

Certification Program Information

Arizona Center for Fire Service Excellence (AzCFSE)

Programs Available for State Certification through AzCFSE

Firefighter I & II** - *(combined)*

Hazardous Materials Awareness & Operations** - *(combined)*

Fire Instructor I** - *skill assessment now required*

Fire Instructor II** - *skill assessment now required*

Fire Inspector I - *programs coordinated through AFMA, testing conducted by AzCFSE*

Fire Inspector II - *programs coordinated through AFMA, testing conducted by AzCFSE*

Fire Investigator I - *programs coordinated through AZIAAI, testing conducted by AzCFSE*

Fire Investigator II - *programs coordinated through AZIAAI, testing conducted by AzCFSE*

Fire Officer I** - *skill assessment now required*

Fire Officer II** - *skill assessment now required*

****IFSAAC Accredited**

Workshops for Certificates of Completion

All AzCFSE approved training workshops conducted in the State, other than those listed above, will receive Certificates of Completion. **See document titled “New Workshop Information”** for a list of workshops available for Certificates of Completion and for information on requesting and coordinating a workshop.

IMPORTANT: All programs or workshops requested for State Certification or Certificates of Completion must be requested by an AzCFSE Adjunct Instructor authorized to conduct a requested program or workshop.

Note: To apply as an **AzCFSE Adjunct Instructor**, an **“Adjunct Instructor Application”** must be submitted to AzCFSE for review and approval. An Adjunct Instructor must conduct or oversee training sessions conducted as part of a program or workshop and is responsible for signing a roster form indicating that all candidates listed on the roster, are eligible to test for Certification or have completed a workshop to receive Certificates of Completion.

Policy & Testing Information

Important policy information related to programs, testing, prerequisites etc. is available in the **“AzCFSE Policy Manual”** which can be found near the top of the **“Forms”** page of the AzCFSE website.

Important information for test candidates to know about testing and prerequisites can be found in the document **“Preparing for Certification Testing”** which is also available on the **“Forms”** page of the AzCFSE website.

Certification testing must be requested at least 60 days ahead of the requested test date. Requested test dates are subject to State Proctor availability and are not guaranteed.

Testing will not be scheduled on State holidays or holiday weekends and will not be scheduled between the dates of August 15th and September 30th, which coincides with the Arizona State Fire School event and preparation each year. Testing is not usually conducted on Sundays.

Firefighter and Hazardous Materials Testing

IFSAC accreditation requires the AzCFSE to test Firefighter certification candidates on the prerequisite levels of Hazardous Materials Awareness, Operations and the mission specific levels of PPE and Product Control, if a candidate does not already possess a Hazardous Materials Awareness & Operations certification, with IFSAC or ProBoard seals, meeting the NFPA 1072 Standard, 2017 Edition or later.

Firefighter certification candidates must successfully complete AzCFSE Hazardous Materials Awareness & Operations written and practical skills certification exams or present a certification as specified above. Candidates must also successfully complete the AzCFSE Firefighter I & II written and practical skills exams.

Hazardous Materials Awareness & Operations and Firefighter I & II certifications will be issued after written and practical skills exams for all levels are successfully completed and passed. Candidates who complete an approved program will have three (3) attempts to pass all written and practical skills exams within one year of completion of a program.

All required levels of a written exam (Awareness, Operations, Firefighter I and Firefighter II) must be passed with a minimum score of 70%. Scores for levels passed are kept on file until candidates complete three (3) testing attempts within one year of completion of a program.

Firefighter and HazMat exams may be conducted together or separately. See the **“Certificate and Certification Fee Schedule”** on the AzCFSE website for more information.

HAZARDOUS MATERIALS AWARENESS & OPERATIONS REQUIREMENT

- The current IFSAC requirement calls for Hazardous Materials certification in Awareness, Operations and the mission specific levels of PPE and Product Control, with IFSAC or ProBoard seals and meeting the NFPA 1072 Standard, 2017 Edition or later. A candidate must pass each level of the AzCFSE Hazardous Materials Awareness & Operations exam process to meet the current IFSAC requirement for Firefighter I & II certification.
- Previous Arizona Hazardous Materials Awareness & Operations certifications and certificates of completion **DO NOT** meet the current IFSAC requirement for Firefighter I & II certification.

Steps to Request and Administer a Program for AzCFSE Certification

An AzCFSE Adjunct Instructor must submit the following documents/forms prior to the start of a program and at least sixty (60) days prior to the requested test dates.

Note: To apply as an **AzCFSE Adjunct Instructor**, an **“Adjunct Instructor Application”** must be submitted to AzCFSE for review and approval. An Adjunct Instructor must conduct or oversee training sessions conducted as part of a program or workshop and is responsible for signing a roster form indicating that all candidates listed on the roster, are eligible to test for Certification or have completed a workshop to receive Certificates of Completion.

A. Program Application

- a. **Firefighter I & II program requests must be completed and submitted using the form, “Firefighter I & II Certification Program Application & Test Request” with specific information regarding Firefighter programs and required prerequisites.**

B. Syllabus & Lesson Plan Containing the Following Information:

- **Firefighter Programs:** List a breakdown of hours and lesson topics covered by date. Separate any online hours from classroom hours. A majority of cognitive hours must not be online hours.
- **Other Programs for Testing:** List the total number of instructional hours and an outline of lesson topics to be covered. Separate any online hours from classroom hours. A majority of cognitive hours must not be online hours.
- **List applicable NFPA Standards** covered by the training program. Must be listed by all programs.
- **List General information**, including program title, location, description and name of Lead Adjunct Instructor(s).
- **Dates:** List the start and end date for training.
- **Specify Location(s):** List classroom and other planned training location addresses.
- **Requirements:** List the required textbooks, equipment, grading scale, attendance requirements, other requirements and prerequisites for the program.
- **Firefighter Programs must give specific information related to the live burn:** Specify location(s), date(s), type(s) of burns planned. The syllabus must state that **all candidates for certification must participate in live burns** to be eligible to test. Live burns are subject to verification and observation by a representative of the AzCFSE.
- **Firefighter & Hazardous Materials Programs:** Include a reference to the AzCFSE document titled **“Preparing for Certification Testing”**. Candidates should either be ensured access to that document online or it should be copied and distributed to candidates. **Note:** *This document references certification testing prerequisites, requirements and testing expectations.*

Receive Approval from AzCFSE to conduct a program for certification testing. Allow up to thirty (30) days for review and approval of a Program Application after all required documents have been submitted (*review does not occur until all documents are received*). We will contact you if your submittal is missing any required information.

For all programs: You must submit an AzCFSE final roster using the applicable **“Student Roster Form”** on the **“Forms”** page of the AzCFSE website, **signed by the approved program lead Adjunct Instructor** at least **fourteen (14) days** prior to your requested certification test date. The roster must list the following information for each candidate who is eligible to test; full name (first, middle initial and last), AzSTARS EIN number, email address and department/agency or college.

AzSTARS EIN Numbers

(Note: Currently, the AzCFSE records system (AzSTARS), is only available for internal use by AzCFSE Staff)

If a candidate does not know their AzSTARS EIN number or does not already have a number in the system, the lead Adjunct Instructor will list those candidates on the final roster and leave the AzSTARS EIN field blank for those candidates. Once the final roster is submitted to AzCFSE, we will do a search for their existing number or create a new number for those candidates. All AzSTARS EIN numbers will be listed on the AzCFSE exam roster when the exam is administered. Each candidate must sign the exam roster and will have the opportunity to note their AzSTARS EIN number at that time.

Testing fee payments must be collected by the approved Lead Adjunct Instructor and submitted to the AzCFSE, prior to the scheduled test date. Payments must not be individually submitted by candidates, to the AzCFSE.

Money order(s), cashier's check(s) or department check(s) should be made payable to AzCFSE. This will allow each candidate to test for State certification, with up to three (3) attempts within one year of program completion. A record of program completion and eligibility to test, will only be kept for those candidates who are listed on the final, signed program roster.

Refunds: If a candidate does not meet all program requirements and is not eligible to test for State certification after a payment has been submitted, a candidate may request a refund by contacting the AzCFSE by email at melina.joya@azcfse.org.

Requirements for Skill Test Evaluators

Programs must provide skill station Evaluators for State certification exams. Evaluators must meet the requirements listed below. The AzCFSE will provide a Proctor to administer and oversee the testing process. Programs should have a minimum of five (5) Evaluators or more, on site, during a certification exam. Larger programs, exceeding twenty (20) candidates, should have additional skill Evaluators on site to ensure the timely completion of the skills exam. For very large programs, over forty (40) candidates, it is recommended to have more than ten (10) Evaluators on site. List the names and AzSTARS EIN numbers of all skill Evaluators on page two (2) of the applicable **“Student Roster Form”**. Qualified Firefighter I & II Evaluators will be defined as:

1. Skill Evaluators must possess certification as an NFPA 1001 Firefighter II.
2. Skill Evaluators must possess **one of the following** instructional credentials:
 - a. Fire Instructor I, NFPA 1041
 - b. NFA Educational Methodology
 - c. EDU 250
 - d. M410
 - e. Current valid Arizona Community College Instructor credential
 - f. Evidence of completion of four (4) semester units of upper division credit in educational materials, methods and curriculum development
3. Skill Evaluators must have actively instructed, co-instructed or participated in the practical skills instruction of a Firefighter I & II program in the State of Arizona, within the past eighteen (18) months.

*(Note: Program Skill Evaluators are **NOT** required to be approved Adjunct Instructors as defined by AzCFSE)*

Certificate Information

1. Certificates will be mailed to the approved Lead AzCFSE Adjunct Instructor or designee for distribution to candidates.
2. List the name on the “***Student Roster Form***”, of the person designated to receive certificates.
3. Certificates are not mailed directly to candidates.

Insurance Information

There is no implied insurance coverage through the AzCFSE or the Arizona State Fire Training Committee, for any classes sponsored and conducted by any outside organization or department, even if AzCFSE certificates are requested and received for those who successfully complete certification testing. It will be the responsibility of any department sponsoring classes and any outside instructors brought in to teach those classes, to ensure that adequate insurance is in place to cover those trainings.

Contact Information and Where to Submit Documents

Mailing Address

Arizona Center for Fire Service Excellence (AzCFSE)
PO Box 132
Avondale, AZ 85323

AzCFSE Staff

Jeff Johnston - Testing & Certification Coordinator

Phone: 623-333-6502 | Email: jeff.johnston@azcfse.org

Melina Joya - Executive Assistant / Program Coordinator

Phone: 623-333-6501 | Email: melina.joya@azcfse.org

All information and forms referenced in this document are available on the AzCFSE website at www.azfiretraining.org