

PREPARING FOR CERTIFICATION TESTING
Candidate Information
Arizona Center for Fire Service Excellence (AzCFSE)

To be eligible to test for Arizona Center for Fire Service Excellence (AzCFSE) certification, candidates must successfully complete a certification program approved by the AzCFSE or meet the challenge testing criteria established by the AzCFSE.

Upon completion of the training program, all candidates must:

1. Appear on the final roster signed by the program Lead Adjunct Instructor, verifying that all cognitive and manipulative objectives have been taught and evaluated during the program and that all requirements for certification testing have been met
2. Pay the required testing fee established by the AzCFSE
3. Pass all required written certification exams
 - If an exam has more than one required level, each level will require a passing score of 70% or higher
4. Pass any required AzCFSE practical skills certification exams and any required practical skills projects

Certification exams are proctored by a representative of the AzCFSE and are held at a time and place designated or approved by AzCFSE.

The dates, times and locations of certification exam(s) will be announced by your Instructor and/or posted on the AzCFSE website at www.azfiretraining.org.

REQUIREMENTS FOR CERTIFICATION TESTING

State certification requires that all candidates complete a current certification program that meets the following requirements of all applicable National Fire Protection Association (NFPA) Standards:

- NFPA 1072, 2017 Edition for Hazardous Materials Awareness & Operations
- NFPA 1001, 2019 Edition for Firefighter I & II

OR candidates may challenge the required exams by meeting the criteria for *Challenge Testing*.
(Criteria and application available on the above-mentioned website)

All required prerequisites for a certification level must be met prior to receiving certification.

MEDICAL AND FITNESS STANDARDS

Fitness requirements are established and enforced by the sponsor of an approved program conducted for AzCFSE certification.

ACCOMMODATION FOR DISABILITY

Accommodation requirements for qualified candidates for AzCFSE certification testing are the responsibility of the approved training program (*College or emergency services department*), when testing is conducted at the program’s location.

A qualified candidate appearing on the final roster submitted by the approved Instructor, who meets all AzCFSE required prerequisites and program requirements, will be eligible to test for AzCFSE Certification and awarded certification if all required testing is passed and required fees paid.

A qualified candidate with a reading disability documented by a certified/licensed professional in the field, will be accommodated for written State certification testing, allowing for an approved reader.

A reader must be approved by the AzCFSE at least 30 days prior to certification testing. If testing at the AzCFSE offices in Avondale, a reader will be provided by AzCFSE if the criteria are met.

A certification exam date and time will be established by coordinating with the certification candidate, the approved reader and verifying availability of a suitable testing location for the time requested. A candidate’s preferred test date and time may not always be available.

After receiving approval to use a reader, instructions for scheduling will be emailed to the candidate.

ADDITIONAL REQUIREMENTS FOR TESTING

Candidates must meet the following eligibility requirements:

- Must be at least 18 years old prior to the certification testing date
- Must successfully complete a certification program approved by the AzCFSE
- Must appear on the final roster, signed by the approved program Lead Adjunct Instructor, verifying that all cognitive and manipulative objectives have been taught and evaluated, and all requirements for certification testing have been met
- Must meet any other requirement listed below for the level he/she is requesting

REQUIREMENT:	CERTIFICATION LEVEL: FIREFIGHTER I & II
Hazardous Materials Awareness & Operations Prerequisite	Candidates must pass a Hazardous Materials First Responder Awareness (FRA) & Operations (FRO) exam conducted by the AzCFSE. The testing requirement will be waived if the candidate already has FRA and FRO certification with an IFSAC or ProBoard seal, demonstrating the Mission Specific sections of PPE and Product Control, meeting the NFPA 1072 Standard, 2017 Edition or later
CPR Certification	Current BLS-C: CPR for Rescuers Certification
Emergency Medical	Candidates must complete an approved course conforming to NFPA 1001, 2019 Edition, Section 4.3, or possess a valid Arizona certification or National Registry certification for First Responder <i>OR</i> Emergency Medical Technician: (Basic, Intermediate or Paramedic) Additional Requirement: Bloodborne Pathogens

Live Fire Burns	Live burns meeting requirements listed in the <i>Firefighter Program Application</i> are required to be conducted as part of the approved program. All candidates are required to participate in burns prior to certification testing. Live burns must be consistent with NFPA 1001, 2019 Edition, meeting the current edition of NFPA 1403
Required AzCFSE Testing	Written and practical skills exams required

IMPORTANT: Firefighter I & II levels are tested together, and a passing score is required on each level of the written exam: Firefighter I and Firefighter II questions. Each level is graded separately and must be passed to receive certification.

Exam scores for levels passed will remain on file until the candidate completes three (3) testing attempts, up to one year from completion of the program. If the required Firefighter I and Firefighter II written levels and practical skills exams are not passed within three (3) testing attempts, within the one-year window, it will be necessary to repeat an approved program, pay all required fees and pass required certification exams again.

Hazardous Materials Requirement for Firefighter Certification:

If all other requirements for Firefighter certification have been met, except completion of the Hazardous Materials Awareness & Operations prerequisite, the AzCFSE will keep those valid Firefighter exam scores on file for a period of **five (5) years** from completion of the Firefighter program in order to give a certification candidate time to complete the Hazardous Materials Awareness & Operations prerequisite (*Program and testing*).

If the required Hazardous Materials Awareness & Operations certification testing is not successfully completed within five (5) years, it will be necessary to pass another approved Firefighter program which meets all current requirements at that time, and successfully pass all required certification testing to receive AzCFSE Firefighter certification.

REQUIREMENT:	CERTIFICATION LEVEL: HAZARDOUS MATERIALS FIRST RESPONDER AWARENESS & OPERATIONS
No prerequisites are required to test for Hazardous Materials Awareness & Operations Certification	
Required AzCFSE Testing	Written and practical skills exams required

IMPORTANT: Hazardous Materials Awareness (FRA) & Operations (FRO) levels are tested together, and a passing score is required on each level of the written exam: FRA and FRO questions. Each level is graded separately and must be passed to receive certification.

Exam scores for levels passed will remain on file until the candidate completes three (3) testing attempts, up to one year from completion of the program. If the required Hazardous Materials Awareness & Operations written levels and the practical skills exams are not passed within three (3) testing attempts, within the one-year window, it will be necessary to repeat an approved program, pay all required fees and pass required certification exams again.

REQUIREMENT:	CERTIFICATION LEVEL: FIRE INSTRUCTOR I
No prerequisites are required to test for Fire Instructor I Certification	
Required AzCFSE Testing	Written and practical skills exams are required to be successfully completed, including practical skills projects and presentation

REQUIREMENT:	CERTIFICATION LEVEL: FIRE INSTRUCTOR II
Fire Instructor I Prerequisite	Candidates must pass a Fire Instructor I level exam conducted by the AzCFSE. The testing requirement is waived if the candidate already has Fire Instructor I certification from a recognized state certification board, IFSAC or ProBoard entity, meeting the NFPA 1041 Standard
Required AzCFSE Testing	Written and practical skills exams are required to be successfully completed, including practical skills projects

REQUIREMENT:	CERTIFICATION LEVEL: FIRE OFFICER I
Fire Instructor I Prerequisite	Candidates must pass a Fire Instructor I level exam conducted by the AzCFSE. The testing requirement is waived if the candidate already has Fire Instructor I certification from a recognized state certification board, IFSAC or ProBoard entity, meeting the NFPA 1041 Standard
Firefighter I & II Prerequisite	Candidates must pass a Firefighter I & II level exam conducted by the AzCFSE. The testing requirement is waived if the candidate already has Firefighter I & II certification from a recognized state certification board, IFSAC or ProBoard entity, meeting the NFPA 1001 Standard
Required AzCFSE Testing	Written and practical skills exams are required to be successfully completed, including practical skills projects

REQUIREMENT:	CERTIFICATION LEVEL: FIRE OFFICER II
Fire Officer I Prerequisite	Candidates must pass a Fire Officer I level exam conducted by the AzCFSE. The testing requirement is waived if the candidate already has Fire Officer I certification from a recognized state certification board, IFSAC or ProBoard entity, meeting the NFPA 1021 Standard
Fire Instructor I Prerequisite	Candidates must pass a Fire Instructor I level exam conducted by the AzCFSE. The testing requirement is waived if the candidate already has Fire Instructor I certification from a recognized state certification board, IFSAC or ProBoard entity, meeting the NFPA 1041 Standard
Firefighter I & II Prerequisite	Candidates must pass a Firefighter I & II level exam conducted by the AzCFSE. The testing requirement is waived if the candidate already has Firefighter I & II certification from a recognized state certification board, IFSAC or ProBoard entity, meeting the NFPA 1001 Standard
Required AZCFSE Testing	Written and practical skills exams are required to be successfully completed, including practical skills projects

Non-IFSAC Accredited Levels:

REQUIREMENT:	CERTIFICATION LEVEL: FIRE INSPECTOR I
No prerequisites are required to test for Fire Inspector I Certification	
Required AzCFSE Testing	Written exam is required

REQUIREMENT:	CERTIFICATION LEVEL: FIRE INSPECTOR II
Fire Inspector I Prerequisite	Candidates must pass a Fire Inspector I level exam conducted by the AzCFSE. The testing requirement is waived if the candidate already has Fire Inspector I certification from a recognized state certification board, meeting the NFPA 1031 Standard
Required AzCFSE Testing	Written exam is required

REQUIREMENT:	CERTIFICATION LEVEL: FIRE INVESTIGATOR I
No prerequisites are required to test for Fire Investigator I Certification	
Required AzCFSE Testing	Written exam is required

REQUIREMENT:	CERTIFICATION LEVEL: FIRE INVESTIGATOR II
Fire Investigator I Prerequisite	Candidates must pass a Fire Investigator I level exam conducted by the AzCFSE. The testing requirement is waived if the candidate already has Fire Investigator I certification from a recognized state certification board, meeting the NFPA 1033 Standard
Required AzCFSE Testing	Written exam is required

PREPARING FOR A WRITTEN CERTIFICATION EXAM

Description of the Written Exams

Many questions from the AzCFSE certification written exams are very specific and detailed to a particular skill or task.

The following chart lists the number and type of questions for each certification exam:

CERTIFICATION EXAM:	Written Exam Description	Time Limit
Firefighter I & II	100 multiple-choice or True-False questions	1.5 hours
Hazardous Materials Awareness & Operations	50 multiple-choice or True-False questions	1.0 hour
Fire Instructor I	100 multiple-choice or True-False questions	1.5 hours
Fire Instructor II	50 multiple-choice or True-False questions	1.0 hour
Fire Officer I	100 multiple-choice or True-False questions	1.5 hours
Fire Officer II	50 multiple-choice or True-False questions	1.0 hour
Fire Inspector I	100 multiple-choice or True-False questions	1.5 hours
Fire Inspector II	100 multiple-choice or True-False questions	1.5 hours
Fire Investigator I	100 multiple-choice or True-False questions	1.5 hours
Fire Investigator II	50 multiple-choice or True-False questions	1.0 hour

Written certification exams are conducted at a designated fire department or community college test center or classroom. Retests may also occur at the AzCFSE offices in Avondale, Arizona. Candidates must pay a certification/testing fee to the AzCFSE prior to certification testing. This will allow three (3) testing attempts on all required written and practical skills exams within one year of completion of an approved program. To test, a candidate must provide a picture ID. Results are emailed to the approved program Lead Adjunct Instructor or directly to the candidate's email address if retesting.

If unsuccessful, a candidate must wait a minimum of thirty (30) days to retest. A retest attempt may be scheduled immediately after the grades are posted but the test date must be thirty (30) days after the previous test attempt.

A minimum score of 70 percent on all exam levels is required to pass an AzCFSE written certification exam.

Electronic Devices

Electronic devices are **NOT** permitted to be in the possession of any candidate during an exam. If a candidate is found to be in possession of any electronic device during an exam, that individual will be excused from the exam and receive a failure on the exam.

How to Prepare for a Written Certification Exam

The most thorough way to prepare for a written certification exam is to successfully complete a training program approved by the AzCFSE. Programs approved by the AzCFSE are conducted by approved AzCFSE Adjunct Instructors and follow guidelines to ensure that prerequisites are met and candidates become proficient on required NFPA standards.

Texts and Materials

Certification exams are based on applicable NFPA standards and IFSTA, Jones & Bartlett or National Fire Protection Association (NFPA) manuals related to the certification level. Candidates should carefully review this material. There are also exam preparation materials available to help candidates further prepare for a written certification exam.

Examples of Textbooks that the AzCFSE Exams Are Referenced To:

Firefighter I & II:

- IFSTA, Essentials of Fire Fighting and Fire Department Operations, 7th Edition
- Jones & Bartlett, Fundamentals of Fire Fighter Skills, 4th Edition

Hazardous Materials First Responder Awareness & Operations:

- IFSTA, Hazardous Materials for First Responders, 5th Edition
- Jones & Bartlett, Hazardous Materials Awareness and Operations, 3rd Edition

Written Exam Retesting

Candidates for certification are given three (3) attempts to meet the minimum passing score for a written certification exam. Certification testing must be completed within one (1) year of the completion of an AzCFSE approved training program.

- A thirty-day (30) period is required before a candidate may retake a written exam

If a candidate fails to pass a written certification exam after three (3) attempts, a training program must be repeated to be eligible to test for certification again.

If one-year lapses after completion of an AzCFSE approved training program and three (3) test attempts have not been completed by a candidate, the training program must be repeated to be eligible to test for certification again.

Sample of the Types of Questions on AzCFSE Certification Exams

1. Transfer of heat by the movement of air or liquid would be considered:
 - a. Conduction
 - b. Convection
 - c. Radiation
 - d. Direct-Flame contact
2. What is a good, two firefighter method for breaking a tight coupling without a spanner wrench?
 - a. Stiff-arm
 - b. Foot-tilt
 - c. Knee-press
 - d. Coupling-tilt
3. The safest recommended means for a firefighter to disconnect electrical service to a building is by:
 - a. cutting the service entrance wire.
 - b. pulling the meter.
 - c. locating the nearest transformer and deactivating it.
 - d. shutting off the main power breaker/fuse in the panel box.
4. Valves for water systems are broadly divided into two types. They are:
 - a. gate and indicating.
 - b. ball and check.
 - c. indicating and non-indicating.
 - d. screw and yoke.

PREPARING FOR A PRACTICAL SKILLS CERTIFICATION EXAM

Description of Firefighter and Hazardous Materials Awareness & Operations Practical Skill Requirements

A Firefighter I & II practical skills certification exam always includes the SCBA donning and doffing skill and four (4) randomly selected Firefighter I or Firefighter II skills, for a total of five (5) practical skill stations.

A Hazardous Materials Awareness (FRA) & Operations (FRO) practical skills exam is randomly generated and consists of two (2) practical skill stations: one from FRA skill sheets and one from FRO skill sheets.

Each station consists of a skill selected from the AzCFSE skill sheets. Practical skill exams are graded on a pass/fail basis. Each candidate is allowed two (2) successive attempts at each skill station. The time allotted at a skill station cannot exceed ten (10) minutes per attempt. A shorter time limit may apply for some skill stations as noted in the instructions.

- Electronic devices are **NOT** allowed in an exam holding room or at the skill stations. If a candidate is found to be in possession of any electronic device during an exam, that individual will be excused from the exam and receive a failure on the exam.

Description of Fire Instructor and Fire Officer Practical Skill Requirements

Fire Instructor I Certification requires completion of a presentation skill in the Fire Instructor I practical skills packet. It will be conducted as a scored practical skills exam.

All Fire Instructor and Fire Officer levels (Fire Instructor I, Fire Instructor II, Fire Officer I and Fire Officer II) require successful completion of a practical skills project packet to be signed by an approved evaluator and reviewed by the AzCFSE proctor and/or AzCFSE staff, to verify completion prior to issuing certification for those levels.

How to Prepare for a Practical Skill Certification Exam

Completion of an approved certification program is required before taking the written and practical skill certification exams, unless the challenge testing criteria are met.

Because practical skill examinations are randomly generated from a test bank of the AzCFSE skill sheets, candidates should be prepared to perform all manipulative skill objectives required by applicable NFPA standards. Skill sheets are posted online at www.azfiretraining.org.

Practical Skill Test Criteria

All practical skills on a certification exam must be successfully passed in order to receive certification. Passing means that the candidate performed the skill correctly, within the guidelines of the skill sheet.

Failure means that the candidate performed the skill incorrectly, ineffectively, in an unsafe manner or not within the required time limit.

Complex skills are broken down into components for the purposes of grading. Grading criteria are listed on each skill sheet. Some steps may be designated as mandatory (critical) objectives as defined on each skill sheet. Candidates must **pass all practical skill stations** to pass a practical skills certification exam.

Candidates are graded using the AzCFSE skill sheets to ensure consistency of grading. Each of the practical skills must be completed swiftly, safely and with competence as defined below:

Safely - Each manipulative skill objective must be completed without careless acts resulting in injury to the candidate or others, or damage to equipment.

Swiftly - Each manipulative skill objective must be completed within the allotted time.

With Competence - Each manipulative skill objective is performed in accordance with the AzCFSE Skill Sheets. This includes performing the proper steps in sequence.

Each candidate is observed and graded on each of the manipulative skills by an AzCFSE approved Evaluator. Evaluators use AzCFSE skill sheets to evaluate each candidate to ensure consistency of grading. Manipulative skill stations are under the observation of an AzCFSE Proctor during the testing process. In the event that an AzCFSE Proctor, or any skills exam Evaluator, observes any unsafe behavior by a candidate during an AzCFSE practical skills exam, it will result in an automatic failure of that exam by the candidate.

Practical Skill Retesting

Candidates are given three (3) attempts to pass the practical skills certification exam. If a practical skill retest is needed, the candidate must contact the AzCFSE to make arrangements. Retests may not occur on the same date as the original exam and **must be scheduled ahead of time**.

A list of available certification exam dates is posted on the AzCFSE website at (www.azfiretraining.org).

There may be times when there are limited or no practical retest opportunities available. Many practical skills testing opportunities occur at the end of each college semester (*May and December*).

After viewing the list of available retest opportunities on the AzCFSE website, contact Melina Joya by email to schedule testing a minimum of 10 days prior to the date of the certification exam. (*See contact information below and on Test Schedule web page*)

Certification testing must be completed within one (1) year of the completion of an approved training program.

During a skills exam retest, it is necessary to complete all skill stations, even if some of them were already completed during a previous exam. Skills selected during each exam are randomly selected from the AzCFSE skill sheets, so expect that most skills will be different if you are retesting!

Opportunities for Both Written and Skills Retesting Include:

- **Practical skills and written exam retesting** may be scheduled by contacting Melina Joya at the email address listed on the *Testing Schedule* available at www.azfiretraining.org , at least 10 days prior to the exam date.
- **Written exams** are usually offered on the 2nd Tuesday of each month at the AzCFSE Avondale office or as otherwise noted on the exam schedule.

If a candidate fails to pass either the written certification exam or the practical skills certification exam after three (3) successive examination attempts, the training program must be repeated to be eligible to test again.

If a year lapses after completion of an AzCFSE approved training program and three (3) test attempts have not been completed by a candidate, the training program must be repeated to be eligible to test again.

RECEIVING YOUR CERTIFICATE

After the successful completion of an AzCFSE certification exam, including all required prerequisite levels and required fees paid, a candidate will receive a certificate and ID card documenting the certification level(s).

APPEALING CERTIFICATION DECISIONS

The Arizona Center for Fire Service Excellence (AzCFSE) seeks to make testing and certifying services available to Arizona's Fire Service in a fair and equitable manner without regard to race, sex, religion or ethnic origin.

The appeal process provides a way for candidates to present questions and seek answers to appeals regarding AzCFSE testing and certification procedures and decisions. This policy ensures that appeals can be made without fear of reprisal.

The first step in the appeal process is to informally address questions or concerns to the AzCFSE Lead Adjunct Instructor or AzCFSE. Responses to candidates may be answered informally through this process.

The second step in the appeal process is to formally address questions or concerns to AzCFSE by submitting a written appeal to the address listed at the bottom of this document. The written appeal must be received within ten (10) days of the action or decision prompting the appeal. The written appeal must contain:

- The appellant's name
- The appellant's mailing address
- The name of the certification program attended
- A detailed explanation of the basis for the appeal, including the date of the action or decision being appealed

If the subject of the appeal is a certification exam, the appellant must also identify:

- The date and location of the certification exam
- The type of certification exam (written or practical)

AzCFSE will respond to appeals within thirty (30) days of receipt. The appellant will be notified of the result of the formal appeal in writing.

CONTACTING THE ARIZONA CENTER FOR FIRE SERVICE EXCELLENCE

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