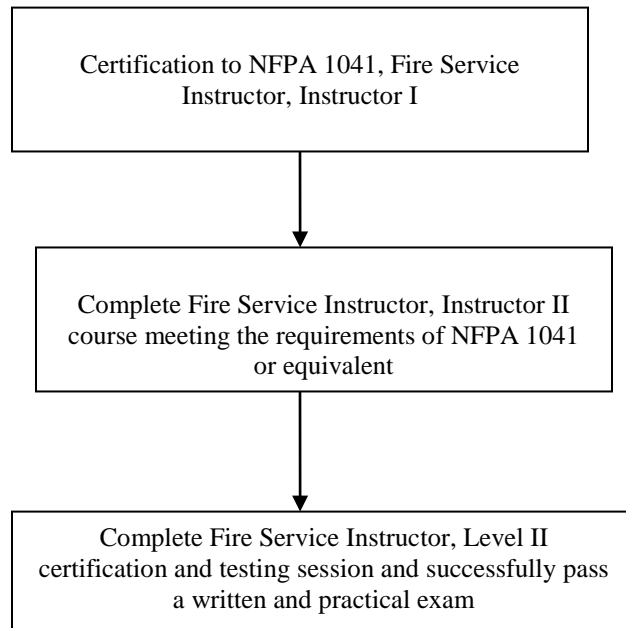
Certification Flow Chart
NFPA 1041, Fire Service Instructor
Professional Qualifications, Instructor I, 2012 Edition



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 4.9.1 NFPA 1041, Fire Service Instructor Professional Qualifications, Instructor II			
Approval Date: May 1, 2019		Sunset Date: December 1, 2024	
Purpose:	To have a standard policy on certification procedures for NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, Instructor II		
	The candidate must complete an NFPA 1041, Fire Service Instructor II course or equivalent.		
	COURSE		
	NFPA 1041, Fire Service Instructor, Level II (5 Day) course, online or equivalent	As per FSD requirements	
STANDARD, ACCREDITATION AND TESTING			
NFPA Standard	1041, Fire Service Instructor, Instructor II	Edition	2012
Chapter	5	Next Edition	2017
Accredited	Pending	Update Due	2017
Prerequisite Certification	Certification to NFPA 1041, Fire Service Instructor Professional Qualifications, Instructor I		
Prerequisite Requirements	NFPA 1041, Fire Service Instructor, Instructor II (5 Day) course, online or equivalent		
WRITTEN EXAM INFORMATION			
Questions Per Test	50	Time Allowed	60 minutes
Minimum Score	70%	Graded By	FSD Staff
Test Developed By	IFSTA	Validation Date	2014
Type of Questions	Multiple Choice	# of Questions in the written test bank	171
Required Materials	As per FSD Policy Manual		
SKILLS EXAM INFORMATION			
# of Skills in Bank	TBA	# of Skills Tested	TBA
Minimum Score	The student must pass each required JPR test to successfully pass the course. A JPR may have a critical requirement that must be passed for successful completion of the skill.		
Required Materials	As per FSD Policy Manual		
Selected Skills	Skills will be randomly selected		
SPECIAL INFORMATION			
Reference Material	IFSTA Fire Services Division Instructor, 8 th Edition		
Retest Policy	As per FSD Policy Manual, Section 3.7.3		
# of Proctors & Evaluators	A minimum of one proctor for written exam and a minimum of one evaluator for each skill station.		

**Certification Flow Chart
NFPA 1041, Fire Service Instructor
Professional Qualifications, Instructor II**



Fire Services Division Newfoundland and Labrador	POLICY MANUAL
---	----------------------

Section 5 Fire and Emergency Service Instructor
--

Approval Date: May 1, 2019	Sunset Date: December 1, 2024
-----------------------------------	--------------------------------------

Purpose:	To have a uniform and clear policy on the role and responsibilities of FSD Instructors (FESI) regarding teaching and administration of in-house fire department training.
5.1	FESI will provide in-house training to their own fire department and may assist other departments, if requested.
5.2	FESI is not responsible for any cost incurred by the FESI or the fire department in the delivery of training.
5.3	FESI must complete FESI program, or have completed the regional trainer workshop, (held April 2000), or have completed a FESI course at another jurisdiction.
5.4	The FESI must meet the following criteria in a three (3) year period to maintain instructor status: <ul style="list-style-type: none"> i. must instruct thirty (30) hours in-house during a three (3) year period, (verified by Fire Chief or Town Manager/Clerk if Fire Chief is FESI). ii. must attend a minimum of one (1) continuing education workshop during the three (3) year period. iii. must sign FSD – FESI agreement form. (See Appendix F).
5.5	FESI must comply with the program content standards set by FSD and teach according to the lesson plans provided by FSD. Any reductions or additions to program material require written submission to FSD for approval.
5.6	FSD reserves the right to ensure all instructors adhere to the policies and procedures and may ensure quality control through unannounced periodic monitoring.
5.7	FSD would issue certificates for recognized courses supported by FSD provided the FESI follows FSD guidelines and submits proper documentation to FSD within four (4) weeks of the training.

APPENDIX A

FIRE AND EMERGENCY SERVICES DIVISIONS TRAINING APPLICATION

(Application is required to be completed for each course – complete applicable sections – please print)

Course Name:		Location:		Date of Course	
Certification Testing Requested: YES <input type="checkbox"/> NO <input type="checkbox"/>					
APPLICANT INFORMATION	First Name:	Last Name		Date of Birth: (mm-dd-yyyy)	
	P.O. Box/Street	City/Town		Province	Postal Code
	Home Phone #:	Cell /Work Phone #:	Email:		
FIRE DEPT/ ORGANIZATION INFORMATION	Name:	Phone #:		Cell #:	
		Fax #:			
	Alternate Contact Name:	Phone #:		Cell #:	
		Fax #:			
APPLICABLE TO EMERGENCY MANAGEMENT COURSES	Please Check Courses Completed (if applicable):				
	<input type="checkbox"/> BEM/EPO <input type="checkbox"/> EOCM <input type="checkbox"/> EPI <input type="checkbox"/> ESM Other _____				
APPLICABLE TO FIRE PROTECTION COURSES	Required for Driver Training - Fire Apparatus Driver/Operator Only:				
	Driver's License #: _____				
	Proof of Class 9 Air Brake Endorsement Required: _____				
	If certified to Firefighter I, please indicate Seal Number: _____				

Date

Supervisor / Fire Chief's Signature

Date

Applicant's Signature

APPLICATIONS MUST BE SENT DIRECTLY TO:

Fire and Emergency Services Divisions –Government of Newfoundland and Labrador
P.O. Box 8700, 25 Hallett Crescent, St. John's, NL A1B 4J6
Telephone: (709) 729-1608 / 3703 or Fax: (709) 729-2524 / 3857

*Personal information is being collected in accordance with section 32(c) of *the Access to Information and Protection of Privacy (ATIPP) Act* and will only be used for Fire and Emergency Services Divisions-and International Fire Service Accreditation Congress training purposes. Any questions or comments can be directed to telephone: (709) 729-1608 / 3703.

APPENDIX B

Fire and Emergency Services Divisions

Transcript Release Form

I, _____, date of birth: _____,
(mm-dd-yyyy)

authorize Fire and Emergency Services Divisions to release a copy of my transcript to:

Name

Mailing Address

City

Province

Postal Code

Signature

Date

All transcripts are confidential and mailed directly to the candidate. Any individual or organization requesting a copy of the candidate's transcript must have the above release form completed and signed by the candidate.

*Personal information is being collected in accordance with section 32(c) of the *Access to Information and Protection of Privacy (ATIPP) Act* and will only be used for Fire and Emergency Services Divisions-and International Fire Service Accreditation Congress training purposes. Any questions or comments can be directed to telephone: (709) 729-1608 / 3703.

APPENDIX C

MEDICAL AUTHORIZATION FOR CERTIFICATION

(This form will be required for all training involving live fire and rescue technician training and/or certification)

NAME: _____

DATE: _____

ADDRESS: _____

CITY: _____ **PROVINCE:** _____ **POSTAL CODE** _____

The above named applicant has no known medical or physical conditions which would prevent participation in any or all of the physical activities which may be required by the practical skills demonstration portions of NFPA 1001, Firefighter I and Firefighter II, NFPA 1006, Technical Rescuer, NFPA 1003, Airport Firefighter and Firefighter Refresher, Practical Burn Building.

Physician's Name

Date

OR

Fire Chief

Date

*Personal information is being collected in accordance with section 32(c) of the *Access to Information and Protection of Privacy (ATIPP) Act* and will only be used for Fire and Emergency Services Divisions and International Fire Service Accreditation Congress training purposes. Any questions or comments can be directed to telephone: (709) 729-1608 / 3703.

APPENDIX D

**Fire Services Division – Government of Newfoundland and Labrador
Rewrite/Retesting Request Form**

I, _____, date of birth: _____,
(mm-dd-yyyy)
of _____
(fire department/organization)

request to _____ (of) the following certification exam:
rewrite/retest JPRs

(Please check one and circle the appropriate level at the end if applicable)

- ☐ NFPA 472 Hazardous Materials: Awareness / Operations
- ☐ NFPA 1001 Firefighter I / II
- ☐ NFPA 1002 Fire Apparatus Driver/Operator/ARFF
- ☐ NFPA 1003 Airport Firefighter
- ☐ NFPA 1006 Technical Rescuer CORE
- ☐ NFPA 1006 Rope Rescuer I / II
- ☐ NFPA 1006 Confined Space I / II
- ☐ NFPA 1006 Vehicle Rescue I / II
- ☐ NFPA 1021 Fire Officer I / II
- ☐ NFPA 1031 Fire Inspector I
- ☐ NFPA 1033 Fire Investigator
- ☐ NFPA 1041 Fire Service Instructor I / II

Signature

Date

OFFICE USE ONLY

Did the student score a minimum of 40% on original written exam or JPRs tests?

☐ Yes ☐ No

Approval to rewrite by: _____

Date: _____

APPENDIX E

Fire Services Division –Government of Newfoundland and Labrador Firefighter Certification Test Proctor Application

Name:	
Home Address:	
Home Phone:	Work Phone:
Email Address:	
Fire Department/Organization:	
Mailing Address if different than home address:	

I have successfully completed the following approved training and hold certification in:

- | | |
|---|--------------------|
| <input type="checkbox"/> NFPA 472 Hazardous Materials: Awareness / Operations | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1001 Firefighter I / II | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1002 Fire Apparatus Driver/Operator/ARFF | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1003 Airport Firefighter | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1006 Technical Rescuer CORE | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1006 Rope Rescuer I / II | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1006 Confined Space I / II | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1006 Vehicle Rescue I / II | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1021 Fire Officer I / II | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1031 Fire Inspector I | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1033 Fire Investigator | Cert. Seal # _____ |
| <input type="checkbox"/> NFPA 1041 Fire Service Instructor I / II | Cert. Seal # _____ |

As a Certification Test Proctor, I agree to abide by all the rules and conditions stipulated by FSD in conducting certification testing, controlling examinations, maintaining records, and submitting reports. I further agree not to reproduce or release any testing material or divulge the contents of the testing banks to anyone other than as required during an approved test. I understand that to do so would violate my Proctor agreement with FSD and thereby cause the revocation of my Certification Test Proctor status with FSD.

Signature of Applicant

Date

*Personal information is being collected in accordance with section 32(c) of the *Access to Information and Protection of Privacy (ATIP)* Act and will only be used for Fire and Emergency Services Divisions-and International Fire Service Accreditation Congress training purposes. Any questions or comments can be directed to telephone: (709) 729-1608 / 3703.

Fire Services Division – Newfoundland and Labrador
Firefighter Certification Test Proctor Application
(Continued)

FSD Office Use Only		
The above named proctor is approved to proctor the :courses as indicated above	Date	Initial

*Personal information is being collected in accordance with section 32(c) of *the Access to Information and Protection of Privacy (ATIPP) Act* and will only be used for Fire and Emergency Services Divisions-and International Fire Service Accreditation Congress training purposes. Any questions or comments can be directed to telephone: (709) 729-1608 / 3703.

APPENDIX F



Fire and Emergency Services Instructor (FESI) Agreement

between

Fire Services Division

and

Name (please print)

Fire Department/Organization

Date

Signature

By virtue of this agreement, FSD agrees to recognize the above named individual as a FESI Instructor and the above named instructor agrees to follow the FESI Instructor Policy as approved by FSD.

Date

Derek Simmons
Fire Commissioner

*Personal information is being collected in accordance with section 32(c) of the *Access to Information and Protection of Privacy (ATIPP) Act* and will only be used for Fire and Emergency Services Divisions-and International Fire Service Accreditation Congress training purposes. Any questions or comments can be directed to telephone: (709) 729-1608 / 3703.

Section 5 Fire and Emergency Service Instructor

Approval Date: January 1, 2014

Sunset Date: December 31, 2019

Purpose:	To have a uniform and clear policy on the role and responsibilities of FES-NL Instructors regarding teaching and administration of in-house fire department training.
5.1	FES-NL Instructor (FESI) will provide in-house training to their own fire department and may assist neighboring departments, if requested.
5.2	FES-NL is not responsible for any cost incurred by the FESI or the fire department in the delivery of training.
5.3	FESI must complete FESI program, or have completed the regional trainer workshop, (held April 2000), or have completed a FESI course at another jurisdiction.
5.4	<p>The FESI must meet the following criteria to maintain instructor status:</p> <ul style="list-style-type: none">i. Sign the <i>Fire and Emergency Services Instructor Agreement</i> and the <i>Fire and Emergency Services Newfoundland and Labrador (FES-NL) Code of Conduct for FES-NL Recognized Educators</i> <p>Submit documentation supporting the following criteria for every three (3) year period from the signing date of the above mentioned documents.</p> <ul style="list-style-type: none">ii. must instruct thirty (30) hours in-house during a three (3) year period, (verified by Fire Chief or Town Manager/Clerk if Fire Chief is FESI).iii. must attend a minimum of one (1) continuing education workshop during the three (3) year period. Example, training seminar or course.
5.5	FESI must comply with the program content standards set by FES-NL and teach according to the lesson plans provided by FES-NL. Any reductions or additions to program material require written submission to FES-NL for approval.
5.6	FES-NL reserves the right to ensure all instructors adhere to the policies and procedures and may ensure quality control through unannounced periodic monitoring.
5.7	FES-NL would issue certificates for recognized courses supported by FES-NL provided the FESI follows FES-NL guidelines and submits proper documentation to FES-NL within four (4) weeks of the training.
5.8	<p><i>Code of Conduct for FES-NL Recognized Educators</i></p> <p>This code of conduct outlines the expectations and principles to which FES-NL recognized fire service instructors, evaluators and proctors (hereinafter called educators) will adhere. FES-NL believes that a commonly held set of expectations and principles for fire and emergency service educators will guide ethical practice and professional judgment, enhancing the learning experience for participants and educators.</p>



Code of Conduct for FSD Recognized Educators

This code of conduct outlines the expectations and principles to which FSD recognized fire service instructors, evaluators and proctors (hereinafter called educators) will adhere. FSD believes that a commonly held set of expectations and principles for fire and emergency service educators will guide ethical practice and professional judgment, enhancing the learning experience for participants and educators.

As a FSD recognized fire and emergency educator I shall;

- Place the safety and learning of the participant above all other concerns;
- Create, support and maintain a challenging learning environment for all participants;
- Apply my professional knowledge and skills to promote participants' learning at all times;
- Establish and maintain a clear set of standards for behaviour and civility within the learning environment;
- Be respectful of others - never harass, intimidate or threaten participants or other educators during FSD sanctioned training events and stop and report to FSD the actions of other participants / educators who engage in such behaviours;
- Strive to affirm the importance and the honour of my profession;
- Conduct myself in a manner that will inspire the confidence and the respect of others;
- Be committed to my own learning and professional growth to enhance my competency as an educator;
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass myself, my organization, the fire and emergency service or FSD;
- Respect cultural, linguistic heritage, gender, family, community, ethnicity, and race differences and their influences on experience and learning;
- Embrace diversity in the learning environment - never discriminate on the basis of race, colour, nationality, ethnic origin, social origin, religious creed, religion, age, disability, disfigurement, sex, sexual orientation, gender identity, gender expression, marital status, family status, source of income and political opinion and stop and report to FSD the actions of other participants/educators who engage in such behaviours;
- Deliver all course material to meet the course objectives using FSD approved curriculum;
- Report to FSD any negative or harmful classroom issues that occurred during the delivery of a course; and
- Support the mission of FSD at all times and assume the responsibility of an ambassador

I have read, understand, and agree to comply with FSD's Code of Conduct. I understand that failure to do so will result in my recognition as a FSD approved educator being revoked.

Print Name

Signature

Date

APPENDIX G

Fire Services Division Equivalency Training Log NFPA 1001, Firefighter I, 6th Edition

Firefighter's Name: _____

Training Officer's Name: _____

Chapter	Chapter Title	Text Reference	Date Completed	Firefighter's Initials	Training Officer's Initials
1	Orientation and Fire Service History	6-40			
2	Firefighter Safety and Health	42-86			
3	Fire Department Communications	92-115			
4	Building Construction	130-189			
5	Fire Behavior	204-254			
6	Firefighter Personal Protective Equipment	256-315			
7	Portable Fire Extinguishers	336-358			
8	Ropes, Webbing and Knots	366-396			
9	Structural Search, Victim Removal, and Firefighter Survival	418-457			
10	Scene Lighting, Rescue Tools, Vehicle Extrication, and Technical Rescue	476-484			
11	Forcible Entry	570-623			
12	Ground Ladders	650-688			
13	Tactical Ventilation	728-764			
14	Water Supply	780-804			
15	Fire Hose	812-873			
16	Fire Streams	940-967			
17	Fire Control	1000-1057			
18	Loss Control	1100-1124			
19	Fire Origin and Cause Determination	1142-1164			
21	Fire and Life Safety Initiatives	1218-1240			

FFI-1	Don personal protective clothing within one (1) minute. Doff personal protective clothing and prepare for reuse.			
FFI-2	Tie the following knots: Bowline knot, clove hitch, figure of eight on a bight, half hitch, becket/sheet bend, overhand safety knot and water knot.			
FFI-3	Hoist a tool and/or piece of equipment using the correct knot(s).			
FFI-4	Initiate a response to a reported emergency.			
FFI-5	Receive a business or personal telephone call.			
FFI-6	Transmit and receive messages via the fire department radio.			
FFI-7	Don SCBA correctly don and activate the SCBA in one minute.			
FFI-8	Locate information in departmental documents and standard or code materials.			
FFI-9	The candidate shall initiate and complete emergency procedures in the event of SCBA failure or air depletion.			
FFI-10	Use SCBA emergency operations: perform conservation of air and emergency procedures.			
FFI-11	Respond on an apparatus to an emergency scene.			
FFI-12	Force entry into a structure through a door.			
FFI-13	Force entry into a structure through a window.			
FFI-14	Force entry into a structure through a wall.			
FFI-15	The candidate shall demonstrate the application of a personnel accountability system at an incident.			
FFI-16	The candidate shall exit a hazardous area as a team.			
FFI-17	Set up ground ladders.			
FFI-18	Attack a passenger vehicle fire operating as a member of a team.			
FFI-19	Extinguish fires in exterior Class A materials: Stacked or piled Class A material in an exterior setting. (Storage containers and unattached structure).			
FFI-20	Conduct and complete a primary search of an obscured visibility area, locating and removing all victim(s), while operating as a member of a two or three person team and using an attack line.			
FFI-21	The candidate shall demonstrate advancing charged 1½ in (38 mm) attack lines from a pumper, operating as a member of a team for the following evolutions: Into a structure, up a ladder to a second floor landing, up an inside stairway to an upper floor, up an outside stairway to an upper floor, down an inside stairway to a lower floor, down an outside stairway to a lower floor and to an			

	upper floor by hoisting.			
FFI-22	The candidate shall demonstrate operation of a charged attack line 1½ in (38-mm) from a ground ladder.			
FFI-23	Attack an interior structure fire operating as a member of a team.			
FFI-24	Attack an interior structure fire operating as a member of a team.			
FFI-25	While operating as part of a team, perform horizontal ventilation on a structure.			
FFI-26	Replace burst section of hose and extend hose line.			
FFI-27	While operating as a member of a team, perform vertical ventilation on a structure.			
FFI-28	Overhaul a fire scene.			
FFI-29	Conserve property as a member of a team.			
FFI-30	Connect a fire department pumper to a water supply. (Note: Hydrant).			
FFI-31	Draft with portable pump. (Note: Static Water Source)			
FFI-32	Extinguish either an incipient Class A, B or C fire with appropriate fire extinguisher.			
FFI-33	Illuminate the emergency scene.			
FFI-34	Turn off building utilities.			
FFI-35	Combat a ground cover fire operating as a member of a team.			
FFI-36	Clean and check department forcible entry and ventilation hand tools.			
FFI-37	Clean and check SCBA.			
FFI-38	Clean and check ropes.			
FFI-39	Clean and check salvage equipment.			
FFI-40	Clean and visually check ladders.			
FFI-41	The candidate shall demonstrate a hose load and fire hose rolls by using either a straight or donut roll.			
FFI-42	Clean, inspect fire hose.			
FFI-43	Operate in established work areas at emergency scenes.			
FFI-44	Use SCBA to Exit Through Restricted Passage.			

APPENDIX H

Fire Services Division Equivalency Training Log NFPA 1001, Firefighter II, 6th Edition

Firefighter's Name: _____

Training Officer's Name: _____

Chapter	Chapter Title	Text Reference	Date Completed	Firefighter's Initials	Training Officer's Initials
3	Fire Department Communications	116-123			
4	Building Construction	190-202			
10	Scene Lighting, Rescue Tools, Vehicle Extrication, and Technical Rescue	484-549			
15	Fire Hose	872-873			
16	Fire Streams	967-987			
17	Fire Control	1057-1076			
19	Fire Origin and Cause Determination	1165-1172			
20	Fire Protection Systems	1174-1216			
21	Fire and Life Safety Initiatives	1240-1260			

FFII-1	The candidate shall demonstrate the ability to determine the need for command, organize and coordinate an incident management system until command is transferred.			
FFII-2	The candidate shall be able to prepare a basic incident report that records all pertinent information, ensuring accuracy and completeness.			
FFII-3	The candidate shall demonstrate the procedures concerning the ordering and transmitting of multiple alarms of fire and calls for special assistance from the emergency scene.			
FFII-4	The candidate shall extinguish an exterior ignitable liquid fire using a foam fire stream.			
FFII-5	Coordinate an interior fire team for a structure fire.			
FFII-6	Control a flammable gas cylinder fire.			
FFII-7	Protect evidence of fire cause and origin.			
FFII-8	The candidate shall extricate a victim entrapped in a motor vehicle as part of a team, given stabilization and extrication tools, so that the vehicle is stabilized, the victim disentangled without further injury, and hazards are managed.			
FFII-9	The candidate shall demonstrate the ability to identify and retrieve various types of rescue tools, establish public barriers, and assist rescue teams as a member of the team when assigned.			
FFII-10	The candidate shall prepare a pre-fire plan that includes diagrams or sketches of a building to record the location of items of concern.			
FFII-11	The ability to identify the components of fire suppression and detection systems.			
FFII-12	The candidate shall demonstrate the service and maintenance of portable power plants and lighting equipment.			
FFII-13	The candidate shall demonstrate an annual service test on fire hose.			
FFII-14	The candidate shall conduct a fire safety survey in an occupied structure given survey forms and procedures, so that fire and life safety hazards are identified, recommendations for their correction are made to the occupant, and unresolved issues are referred to the proper authority.			
FFII-15	Present fire safety information to station visitors or small groups, given prepared materials, so that all information is presented, the information is accurate and questions are answered or referred.			