# FIREFIGHTER I & II CERTIFICATION PROGRAM APPLICATION & TEST REQUEST

## *Arizona Center for Fire Service Excellence (AzCFSE)*

**TEST REQUESTS MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE TEST DATE. TEST DATES ARE NOT GUARANTEED. PLEASE PRINT CLEARLY OR TYPE**

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| **TYPE OF PROGRAM REQUESTED: Firefighter I & II Program** | **DATE SUBMITTED:** |
| **Check the appropriate box below regarding the HazMat (HM) requirement:*** This program includes HM training and ***will be tested on the same dates*** as this FF program
* This program includes HM training, but ***will be tested on a different date (complete page 2 to request HM testing)***
* HM is a prerequisite and does not need to be tested ***(candidates already have HM certifications, either IFSAC or ProBoard accredited OR will have the required HM certification prior to taking the AzCFSE FF certification exam)***

**IMPORTANT: DO NOT INCLUDE HAZMAT TESTING ON THIS PAGE IF IT IS *NOT* GOING TO BE TESTED WITH FIREFIGHTER ON THE SAME DATE(S). SEE THE FOLLOWING PAGE TO REQUEST HAZMAT TESTING ON DIFFERENT DATE(S)** |
| **PROGRAM SPONSOR *(DEPARTMENT / COLLEGE)*:** |
| **NFPA Standards Required:*** **Firefighter: 1001, 2019 Ed**
* **HazMat: 1072, 2017 Ed - Prerequisite level**
 | **Text(s):** | **Total Program Hours:** |
| **# OF TEST CANDIDATES:** | **PROGRAM START DATE:** | **END DATE:** |
| **PROGRAM MAILING ADDRESS:** |
| **CITY and ZIP:** |
| **REQUESTED DATE(S) FOR WRITTEN EXAM:*****(Pending proctor availability)*** | **WRITTEN EXAM TIME:*****(FF I & II requires 1.5 hours)*** |
| **REQUESTED DATE(S) FOR PRACTICAL EXAM:*****(Pending proctor availability)*** | **PRACTICAL EXAM TIME:** |
| **TEST LOCATION *(Facility name)*:** |
| **Written Exam Address, City and ZIP:** |
| **Practical Exam Address, City and ZIP:** |
| **LEAD ADJUNCT INSTRUCTOR:*****(Must be authorized by AzCFSE)*** | **EMAIL ADDRESS:*****(Required)*** |
| **COURSE COORDINATOR:*****(If different)*** | **EMAIL ADDRESS:*****(Required)*** |
| **Instructor Cell #:** | **Alternate Contact # for Proctor:** |
| **\*\*\*A current program instructor must be available at the start of each certification exam in case there are any questions\*\*\*** |
| **The Program Lead Adjunct Instructor acknowledges the following *(Initial below)*:**1. A Firefighter Course Syllabus & Schedule are attached
2. A HazMat Course Syllabus & Schedule are attached *(If part of this program)*
3. Live Burns are mandatory

*(If all burns are not mandatory, the syllabus must explain the policy)*1. All Information in the “**Preparing for Certification Testing**” document, is to be presented to all test candidates, and is available on the forms page at [www.azfiretraining.org](http://www.azfiretraining.org/)
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***OFFICE USE ONLY***

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| **REVIEWED / APPROVED BY:** | **DATE APPROVED:** |
| **CONFIRMED DATE FOR WRITTEN EXAM:** | **START TIME:** |
| **WRITTEN PROCTOR:** |
| **CONFIRMED DATE FOR PRACTICAL EXAM:** | **START TIME:***(Proctor should arrive early for briefing)* |
| **PRACTICAL PROCTOR:** |
| **AzCFSE PROGRAM #:** | **ENTERED:**  AzSTARS Program Tracking |

# HAZARDOUS MATERIALS AWARENESS & OPERATIONS CERTIFICATION PROGRAM APPLICATION & TEST REQUEST

## *Arizona Center for Fire Service Excellence (AzCFSE)*

**TEST REQUESTS MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE TEST DATE. TEST DATES ARE NOT GUARANTEED. PLEASE PRINT CLEARLY OR TYPE**

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| **TYPE OF PROGRAM REQUESTED:****Hazardous Materials Awareness & Operations** | **DATE SUBMITTED:** |
| **IMPORTANT:*** **USE THIS FORM TO REQUEST HAZMAT TESTING IF HAZMAT TRAINING WILL BE INCLUDED WITH THE FIREFIGHTER PROGRAM BUT IT WILL BE TESTED ON A DIFFERENT DATE**
 |
| **PROGRAM SPONSOR *(DEPARTMENT / COLLEGE)*:** |
| **NFPA Standards Required:*** **HazMat: 1072, 2017 Ed**
 | **Text(s):** | **Total Program Hours:** |
| **# OF TEST CANDIDATES:** | **PROGRAM START DATE:** | **END DATE:** |
| **PROGRAM MAILING ADDRESS:** |
| **CITY and ZIP:** |
| **REQUESTED DATE(S) FOR WRITTEN EXAM:*****(Pending proctor availability)*** | **WRITTEN EXAM TIME:*****(HazMat requires 1.0 hour)*** |
| **REQUESTED DATE(S) FOR PRACTICAL EXAM:*****(Pending proctor availability)*** | **PRACTICAL EXAM TIME:** |
| **TEST LOCATION *(Facility name)*:** |
| **Written Exam Address, City and ZIP:** |
| **Practical Exam Address, City and ZIP:** |
| **LEAD ADJUNCT INSTRUCTOR:*****(Must be authorized by AzCFSE)*** | **EMAIL ADDRESS:*****(Required)*** |
| **COURSE COORDINATOR:*****(If different)*** | **EMAIL ADDRESS:*****(Required)*** |
| **Instructor Cell #:** | **Alternate Contact # for Proctor:** |
| **\*\*\*A current program instructor must be available at the start of each certification exam in case there are any questions\*\*\*** |
| **The Program Lead Adjunct Instructor acknowledges the following *(Initial below)*:**1. A HazMat Course Syllabus & Schedule are attached
2. All Information in the “**Preparing for Certification Testing**” document, is to be presented to all test candidates, and is available on the forms page at [www.azfiretraining.org](http://www.azfiretraining.org/)
 |

***OFFICE USE ONLY***

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| **REVIEWED / APPROVED BY:** | **DATE APPROVED:** |
| **CONFIRMED DATE FOR WRITTEN EXAM:** | **START TIME:** |
| **WRITTEN PROCTOR:** |
| **CONFIRMED DATE FOR PRACTICAL EXAM:** | **START TIME:***(Proctor should arrive early for briefing)* |
| **PRACTICAL PROCTOR:** |
| **AzCFSE PROGRAM #:** | **ENTERED:**  AzSTARS Program Tracking |

# FACILITIES VERIFICATION FORM

**for Certification Programs & Workshops**

## *Arizona Center for Fire Service Excellence (AzCFSE)*

### This form must be completed and signed as part of the Program or Workshop Application Package and is required to receive approval from the Arizona Center for Fire Service Excellence.

**The purpose of this form is to provide documentation that:**

* For Certification Programs - Testing on all (100%) of the AzCFSE practical skills required as part of this program will be possible at the test site selected for the certification examination. Equipment and facilities will be available to test any of the required skills.

*(Note: a random selection of skills will be tested during the certification exam)*

* For Certification Programs & Workshops - The facilities and equipment used during the program or workshop, and for certification testing, ensures the health and safety of participants by providing facilities and equipment that meets or exceeds NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*.
* The facilities used for classroom and manipulative skill testing for the program, provides adequate space for testing. Adequate space is required to deter cheating during any written certification exam and to ensure privacy and safety during manipulative skills testing. The testing sites must also provide for the health and safety of participants.
* Personal protective equipment (PPE), apparatus and equipment to be used during skills testing meets or exceeds applicable NFPA Standards.
* Classroom and skills training sessions for programs and workshops must be conducted at Fire Department facilities, other Emergency Services Department facilities or recognized College facilities in Arizona, in order to receive certificates from AzCFSE, unless there is a valid reason for the training to be conducted at an offsite location. Approval for any offsite training location must be obtained on a case by case basis, prior to issuance of certificates.

***PLEASE PRINT OR TYPE***

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| **Type of Program or Workshop:***(i.e. Firefighter I & II, Rope Rescue I…)* |
| **Program Sponsor *(Department / College)*:** |
| **Physical Address:** |
| **Mailing Address:** |
| **City:** | **Zip:** |
| **Classroom Testing Location:***(If applicable)* |
| **Practical Skills Testing Location:***(If applicable)* |

I hereby verify that the facilities, personal protective equipment, apparatus and other equipment used during this Program or Workshop, and for certification examinations, ensures the health and safety of the participants, and meets the requirements of all applicable NFPA Standards, and other requirements as stated above. I further verify that the classroom facilities and testing sites used for certification testing will provide adequate space for classroom and manipulative skills testing. I verify that the facilities and equipment used for certification testing are adequate to allow testing on any AzCFSE skill sheet selected for the examination *(If applicable)*.

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| **Authorized Lead Adjunct Instructor:** |
| **Program Coordinator:** |
| **Instructor or Coordinator Signature:** | **Date:** |

**Firefighter I & II Program and Course Syllabus Requirements**

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| **Please enter the information requested below, sign/date at the bottom and submit to AzCFSE with the following:**1. **A Program Application & Test Request Form**
2. **A Facilities Verification Form**
3. **A Syllabus/Training Schedule showing that all prerequisites and requirements for certification testing are met**
 |
| **Program Sponsor *(Department / College)*:** | **Lead Adjunct Instructor’s Name:** |
| **Minimum Cognitive Hours Required: 90 hours****Practical Skill Hours: See below under *“Course Requirements”*****Enter Total Program Hours: See below under *“Required Course Topics & Hours”*** |
| **Governing Standard: NFPA 1001, 2019 Edition** |
| **Course Prerequisite:**Hazardous Materials Awareness & Operations, NFPA 1072 ***(Required Prerequisite for FF Certification)*** |
| **Attendance Requirement:**90% of all classroom/training sessions and completion of ***100% of all requirements and prerequisites*** listed below. |
| **COURSE DESCRIPTION** |
| The Firefighter I & II Certification Program must meet the requirements of NFPA 1001, 2019 Edition and include all requirements listed below. |
| **SYLLABUS/TRAINING SCHEDULE** |
| A Syllabus and Training Schedule meeting the course requirements outlined below, must be presented to AzCFSE with the *New Program Application & Test Request and Facilities Verification Forms* completed and signed. |
| **REQUIRED STUDENT TEXT / REFERENCE MATERIALS** |
| The written exam will be based on questions referencing the ***IFSTA “Essentials of Fire Fighting” - 7th Ed***and ***Jones and Bartlett “Fundamental of Fire Fighter Skills” - 4th Ed*** |
| **REQUIRED COURSE TOPICS & HOURS** |
| The following must be met for course completion | **List Total Program Cognitive/****Classroom Hours Below** | **List Total Practical Hours Below** |
| All applicable NFPA Standards *(NFPA 1001, 2019 Ed)* are followed *(See minimum hours required above)* |  |  |
| **REQUIRED INSTRUCTOR QUALIFICATIONS** |
| Lead Instructor must be an approved AzCFSE Adjunct Instructor for Firefighter I & IIRequirements: NFPA 1001 Firefighter II Certification and NFPA 1041 Fire Instructor I Certification *(or equivalent)\** –\*See *Adjunct Instructor Application* for additional information |
| **REQUIRED FACILITIES** |
| Training and testing facilities must be consistent with applicable NFPA safety standards and equipment requirements as noted on the AzCFSE *“Facilities Verification Form”*. The program must be able to test any randomly selected AzCFSE skill sheet during the practical skills certification exam. |

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| **COURSE REQUIREMENTS** |
| **All Applicable NFPA Standards *(NFPA 1001, 2019 Edition)* Must Be Followed**: It is the responsibility of all approved program instructors to be aware of all applicable NFPA Standards and follow those standards during the training program.**Hazardous Materials Requirement:** All test candidates must either complete a Hazardous Materials Awareness & Operations component which conforms to NFPA 1072, 2017 Edition or later, **and successfully pass the AzCFSE written and practical skills HazMat Certification Exams**, ***OR*** candidate(s) must present a Hazardous Materials Awareness & Operations Certification to the NFPA Standard 1072, 2017 Edition *(or later)*, with an IFSAC or ProBoard seal.**Training Requirement for Practical Skills**: There are no specific minimum requirements for the number of hours needed to meet skill manipulative objectives. During the training program, each student must become proficient in all manipulative skills required under the NFPA 1001 Standard as represented by the AzCFSE skill sheets. State certification requires that the authorized Adjunct Instructor certify each student as able to complete all AzCFSE required skills swiftly, safely and with competence. Instructors should adjust skill level practice hours to assure student success.**Student to Instructor ratios must be compliant with OSHA Requirements (29 CFR 1910).****Prerequisites for Testing: Must be completed by all AzCFSE certification exam candidates prior to taking an AzCFSE certification written or practical skills exam:*** **Completion of an AzCFSE approved certification program which meets all applicable NFPA requirements and prerequisites *(NFPA 1001, 2019 Edition and the prerequisite level, NFPA 1072, 2017 Edition or later)***
* **All candidates must be 18 years old prior to taking any certification exams**
* **The instructor must certify *(by signing the final roster)* that all candidates testing for AzCFSE certification, have demonstrated successful completion of all required AzCFSE skill sheets *(see azfiretraining.org)*.**
* **Other requirements as listed below and on the following pages.**

**Live Fire Burn(s)**: Consistent with **NFPA 1001, 2019 Edition and meeting all safety requirements of NFPA1403, Current Edition**, must be completed as part of an approved program. All candidates for State certification must participate in live burns prior to certification testing.**The program syllabus must indicate date(s), time(s), location(s) and types of burns scheduled.** AzCFSE may request to have an observer on site for live burns.**Important Note**: All applicable NFPA Standards related to Fire Control must be successfully met by all certification test candidates during the training program, prior to State certification testing (*see NFPA Fire Control sections)*:1. 5.3.7: Fire Control - Passenger Vehicle Fire
2. 5.3.8: Fire Control - Exterior Combustibles
3. 5.3.10: Fire Control - Interior Structure Fire
4. 5.3.19: Fire Control: Ground Cover Fire
5. 6.3.1: Fire Control - Exterior Ignitable Liquid Fire
6. 6.3.2: Fire Control - Coordinate Interior Attack Team
7. 6.3.3: Fire Control - Flammable Gas Cylinder Fire

***\*\*\*All candidates for certification testing MUST participate in live burns prior to testing\*\*\******Initial below to indicate that you understand all requirements in this document must be completed for all candidates, prior to certification testing:****Lead Adjunct Instructor *(Initial Here)*:** |

### Instructions: In the boxes below, list each burn planned, give a description of how the burn will be accomplished *(type of structure, etc.)*, describe safety standards in place and how NFPA 1403 will be met, and list the expectations of all candidates participating in each burn.

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| **Date** | **Answers to above questions *(Type(s) of burn(s), description, safety requirements, candidate expectations for performance during the burns)***- **Give description of each burn in the boxes below or attach another document which gives the requested information****\*\*\*Note on the form if this is a live fire burn or a simulation\*\*\*****\*\*\*All candidates must participate in live fire burns during the program\*\*\*** |
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***Attach additional sheets if necessary***

**Initial below to indicate that you understand all requirements in this document must be completed for all candidates, prior to certification testing:**

**Lead Adjunct Instructor *(Initial Here)*:**

A Syllabus/Training Schedule must be provided to AzCFSE prior to approval of this program to test for certification.

By signing this form, I affirm that all requirements listed in this document will be met prior to AzCFSE certification testing. I affirm that all candidates testing will be at least 18 years old at the time of their first certification exam.

**AzCFSE Authorized Lead Adjunct Instructor’s Signature**

**Instructions: Complete the information requested below and sign/date the bottom of the form:**

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| **Additional Requirements for Certification Testing** | **Date(s) Completed or Indicate Prerequisite** |
| **Emergency Medical**: Approved course or training conforming to NFPA 1001 4.3,*(e.g.; Medical First Responder, EMT or Paramedic)* –See AzCFSE *Policy & Procedures* document for more information |  |
| **Bloodborne Pathogens Training** |  |
| **CPR Card** |  |
| **Hazardous Materials Awareness & Operations, NFPA 1072** |  |

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| **Lead Adjunct Instructor *(Print Name)*:** | **Program Start Date:** | **Program End Date:** |
| Signature: | Today’s Date: |