

Certification Program Information

Arizona Center for Fire Service Excellence (AzCFSE)

Programs available for State Certification through AzCFSE:

Firefighter I & II (combined) - written and skills assessment required

Hazardous Materials Awareness & Operations (combined) - written and skills assessment required

Fire Instructor I – written and skills assessment required

Fire Instructor II – written and skills assessment required

Fire Inspector I: programs run through AFMA, testing conducted by AzCFSE

Fire Inspector II: programs run through AFMA, testing conducted by AzCFSE

Fire Investigator I: programs run through AZIAAI, testing conducted by AzCFSE E

Fire Investigator II: programs run through AZIAAI, testing conducted by AzCFSE

Fire Officer I - written and skills assessment required

Fire Officer II - written and skills assessment required

Workshops for Certificates of Completion:

All approved training programs 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 running a workshop.

IMPORTANT: All programs for state Certification or Certificates of Completion must be requested by an AzCFSE approved Adjunct Instructor authorized to conduct that program.

To receive approval, submit an **“Authorized Instructor Application”**. An Adjunct Instructor must conduct or oversee training sessions. The approved instructor is responsible for signing the paperwork indicating that all candidates to test for certification have met all requirements listed on the roster form.

All forms and documents referenced in the document can be found at: www.azfiretraining.org

Training Contact #'s:

Jeff Johnston: 602-775-3387

Melina Joya: 602-775-2976

Where to submit documents:

Email: jeff.johnston@AZCFSE.org or melina.joya@AZCFSE.org

Mailing address: Arizona Center for Fire Service Excellence
Attn: Jeff Johnston, or Melina Joya
P.O. Box 132
Avondale, AZ 85323

Policy & Testing Information:

Important policy information related to programs, testing, prerequisites, etc. is listed 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 is located on the document “**Preparing for Certification Testing**” which can be found on the forms page of the AzCFSE website: www.azfiretraining.org

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.

Certification testing during August and September is strongly discouraged and will only be considered under special circumstances due to preparation for the AZ Fire School. Exam results and certificates may be significantly delayed if testing during this time. Testing is not usually conducted on Sundays.

Firefighter and Hazardous Materials testing:

IFSAC accreditation requires us to test the prerequisite levels of Hazardous Material Awareness and Operations, if a candidate does not already possess a Hazardous Materials Awareness and Operations certification with an IFSAC or ProBoard seal, to NFPA 1072, 2017 Edition, or later.

Candidates for firefighter certification must successfully complete the AzCFSE hazardous materials awareness and operations certification written and practical exams, or present a certification as specified above. Additionally, candidates must successfully complete the AzCFSE firefighter I & II written and practical exams.

Hazardous Materials Awareness and Operations certifications will be issued after both the awareness and operations written and practical exams are successfully completed. Candidates who complete an approved program will have three (3) attempts to pass all written and practical exams within one year of completion of the program.

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

Firefighter and HazMat examinations may be conducted together or separately. See the fee schedule on the AzCFSE website for more information.

HAZARDOUS MATERIALS AWARENESS AND OPERATIONS REQUIREMENT:

- The old Arizona Hazardous Materials Awareness and Operations Certificates of Completion do not meet the current IFSAC requirement for Firefighter certification, because AzCFSE certification written and practical exams were not conducted.
- The only HazMat certificates that meet the current IFSAC requirement for firefighter certification are those with IFSAC or ProBoard seals to the NFPA 1072, 2017 Edition, or later.
- The current requirement calls for HazMat certification in Awareness, Operations, and the mission specific levels of PPE and Product Control, with IFSAC or ProBoard seals, or a candidate must pass both sections of the AzCFSE Hazardous Materials Awareness and Operations examination process.

Steps to Request and Administer a Program for AzCFSE Certification:

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

A. Program Application

- a. **Firefighter I & II program requests must be completed using the Firefighter – Program Application with specific information regarding firefighter programs and the prerequisites.**

B. Syllabus & lesson plan which contains 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.
- **General information**, including program title, location, and description, and name of lead Instructor(s).
- **Dates:** List the start and end-date for training.
- **Location:** classroom and other planned training locations.
- **Requirements:** List the required text books and equipment, grading scale, attendance requirements, other requirements and prerequisites for the program.
- **Firefighter Programs must give specific information related to the live burn:** location, date(s), type(s) of burns planned, and candidate performance expectations. The syllabus must state that **all candidates for certification must participate in live burns** to be allowed to test. Live burns are subject to verification and observation by a representative of AzCFSE.
- **Firefighter & Hazardous Materials Programs:** Include a reference to the AzCFSE document titled “**Preparing for Certification Testing**”. Candidates should have access to this document, which references certification testing prerequisites and requirements, and testing expectations.

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

For all programs: At least **fourteen (14) days** prior to your requested certification test date you must submit a **final roster on the AzCFSE Official Roster Form**, which must be **signed by the approved Instructor** showing the full name (first, middle and last name) for all candidates, EIN’s for everyone who has one, email addresses and department information for all candidates who are eligible to test.

IMPORTANT NOTE REGARDING EIN’S: At this time, candidates are not able to create a new account in the AzCFSE records system (AZSTARS) on their own. For each candidate who does not already have an EIN in the system, AzCFSE will create an account. Those EIN’s will be listed on the exam roster signed by candidates when the AzCFSE certification exam is administered. Each candidate will have the opportunity to note their EIN at that time.

Payments must be submitted for all programs by the approved Lead Instructor prior to the test date. Individual payments will not be accepted from candidates.

Money order(s) or departmental check(s) should be made out to: AzCFSE. This will allow each candidate to test for state certification up to three (3) times 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: In the event that a candidate has not met all program requirements to test for state certification after a payment was submitted then a refund for that candidate may be requested by contacting AzCFSE in writing.

Requirements for Skill Test Evaluators:

Programs must provide skill station Evaluators for State Certification Exams. Evaluators must meet the requirements listed below. AzCFSE will provide a Proctor to administer and oversee the examination process. Programs should have a minimum of five (5) Evaluators, or more, on site during the 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 EIN's of all skill Evaluators on page two (2) of the official roster form. Qualified Fire Fighter I & II Evaluators will be defined as:

1. Skill Evaluators must possess Certification as an NFPA 1001 Fire Fighter II
2. Skill Evaluators must possess **one of the following** instructional credentials:
 - a. NFPA 1041 Fire Instructor I
 - 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 Fire Fighter I & II Program in the State of Arizona within the past eighteen (18) months.
4. NOTE: Program Skill Evaluators do NOT need to be Adjunct Instructors as defined by AzCFSE.

Certificates will be mailed to the approved Lead Instructor or designee for distribution to the candidates. **List the name of the representative who is designated to receive certificates on the roster form.**

Certificates are not mailed directly to candidates.

Insurance Information: There is no implied insurance coverage through AzCFSE, or the 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.