

Reciprocity and Challenge Testing

Fire Instructor and Fire Officer

Arizona Center for Fire Service Excellence

This form is for those requesting certification with an IFSAC seal for the following level(s):

- **Fire Instructor I or Fire Instructor II – if the applicant has one of the following:**
 - Arizona certification to the same level, to one of the previous two NFPA 1041 Editions (2012 or 2007 Edition): written certification testing is required.
 - Certification to the same level issued by another state or entity with an IFSAC seal which was issued to the current or previous two NFPA 1041 Editions (2007 or later): written certification testing is required.
 - Certification to the same level issued by another state or entity with a ProBoard seal, and the form is signed by an Arizona Fire Chief (following the instructions on page 3 of this application): a written certification exam and a practical exam and projects must also be completed to receive certification with this option.
 - No current, valid certification for the level requested, but the form is signed by an Arizona Fire Chief (following the instructions on page 3 of this application): a written certification exam and a practical exam and projects must also be completed to receive certification with this option.

- **Fire Officer I or Fire Officer II – if the applicant has one of the following:**
 - Arizona certification which was issued prior to 2018, to one of the previous two NFPA 1021 Editions (2009 or 2003 Edition): written certification testing is required.
 - Certification issued by another state or entity with an IFSAC seal to the current or previous two NFPA 1021 Editions (2003 or later): written certification testing is required.
 - Certification to the same level issued by another state or entity with a ProBoard seal, and the form is signed by an Arizona Fire Chief (following the instructions on page 3 of this application): a written certification exam and a practical exam and projects must also be completed to receive certification with this option.
 - No current, valid certification for the level requested, but the form is signed by an Arizona Fire Chief (following the instructions on page 3 of this application): a written certification exam and practical projects must also be completed to receive certification with this option.

Challenge Testing Information

(Please read carefully before submitting application so that no delays in processing occur):

Challenge testing is not available for individuals certified prior to the 2007 Edition (Fire Instructor) or the 2003 Edition (Fire Officer), except through the option noted on page 3 of this application: with an Arizona Fire Chief's signature and five years of current active duty in the fire service.

To challenge the AZCFSE Fire Instructor I, Fire Instructor II, Fire Officer I, or Fire Officer II certification examinations, a candidate must complete this application and mail it to the address shown at the bottom of the application, along with testing fees as listed on page 4 of this application, and one of the following:

- Copy of a certification for the same level being tested from Arizona, or another IFSAC entity, which shows the applicable NFPA Standards for that level (must be issued to the current or previous two NFPA Editions to Challenge the test).
- Or a signature from an Arizona Fire Chief stating that the individual, with at least five years of current active duty in the fire service, or an equivalent certification with a ProBoard seal is qualified to test for the level(s) being requested.

Instructions for completing the Challenge Testing Application:

- 1) See Prerequisite requirements listed on page 4 of the application form.
- 2) Fill out all information requested on the application.
- 3) Indicate which levels you want to test for by checking the box or boxes on the form.
- 4) a) Obtain and attach a copy of applicable certifications with an IFSAC seal for the same level(s) being tested (must be the 2007 Edition, or later, of Fire Instructor, or the 2003 Edition, or later, of Fire Officer in order to challenge the test)
b) or have the form signed by the current Fire Chief of a recognized Arizona Fire Department – see page 3 for more information regarding how to complete certification requirements using a Chief's signature.
- 5) The applicant must sign the application.
- 6) Mail the application and copies of certifications to the address listed at the bottom of this application (please do not include originals because they will not be returned).
- 7) Include the non-refundable fee for each level requested.
a) \$75 fee for each level requested (allowing two attempts).
- 8) Note that a candidate has two attempts to pass the written certification examination for each level requested. If unsuccessful after two attempts, it would be necessary to complete another Challenge Test application after waiting 90 days, to test again.
- 9) The required written exam(s) and any required practical exam or projects must be completed within one year of receipt of the application.
- 10) Allow at least 45 days for processing and scheduling the necessary examinations. Note that practical exams can only be scheduled during a time when the examinations are occurring in the state. It may take additional time to find and schedule an exam during some periods of the year when there are not examinations taking place on a regular basis.

Instructions for completing the Challenge Testing Application with an Arizona Fire Chief's signature:

This option is only for those who do not have a certification which meets the requirements listed on page 1 of this application, and for applicants who have a current certification to the same level with a ProBoard seal.

- 1) See prerequisite information listed on page 4 of this document.
 - a) **If the applicant does not have a certification for any prerequisite which meets the requirements listed on page 4 of this document, it will be necessary to follow the process outlined here to challenge the certification exam for the prerequisite level, including any required skill exam and projects for the prerequisite level.**
- 2) If challenging the test with a Chief's signature, complete the application below and mark the certification level(s) you are requesting. The Chief's signature will vouch for your competency and qualifications to take the requested examination(s) for certification.
- 3) The applicant must sign the application.
- 3) Obtain the signature of a current, active Arizona Fire Chief in the section below. You must be a member of the same organization as the Fire Chief and you must have a minimum of five years of current active duty in the fire service or a certification to the same level with a ProBoard seal.
- 4) If using the option for a Chief's signature, it will also be necessary for the applicant to complete the written exam, required skill projects and any required practical examination for the level requested. A qualified evaluator must be available to verify completion of the projects and sign off on the candidate's packet. If requesting certification with this option the candidate's chief or supervisor must contact Jeff Johnston, AZCFSE Certification Coordinator, at 602-775-3387, to receive approval and instructions regarding skill projects.
- 5) If the level requested for certification is Fire Instructor I, it will also be necessary for the candidate to complete the "presentation skill" as a practical skill examination in addition to the required skill projects.
- 6) Include the non-refundable fee for each level requested.
 - a) **\$125 fee for each level requested** (allowing two attempts).
- 7) Note that a candidate has two attempts to pass the written certification examination for each level requested. If unsuccessful after two attempts, it would be necessary to complete another Challenge Test application after waiting 90 days, to test again.
- 8) The required written exam(s) and any required practical projects must be completed within one year of receipt of the application, or a new application and testing fee will be required
- 9) Allow at least 45 days for processing and scheduling the necessary examinations. Note that practical exams can only be scheduled during a time when the examinations are occurring in the state. It may take additional time to find and schedule an exam during some periods of the year when there are not examinations taking place on a regular basis.

Prerequisite Requirements for Fire Instructor and Fire Officer Challenge Testing:

In order to challenge an AZCFSE Fire Instructor or Fire Officer Certification exam, you must have the required prerequisite certification for the requested level. A certification must meet at least one of the following requirements to be used as a prerequisite:

- Certifications issued by AZCFSE or the Office of the Arizona State Fire Marshal for the required levels, will satisfy prerequisite requirements.

- Certifications, if issued by another state or entity, must have an IFSAC or ProBoard seal to satisfy prerequisite requirements.

Copies of required prerequisite certifications must be included with this application for challenge testing for each level requested.

If you don't have all the required prerequisites to challenge a test, it will be necessary to either use the Fire Chief's signature option to complete the certification requirements for the prerequisite level, or to complete an approved program, and pass certification testing for the prerequisite level.

Level Requested	Prerequisite Required (issued by AZCFSE, the Office of the Arizona State Fire Marshal, or with an IFSAC or ProBoard Seal)
Fire Instructor I	No prerequisites required
Fire Instructor II	Fire Instructor I
Fire Officer I	Fire Instructor I AND Firefighter II
Fire Officer II	Fire Officer I

Reciprocity & Challenge Testing Certification Application

Arizona Center for Fire Service Excellence

PLEASE PRINT OR TYPE

Name:
Certification level(s) requested:
<p><u>Fire Instructor Certification options:</u></p> <p><input type="checkbox"/> Fire Instructor I, NFPA 1041, 2007 or 2012 Edition (upgrading older Arizona certifications only) – check this option if your certification was issued by AZCFSE, or the Office of the Arizona State Fire Marshal to the NFPA 1041, 2007 or 2012 Edition – written test required; \$75 testing and certification fee required</p> <p><input type="checkbox"/> Fire Instructor I, NFPA 1041, 2007 Edition, or later – check this option if your certification has an IFSAC Seal issued in another accredited state/ entity to the NFPA 1041, 2002 Edition, or later – written test required; \$75 testing and certification fee required</p> <p><input type="checkbox"/> Fire Instructor I with Fire Chief's signature – see instructions on page 3 - written test and practical required, \$125 testing and certification fee</p> <p><input type="checkbox"/> Fire Instructor II, NFPA 1041, 2007 or 2012 Edition (upgrading older Arizona certifications only) – check this option if your certification was issued by AZCFSE, or the Office of the Arizona State Fire Marshal to the NFPA 1041, 2007 or 2012 Edition – written test required; \$75 certification fee required</p>

- Fire Instructor II, NFPA 1041, 2007 Edition, or later** – check this option if your certification has an IFSAC Seal and was issued to the NFPA 1041, 2007 Edition, or later – **written test required; \$75 certification fee required**
- Fire Instructor II with Fire Chief's signature** – see instructions on page 3 - **written test and practical required, \$125 testing and certification fee**

Fire Officer Certification options:

- Fire Officer I, NFPA 1021, 2003 Edition, or later** – check this option if your certification was issued by another accredited state/ entity with an IFSAC seal, or by AZCFSE, to the NFPA 1021, 2003 Edition, or later – **written test required; \$75 certification fee required**
- Fire Officer I with Fire Chief's signature** – see instructions above - **written test and practical required, \$125 testing and certification fee**
- Fire Officer II, NFPA 1021, 2003 Edition, or later** – check this option if your certification was issued by another accredited state/ entity with an IFSAC seal, or by AZCFSE to the NFPA 1021, 2003 Edition, or later – **written test required; \$75 certification fee required**
- Fire Officer II with Fire Chief's signature** – see instructions on page 3 - **written test and practical required, \$125 testing and certification fee**

Name as it may appear on certification records:

(if different than above)

E-mail Address:

Phone:

Mailing address:

City:

State:

Zip:

Date of Certification:

IFSAC or Pro Board Seal # (if applicable):

State, Province, Country or Entity that issued certification(s):

Entity certification contact name:

Phone:

Entity mailing address:

City:

State:

Zip:

I authorize the entity that issued my certification(s) to release my course transcripts and/or certification records to the Arizona Center for Fire Service Excellence (AzCFSE), for the purpose of verifying the information provided on this application. I understand that after all items referenced in this application are submitted and verified, I will have two attempts to take the written exam required for each level requested, and if unsuccessful, it will be necessary to complete another challenge testing after a 90 day period, and pay any required fees with that new application to test for Arizona certification again. I understand that Arizona certification will not be received until after completing all requirements, and successfully passing all the AZCFSE written and practical exams required for the level(s) requested.

Test Candidate Signature _____ Date _____

Option for Arizona Fire Chief's signature: In place of the required copies of certification records, a candidate may submit this form with a signature below (must be an active Chief of a recognized Arizona Fire Department)

I _____ (Chief's name printed) do hereby affirm that _____ (print name of candidate) has five years or more of current active duty in the fire service or has a current certification to the same level with a ProBoard seal. The candidate is a member of my organization, and demonstrates the required level of competency to test for the certification(s) being requested on this form. I understand that all required prerequisites listed on page 4 of this application must be demonstrated by the candidate, and that the applicable written and practical certification exams must be passed in order to receive Arizona Certification. If the candidate is unsuccessful after two attempts, it will be necessary to complete another application after a 90 day waiting period for the candidate to have an opportunity to take the examination(s) again.

The candidate's chief or supervisor must contact Jeff Johnston, AZCFSE Certification Coordinator (623-333-6502) for more information on skills testing and skill projects. A qualified evaluator must be available to evaluate and sign off on the required skill projects if the candidate is requesting certification with this option.

Chief's Signature _____ **Department:** _____
Date: _____ **Chief's email address** _____ **Phone** _____

A NON-REFUNDABLE APPLICATION FEE FOR EACH LEVEL REQUESTED MUST BE PAID BY DEPARTMENT CHECK, CASHIERS' CHECK, OR MONEY ORDER MADE PAYABLE TO: AzCFSE.

Mail to: **Arizona Center for Fire Service Excellence**
P.O. Box 132
Avondale, AZ 85323