ARIZONA
ADJUNCT INSTRUCTOR
ORIENTATION PROGRAM

Arizona Center for Fire Service Excellence
AzCFSE

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azfiretraining.org (azcfse.org)

WHAT WILL WE ACCOMPLISH IN THIS PRESENTATION?

1. Explain what **AzCFSE** does and why
2. Demonstrate the <u>Value</u> of Certification
3. Create an understanding of the role of **<u>IFSAC</u>**
4. Explain the **<u>Adjunct Instructor's role</u>** in running a successful program for Certification
5. Increase your understanding of Certification **<u>testing policies</u>**

TYPES OF CERTIFICATES AND CERTIFICATIONS OFFERED BY AzCFSE

- **Certificates of completion**:
  - Provided for candidates who complete approved workshops conducted by approved instructors
  - Workshops do not require certification exams
- **Certifications for accredited programs**:
  - Firefighter I & II and Hazardous Materials Awareness and Operations require AZCFSE written and practical exam testing prior to certification being issued
- **Certifications for other programs**:
  - Other programs that require only written exam testing may be state certifications, but not accredited by IFSAC

CERTIFICATES OF COMPLETION

- Not the same as a certification, which requires testing by AzCFSE

- The **approved instructor** may request certificates of completion by turning in required documents listed on the forms page at azfiretraining.org:
  - **Workshop Request Form**
  - **Facilities Verification Form**
  - **Syllabus**

- At the conclusion of the program an **official roster form** is turned in along with certificate fees.

- Allows for recognition of successful completion by attendees through a certificate and a record in the AZCFSE training records database.

WHAT IS THE VALUE OF CERTIFICATION?

- Documents achievement independent of the organization

- Provides credibility to an organization, and its membership as fire professionals

- Allows for individual recognition of success demonstrated through **3rd party testing**

WHY DO DEPARTMENTS WANT ARIZONA CERTIFICATION?

- **Time** has proven the validity of Arizona Certification

- **Acceptance** has proven the value of Arizona Certification

THE ADJUNCT INSTRUCTOR IS A VALUABLE PART OF THE ARIZONA CERTIFICATION PROGRAM

Adjunct Instructors Are:

- Directly responsible for acceptance and respect of Certification

- Set the quality of knowledge for each program

- Responsible for the skill abilities of program participants

WHAT IS ARIZONA CERTIFICATION and HOW DO YOU GET IT?

- Certification is a <u>voluntary program</u> offered by AzCFSE
  - ➢ No state law requires certification

- To request certification testing, a <u>program</u> must meet AzCFSE program requirements

- <u>Individuals</u> within each program:
  - ➢ Must meet the prerequisites and successfully <u>complete</u> an approved certification program
  - ➢ Test for competency under the NFPA standard

ARIZONA CERTIFICATION LEVELS

- FIREFIGHTER I & II - IFSAC
- HAZARDOUS MATERIALS AWARENESS & OPERATIONS - IFSAC
- HAZARDOUS MATERIALS TECHNICIAN - IFSAC (PHOENIX FIRE DEPARTMENT)
- FIRE INSTRUCTOR I & II
- FIRE OFFICER I & II - IFSAC
- FIRE INSPECTOR I & II
- FIRE INVESTIGATOR I & II

ARIZONA CERTIFICATION STANDARDS AND PERFORMANCE CRITERIA

CERTIFICATION TESTS ARE BASED ON NFPA STANDARDS

- FIRE FIGHTER I&II, NFPA 1001
- HAZARDOUS MATERIALS AWARENESS & OPERATIONS, NFPA 472
- FIRE INSPECTOR I & II, NFPA 1031
- FIRE INSTRUCTOR I & II, NFPA 1041
- FIRE OFFICER I & II, NFPA 1021

WHAT IS IFSAC?

INTERNATIONAL **F**IRE **S**ERVICE **A**CCREDITATION **C**ONGRESS

- ➢ A **peer-driven** organization
- ➢ Created to raise the level of **professionalism** in the fire service
- ➢ Accredits fire service training entities by peer review of program outcome testing to a **national standard**
- ▪ **IFSAC** is **not** a certification
  - ➢ individuals cannot be certified by IFSAC
- ▪ **IFSAC** is an **ACCREDITATION** of a certifying agency's testing process
- ▪ **Visit** the **AzCFSE** website for the most up-to-date information regarding **IFSAC** membership and accreditation (azfiretraining.org)

STARTING A CERTIFICATION PROGRAM

- An approved **Arizona Adjunct Instructor** must submit the course in advance and conduct the program

- Prior to first class, and **at least 60 days prior** to the date you want to have certification testing, submit at minimum:
  - ➤ **Application & Test Request Form**
  - ➤ **Facilities Verification Form**
  - ➤ **Class syllabus**

- Additional paperwork required for testing:
  - ➤ Initial roster with EIN's two weeks after class starts (Firefighter Programs)
  - ➤ The Final roster is due three weeks prior to testing (All Programs)
    - ➤ If there are any changes after you turn it in just notify AzCFSE staff by email

FACILITIES VERIFICATION FORM

This form declares:

- The course will use appropriate classroom areas:
  - ➤ **Lighted**
  - ➤ **Heated/cooled**
  - ➤ **Comfortable**
- The course will use equipment meeting applicable NFPA standards
- Classes will be conducted at **recognized emergency services department or college facilities**

THE COURSE SYLLABUS & LESSON PLAN

The Syllabus and lesson plan should show **who, what, when, where** :

- ➢ **Who** is hosting the class and **who** is instructing
- ➢ **When and where** are classes held
- ➢ **What** are the **requirements, prerequisites and expectations**.
- ➢ **What curriculum** is used
- ➢ **What topics are covered** and how many **hours** are in the program
  - ▪ Keep classroom hours <u>separate</u> from skill practice on your submitted lesson plan

Firefighter Program Requirements Form

Firefighter programs must submit the **Firefighter Program Requirements Form**:

- Indicate total **classroom hours** and **skill hours**.

- There are no minimum required skill hours but the program Adjunct Instructor must ensure that **all students are proficient in all skills prior to testing**

- Other **prerequisites** for testing are listed: **EMS, Hazardous Materials**, etc.

Arizona Center for Fire Service Excellence

Firefighter I & II Program and Course Syllabus Requirements

Instructions: Enter the information requested below, sign and date the form at the bottom, and turn in to AZCFSE along with the following: 1) A New Program Application & Test Request form, 2) Facilities Verification Form, and 3) A syllabus/Training schedule which shows that the prerequisites and requirements for certification testing listed below are met

Department Sponsor:		Lead Instructors Name:
Total Student Contact Hours Required	Minimum Cognitive Hours Required: **90 hours** Practical skill hours: See below under "Course Requirements" Enter program total hours below under "Required Course Topics & Hours"	
Governing Standard	NFPA 1001, 2013 Edition	
Course Pre-requisites	Hazardous Materials Awareness and Operations – NFPA 472 (Prerequisite for 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 and II Certification Program must meet the requirements of NFPA 1001, 2013 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 a New Program/Test Request Form and a Facilities Verification form.

REQUIRED STUDENT TEXT / REFERENCE MATERIALS
The written exam will be based on questions which reference: IFSTA "Essentials of Fire Fighting", 6th Ed, and Jones and Bartlett "Fundamental of Fire Fighter Skills", 3rd 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
Syllabus must note that all applicable NFPA standards (NFPA 1001, 2013 Ed.) are followed - (see minimum hours required above)		

REQUIRED INSTRUCTOR QUALIFICATIONS
Lead Instructor must be an approved AZCFSE Adjunct Instructor for Firefighter I & II. Requirements: NFPA 1001 Firefighter

ROSTERS AND EIN'S

- All Certification Programs require a **roster submitted two weeks prior to the certification exam showing names and EIN's** used as a tracking ID number

- An **EIN (Electronic ID Number)** can be obtained from the records database system online at **www.erma.az.gov**

  ➢ See ERMA instructions on the website: **azfiretraining.org**

  on the Forms page

- <u>Firefighter</u> Certification Programs must also submit an **initial roster** within two weeks of the start of the program

FINAL ROSTERS

The following <u>important</u> rules regarding final rosters <u>will be enforced</u>:

➢ **Final roster** must come <u>directly</u> from the **approved Adjunct Instructor** for that program

➢ The appropriate **official Roster Form** from the AZCFSE website must be used

➢ The **Adjunct Instructor's signature** is required on the final roster

➢ All candidates who successfully complete a program must appear on the final roster in order to be eligible to test as part of that program

➢ If a candidate completes all program requirements but is <u>**not 18 years old**</u> on the date of the test that should be noted on the roster along with the <u>date the student will turn 18</u>. Students who turn 18 less than one year from completion of a program may test after their 18th birthday.

CERTIFICATION TESTING FEES

- <u>All Certification Programs</u> require a **testing fee** submitted prior to the certification test by either department check or student money orders/cashier's checks

- This certification testing fee allows students **3 attempts within one year** of completion of the program in both the written and practical exams

  - All programs require a written exam but not all programs require a practical exam

- Students not successful within 3 attempts, or after a year has lapsed, must <u>retake</u> a certification program prior to testing again.

CERTIFICATES

- **Certificates** are mailed to the **program Adjunct Instructor** for distribution to students
- **Successful candidates receive a Certification** suitable for framing and a wallet sized card

CERTIFICATION TESTING SUCCESS IS SEPARATE FROM PROGRAM SUCCESS

Keep certification separate from any determination of academic success in the program:

- The measure of a students academic success cannot involve certification testing
- Success in a program comes first and certification success can take up to a year and 3 testing attempts

PREREQUISITES FOR CERTIFICATION TESTING

Candidates for any AzCFSE Certification must:

- ✓ Complete an approved Certification Program and all program requirements
- ✓ Appear on the Program Final Roster signed by an authorized Adjunct Instructor
- ✓ Or meet the guidelines for Reciprocity Challenge Testing
- ✓ Submit a payment for the testing fees
- ✓ Be 18 years old at the time of the Certification Test

FIREFIGHTER PROGRAM REQUIREMENTS

All Candidates for **Firefighter Certification** must also meet the certification program requirements for:

- ✓ EMS and Bloodborne Pathogens
- ✓ CPR Certification
- ✓ Hazardous materials prerequisite
- ✓ Live burns meeting the NFPA standard

FULL DISCLOSURE OF TESTING PROCESS AND INSTRUMENTS

- IFSAC Requires **full disclosure** of test instruments
- At the beginning of a program each student must receive access to:
  - ➢ A copy of "**Preparing for Certification Testing**"
  - ➢ A complete set of **Practical Skill Evaluation Sheets** from AzCFSE
    - ✓ AzCFSE skill sheets and "Preparing for Certification Testing" form are **posted online at azfiretraining.org**

THE WRITTEN EXAMINATION

- **Multiple choice** exam
- **50 to 100 question** depending on the level being tested
- **Passing score 70%** on all required sections of the exam (i.e. Firefighter I questions and Firefighter II questions)
- A retest requires a **30 day wait** before the next attempt

THE FIREFIGHTER & HAZARDOUS MATERIALS FRO PRACTICAL SKILL EXAMINATIONS

- Randomly selected AzCFSE **Skill Sheets**
  - One Firefighter skill will require donning an SCBA
- Candidates are evaluated by **Program Evaluators**
  - **Evaluators** are selected by the program and must:
    - Be certified in the level they are evaluating or higher
    - Have previous teaching experience
    - Only evaluate students on skills that he or she did not teach to the candidates being evaluated
    - Be listed on the AzCFSE final test roster as Evaluators
  - An AzCFSE **Proctor** is present to ensure objectivity of testing environment

PRACTICAL EXAM (continued)

- Success in examination is pass or fail
  - Candidates know results when they leave
- Test method
  - Two attempts at each skill station
  - Maximum of 10 minutes at one skill station unless otherwise noted
- There is <u>no waiting period</u> if another attempt is required

RE-TESTING

- Candidates must contact AzCFSE to schedule a retest after viewing the list of scheduled tests.
  - ➢ Information for scheduling is listed on the **Testing Schedule page at azfiretraining.org**
- **Written** retests
  - ➢ Require a 30 day wait from original test
- **Practical** skill retests
  - ➢ No wait required to retest
  - ➢ Candidate must provide their own SCBA and full PPE

IF YOU NEED HELP

Contact AzCFSE

- **Jeff Johnston:**
  - 602-775-3387
  - jeff.johnston@azcfse.org

- **Melina Joya:**
  - 602-775-2976
  - melina.joya@azcfse.org

azfiretraining.org

In Conclusion

Now that you have completed the Adjunct Instructor Orientation, please take a moment to complete the "Confirmation Form" on this website and mail it with your **name, EIN, and signature**. You will receive credit and a notation on your training record that you have met the requirement.

Mail to:
AzCFSE
P.O. Box 132
Avondale, AZ 85323

You may also **scan** the form and send as an email attachment (a **signature** is required):

jeff.johnston@azcfse.org or
melina.joya@azcfse.org

Thank You!!