

MINNESOTA FIRE SERVICE CERTIFICATION BOARD



POLICY AND PROCEDURE MANUAL

MINNESOTA FIRE SERVICE CERTIFICATION

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MISSION STATEMENT

The mission of the Minnesota Fire Service Certification Board is to provide a means of recognition of persons who achieve the levels of competency specified in established standards.

ARTICLE I **SCOPE**

It shall be the policy of the Minnesota Fire Service Certification Program, administered by Minnesota Fire Service Certification Board to develop and maintain a certification system following the National Fire Protection Association's Professional Qualifications Standards and criteria as outlined by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications(ProBoard).

ARTICLE 2 **PURPOSE**

1. These criteria are designed for application by the Minnesota Fire Service Certification Board to administer certification designed to meet International Fire Service Accreditation Congress (IFSAC) standards for accreditation and the National Fire Protection Agency Professional Qualifications Committee on Accreditation.
2. This information is also designed to disseminate and make known all procedures, policies, and methods to all interested parties who participate in the certification and accreditation process.

ARTICLE 3 **EMPOWERMENT & STATE ASSOCIATION REPRESENTATION**

The State of Minnesota enacted Firefighter Licensure effective July 1, 2011 (299N.05) which requires all career/full-time fire service personnel to obtain a license in order to be employed. Licensure requires include; payment of a fee, confirmation of employment, and Certification to NFPA 1001 FFI and FFII Standard by an IFSAC Accredited Entity (Minnesota Statute 299N.04)

The State of Minnesota does not legislate a requirement for mandatory certification of the volunteer, duty crew or paid-on-call fire service personnel by the certification system administered by the Minnesota Fire Service Certification Board (MFSCB).

Hence, the fire service certification system administered by the Minnesota Fire Service Certification Board is both a compulsory and voluntary system and is empowered by the State Statute 299N.04 which includes language requiring the Minnesota Board of Fire Training and Education to designate an IFSAC accredited Certification Agency which the board did by Resolution on April 19, 2011.

The following State fire service associations have representation on the Minnesota Fire Service Certification Board.

These organizations are:

Minnesota State Fire Chiefs' Association
Minnesota State Fire Department Association
Minnesota Chapter-International Association of Arson Investigators
Fire Marshals Association of Minnesota
State Fire Marshal Division
IFSAC Degree Assembly Institution
MnSCU Program Fire Training Coordinators Group
Minnesota Professional Fire Fighters
Fire Instructors and Training Officers Association of Minnesota

ARTICLE 4 **ORGANIZATION**

1. The Minnesota Fire Service Certification Board shall be the governing body for the certification of Fire Service personnel of the State of Minnesota.
2. The represented organizations shall appoint one regular member and one alternate to serve on the Board nominated by and from the following organizations:
 - A. Minnesota State Fire Chiefs' Association
 - B. Minnesota State Fire Department Association
 - C. Minnesota Chapter-International Association of Arson Investigators
 - D. Fire Marshals Association of Minnesota
 - E. State Fire Marshal Division
 - F. Each Minnesota Fire Chiefs' Regional Association may appoint a member.
 - G. IFSAC Degree Assembly (Minnesota Training Institution)
 - H. MnSCU Program Fire Training Coordinators Group
 - I. Minnesota Professional Fire Fighters
 - J. Fire Instructors and Training Officers Association of Minnesota
 - K. The Board may appoint, from the Minnesota Fire Service Community, additional members and alternates to serve at large on the Board.
3. Alternates shall attend Board meetings in the absence of the regular appointed member.
4. The Board shall adopt policies and procedures for operation.
5. The Minnesota Fire Service Certification Board shall consist of a Chairperson, Vice-Chairperson, Treasurer, Secretary, Directors and a contracted Executive Director who shall be responsible for managing all facets of the operation.
6. The Certification Board Members shall elect a Chair, Vice-Chair, Treasurer, Secretary and executive committee members in accordance with the association bylaws.
7. The Certification Board shall meet at the call of the Chair; at the request of a majority of its members; or at such time as it prescribes in its policies.
8. There shall be no fewer than two meetings per year.

ARTICLE 4.1

POWERS AND FUNCTIONS

1. The Certification Board shall be the certifying agency for fire service personnel in Minnesota.
2. The Certification Board shall appoint and train examiners to conduct both the written and skills tests for certification.
3. The Certification Board shall adopt a program to determine and certify that fire service personnel meet the standards it has established.
4. It shall be the policy of the Certification Board to review all questions in the respective test banks on a regular basis. All questions shall be reviewed by a Board member or a Board designee having expertise in the relevant subject matter. Questions shall be reviewed both for subject matter validity and jurisdictional relevance when a new test bank is received or when a revised standard is promulgated. All material shall be maintained and secured by the Executive Director.

ARTICLE 4.2 RESPONSIBILITY OF COMMITTEES

1. Committees may be appointed as deemed necessary by the Certification Board.
 - a. An Appeals Committee shall be established in accordance with the Article 9, Appeals Policy.
2. Whenever practical, State and other agencies with interest in or responsibilities for fire prevention and control shall be called upon as consultants regarding subject matter, and for expertise, advice and assistance.

ARTICLE 4.3 FUNDING

1. The Minnesota Fire Service Certification program is funded through fees collected from the candidates who apply to take the tests and from recertification. (See Appendix A Fee Schedule)

ARTICLE 4.4 STAFFING

1. The Minnesota Fire Service Certification Board shall have and maintain the personnel resources necessary to implement and sustain the Certification program. All staff shall have adequate knowledge and skills to perform their jobs.
2. Examiners shall conduct all certification examinations, both written and skill exams.
3. The Certification Board is responsible for appointing and determining the total number of examiners on staff who shall be required to attend at least one orientation/training session annually.
4. Applications for the position of examiner are available from the Office of the Executive Director of the Certification Board. They shall be completed and returned to the office where they are reviewed for completeness and forwarded to the Certification Board for approval.

ARTICLE 4.5
SUSPENSION, REVOCATION OR DENIAL

The MFSCB (Minnesota Fire Service Certification Board) may suspend, revoke or deny certification to any person when it is found that the individual has knowingly made an intentional misrepresentation of any information required for any level of certification or has obtained training or certification by any means of false pretense, deception, fraud, misrepresentation or cheating.

ARTICLE 5
CERTIFICATION PROGRAM

1. It shall be the policy and practice of the Minnesota Fire Service Certification Board to certify personnel to the current edition of National Fire Protection Association Professional Qualification Standards (NFPA) and other standards adopted by the Board of Directors. Certification Standards shall be updated by the Minnesota Fire Service Certification Board in accordance with the requirements established by the International Fire Service Accreditation Congress and the National Board on Fire Service Professional Qualifications. Currently IFSAC requires adoption with 3 years and ProBoard within 2 years.
2. The Minnesota Fire Service Certification program is voluntary. Any person wishing to become certified shall do so by successful completion of examination requirements. In 2009, the Minnesota Legislature passed a bill that was signed by the Governor that requires all full time – career fire fighters to be licensed and one of the three criteria is IFSAC certification to Fire Fighter I and Fire Fighter II.
3. Completion of stipulated courses of study of training is (are) not a required condition for certification with the exception of Fire Investigator which requires 24 hours of approved training and Hazardous Materials Technician which states the candidate must attest to have had training specific to the JPR being tested.
4. Candidates must meet all of the appropriate NFPA pre-requisite requirements of the Standard for which they are being examined to be certified.
5. In fulfilling its responsibilities for qualifying fire service personnel, the Board shall provide suitable tests and skills examinations.
6. Incumbent Eligibility: The Minnesota Fire Service Certification Board does not issue certifications based on experience, training, and/or time of service (portfolio). Thus, individuals wishing to obtain certification at higher levels must successfully complete an examination subsequently obtaining a passing score on those certification exam(s) that are prerequisites for the level they are seeking to obtain.

ARTICLE 6
AVAILABILITY OF CERTIFICATION

1. It shall not be the policy and practice of the Minnesota Fire Service Certification Board to delegate its certifying authority to any political subdivision, local government entity, or state government agency. Commercializing of any of the material within this policy will not be allowed.
2. Testing and certification shall be made available by scheduling certification examinations throughout the State of Minnesota, based on the needs of the local constituency.
3. Certification, examination dates, times, locations, and registration information shall be listed on the Certification Board web site and can also be obtained from the Certification Board office. Pre-requisites and test bank references shall be published on the web site and in Appendix A of the Policy and Procedures Manual.
4. Application forms may be obtained from the Certification Board Office and the web site.
5. Applicants for examination must submit an application form and fee to the Certification Board office at least 7 days prior to the scheduled date of the examination.
6. Late applications may be accepted at the discretion of the Lead Examiner/Executive Director.
7. The Minnesota Fire Service Certification Board shall make all testing and certifying services available to all of its constituents without regard to race, color, creed, religion, age, disability, national origin, sex, political affiliation, marital status and organizational affiliations. Certification testing for all candidates shall be in accordance with the policy and procedure within this document and the directive manual associated with the level of examination. The Minnesota Fire Service Certification Board may permit accommodations for candidates with disabilities, to the extent that testing will maintain the minimum standard criteria for the level tested. See Policy on Accommodations.
8. All testing materials (written and practical skills) are provided in English only. Translators will not be allowed during the certification testing process.
9. Minimal age requirement for certification testing is 18.

ARTICLE 6.1
SELECTION CRITERIA FOR LEAD EXAMINER & EXAMINERS

1. A cadre of Lead Examiner's will be formed from the Minnesota Fire Service Certification Examiner List.

2. Any Examiner who fails to abide by the guidelines and conditions of a skills examination shall have his/her name removed from the Examiners List.

3. Lead Examiners shall be selected by the Executive Director on a basis of availability, expertise, and geographical area.

4. A Lead Examiner must:

Be responsible to see that adequate space is provided for written and manipulative skills testing, all NFPA safety and health standards or their equivalent are followed, that all persons testing are equipped with personal protective equipment, and apparatus that meet Minnesota OSHA and NFPA Standards.

A. Have successfully completed an examiner orientation workshop.

B. Possess superior skills and have mastered the subject matter of the course to be evaluated.

C. Possess supervisory skills necessary for proper supervision of assisting examiners and students.

D. Have the capacity to objectively evaluate the performance of students, as well as the performance of assisting examiners.

E. Make a commitment to serve as Lead Examiner and be willing to accept evaluation assignments when asked to do so.

F. Have a positive commitment to the program and to upholding the program's practices.

G. The Lead Examiner shall review all skills to be tested with the Examiners to ascertain that they are all aware of the skills performance criteria for the skills being evaluated.

H. Specific to advanced/alternate certifications (i.e. Fire Inspector III, Fire Officer III, etc.) The Board of Directors will establish minimum or alternative qualifications for Lead Examiners and Examiners. See Appendix D for greater detail.

I. Lead Examiner shall not examine candidate(s) from his/her fire department.

5. Examiners shall be selected by the Lead Examiner at a ratio of 1 to 6 applicants. Selection of Examiners will be determined on the basis of one or more of the following;

A. Candidate having expertise in one or more of the testing areas.

B. Candidate has taught for the Fire Chiefs Association, Sectional Fire School(s), Fire Department(s) or Technical College(s).

C. Candidate is an instructor who has instructed in a Fire Department.

D. Examiners shall not test a candidate he/she trained in a particular area of the

exam.

E. Have successfully completed an examiner orientation workshop and attended a training workshop at least annually.

F. All Examiners shall be audited at least annually to assure they are functioning in compliance with all MFSCB Policies and Procedures.

G. Examiners shall be certified at the level they are testing or higher.

Exception – The Executive Director, using guidelines established by expert committees, can accept academic qualifications, experience or a combination of both in determining qualifications for Examiners. See Appendix D

H. Examiners shall not examine candidate(s) from his/her fire department.

6. Written examinations will be proctored by one or more examiners, who are qualified under this article.

ARTICLE 7 EXAMINATION PROCESS

It shall be the policy and practice of the Minnesota Fire Service Certification Board to offer examinations for all levels of certification for which accreditation has been obtained. Individuals participating in the certification program must successfully pass both the skill (when applicable) and written examinations in order to be certified. The individual must meet the prerequisites as specified in the individual program prior to taking the exam. The purpose of these examinations is to test the candidate's retention of the material contained in the examination guidelines and the ability to perform the applicable skills competently and safely.

Security of the test questions, validation material, and all elements of the testing process shall be the responsibility and in the custody of the Executive Director. When a test is generated it shall be in the custody of either the Executive Director or Lead Examiner until the time of administration. Copies shall be numbered before being distributed. After the examination, all copies of the exam shall be collected and accounted for by the Lead Examiner.

ARTICLE 7.1 SKILLS EXAMINATION PROCEDURES

1. Skills examinations shall be administered to evaluate those objectives for which the examination is designed to measure. Skills examinations shall include a random sampling of the appropriate skills test banks and will be graded on a Pass/Fail basis. “Critical” items shall be identified by the Examiner before an applicant is tested. All skills for any rank may be tested. The Expert Committees of the Minnesota Fire Service Certification Board will review all skills at least every two years. The skills are assembled as Groups. The group to be used in a given test is assigned by the office and forwarded to the Lead Examiner prior to the test date. Skills groups also have options within them so as to allow Lead Examiners to vary the skills within the group on site. The Lead Examiner shall

review all skills to be tested with the Examiners to ascertain that they are all aware of the skills performance criteria for the skills being evaluated.

2. Skills stations shall be developed by an Expert Committee comprised of no less than three subject matter experts specific to the discipline they are developing skills for. Expert Committees will be chaired by the Executive Director who shall ensure members understand test validity, provide the specific standard reference for the skill being developed, and ensure that scoring criteria is directly related to the standard for which the candidate is being tested.

A. Expert Committees shall meet and review skills sheets as required and always upon issuance of a new standard.

B. Skills sheets shall be approved by the Certification Board prior to being used.

C. Expert Committee members shall be chosen by the Executive Director and approved by the Board based upon their academic qualifications, job experience, and professional qualifications.

3. All skills examinations must meet the following guidelines for selection of Examiners and testing procedures:

A. All examinations must have a Lead Examiner.

B. The Lead Examiner should not have taught the majority of the course being evaluated.

C. The Lead Examiner will be responsible for the selection of assisting Examiners.

D. All examiners must have taken training conducted by the Minnesota Fire Service Certification Board on skills examinations.

E. The Examiner must make a positive commitment to the Minnesota Fire Service Certification Board and to upholding Minnesota Fire Service Certification Board practices and principles.

F. When evaluating the skills portion of the exam, impartiality is mandatory. Scoring shall be based solely on the criteria detailed on the scoring matrix and the examiner shall provide specific details when deducting points. Testing procedures for a testing station are as follows:

(a) The Examiner may tell the candidate to relax and concentrate (nothing more). Examiners shall recognize that this is a testing and not a teaching environment. Unless there is a safety issue, the Examiner shall not communicate with the applicant once the test has begun.

(b) The Examiner shall read the skill objective as it appears on the paper. The Examiner shall not refer to any manual, event, or object during the process, as this may suggest the answer.

(c) Examiners shall give each candidate up to five (5) minutes to think about

the skill before starting. The candidate shall complete the task with-in the time limit as stated on the skill sheet.

(d) The Examiner shall grade the examinee's score sheet according to the skill examination check-off sheet and add or subtract points as instructed. Unless otherwise indicated a total score of 70 or higher will be a passing score, a score of 69 or lower will be a failing score. When only pass/fail skills are given, the candidate must pass all skill areas in order to pass the skills station.

(e) A passing or failing score applies to the entire station being tested. Any item identified as "critical criteria", (item marked "Fail"), fails the station. A "critical criteria" is identified as an error that would be life threatening at an incident.

(f) If one (1) or two (2) stations are failed, the examinee may retest the station or stations after all other examinees have completed their first attempt at that station or stations.

(g) If any practical skill is failed twice, the examinee must retake the entire skills examination, within one year of registration, at a future test site. This re-examination will require the payment of an additional registration fee.

(h) All equipment to be used in the skills examination must be in the same starting position for each candidate.

(i) The Lead Examiner shall have designated areas where visiting Training Officers and Chiefs (or other personnel) may be allowed to observe candidates.

(j) Visitors shall have no communication with candidates during or between examinations stations.

(k) It is the Lead Examiners responsibility to make certain that all paperwork for the examination is in order before the evaluation begins, and that all necessary equipment and props are in place and working.

(l) All evaluations will be made using Minnesota Fire Service Certification Board standards as guidelines.

(m) Assisting Examiners, as needed, will be selected by the Lead Examiner following the criteria provided by the Minnesota Fire Service Certification Board.

(n) The Lead Examiner will sign all evaluation forms, ensuring that the evaluation forms are completed properly (in ink) and returned to the Minnesota Fire Service Certification Board office.

(o) The Lead Examiner will be responsible for maintaining a safe environment while testing is in progress and that all NFPA, Clean-Air, and OSHA safety standards are met including personal protective equipment, apparatus, and equipment. The Lead Examiner shall see that all written

procedures are followed and that applicants not actually doing a skills test are kept isolated from those being tested.

(p) The Lead Examiner shall ensure a secure staging area has been determined for all students waiting to take the practical exam. Additionally, the Lead Examiner shall ensure communication does not occur between those students who have been evaluated and those who have not.

4. The candidate will be notified in writing by the Lead Examiner as to the pass/fail grade for each station in the skills portion of the test. This notification will take place before the candidate leaves the test site. The candidate may retake the examination station per the policy outlined in Article 7.1 section F, (f) & (g).

ARTICLE 7.2
COGNITIVE EXAMINATION PROCEDURES

1. Registration for Certification Exam:

A. Candidate prerequisites will be verified along with photograph ID i.e. (driver's license) prior to being registered for the examination.

B. A class roster of the pre-registered candidates will be generated and sent to the Examiner along with the examination booklets.

2. Candidates will not be allowed admittance to the certification examination once it has begun.

3. The Certification Board maintains a minimum of two versions for every discipline having a cognitive exam. Candidates retesting will be provided a different exam from their first exam. Prior to the examination starting, the Examiner will distribute answer sheets to each candidate and explain:

A. The number of questions on the exam.

1001	Fire Fighter I with HM Ops	100 Questions & 50 HM Awareness/Ops Questions
1001	Fire Fighter II	100 Questions
472	Haz-Mat Operations (6.2 – 6.9)	100 Questions
471	Haz-Mat Technician	100 Questions
1031	Inspector I	100 Questions
1031	Inspector II	100 Questions
1031	Inspector III	Portfolio/Skills
1031	Plan Examiner	50 Questions
1006	Fire Apparatus Operator	100 Questions
1041	Fire Instructor I	100 Questions
1041	Fire Instructor II	100 Questions
1041	Fire Instructor III	100 Questions
1033	Fire Investigator	100 Questions
1003	ARFF	100 Questions
1021	Fire Officer I	100 Questions
1021	Fire Officer II	100 Questions
1021	Fire Officer III	100 Questions
1021	Fire Officer IV	100 Questions

1035	Public Fire Educator I	100 Questions
1035	Public Fire Educator II	100 Questions
1035	Youth Fire Prevention Specialist	75 Questions
1035	Youth Fire Prevention Mgr	75 Questions
1006	Tech Rescuer/Ropes I	150 Questions
1006	Tech Rescuer/Ropes II	50 Questions
1006	Vehicle/Machinery I & II	100 Questions
1006	Trench Rescue I & II	100 Questions
1006	Confined Space I & II	100 Questions
Alt	Local Hazard Zone ICS	50 Questions

B. The candidates are not to make any marks in the examination booklet; they are to indicate their choice on the answer sheet provided.

C. Should a candidate have any questions about the examination, the Examiner may read the question aloud, but will not offer any interpretation or further explanation that might indicate the answer to the candidate. Each candidate shall complete the answer sheet and candidate registration form before receiving his/her examination booklet and beginning the test.

D. Maximum time allowed on each test examination will be 2 1/2 hours for 150 question tests and 1 hour and 40 minutes for 100 question tests; the examination will stop at the end of the time allowed. This time limit is based on one minute per question.

E. Candidates may be excused as needed during the examination as approved by the Examiner.

4. Participants must turn off their pagers and cell phones during the examination process.
5. The Examiner shall maintain a quiet environment during the entire time the examination is being administered.
6. Any candidate observed talking to another candidate or copying from another candidate's paper will be excused from the examination and given a zero (0) score.
7. Examination participants shall be seated at least one (1) foot distance from the next participant.
8. The only objects allowed on tables shall be items authorized by the Lead Examiner.
9. Once all participants are seated, the Examiner will instruct them as to what information must be clearly printed on the answer sheet and Certification Test Application. This should include:
 - A. Candidate's name
 - B. Candidate's address
 - C. Last 4 digits of the applicant's Social Security number
 - D. Test date
 - E. Roster number

10. The Examiner will explain the correct procedure to follow if a participant wishes to change an answer once it has been marked:
 - A. Completely erase the original answer choice. Erase carefully and completely, as this may interfere with the computer-read answer sheet.
 - B. Completely fill in the subsequent answer choice.
11. The Examiner will tell participants that the answer sheet will be computer scanned and any question with more than one answer choice marked will be counted as a wrong choice and deducted.
12. The Examiner will tell participants that any question not answered will be counted as a wrong choice and deducted.
13. The Examiner will tell participants that the final score is determined by deducting the number of incorrect and blank choices times question point value from 100% to establish a raw score.
14. The Examiner will tell participants that all knowledge examinations administered by the Minnesota Fire Service Certification Board shall require a 70% grade level for a minimum passing score.
15. The Examiner will tell participants that the raw score is rounded to the nearest whole number to establish a final grade level.
16. The Examiner will tell participants that they will receive written information within thirty (30) days indicating their final score. If indicated on the application, a letter will also be generated to the applicant's Fire Chief advising him/her of their employee's status as to pass or fail.
17. Once instructions have been given, the Examiner will ask "Are there any questions?"
18. Any questions from participants will be answered promptly.
19. The Examiner will again ask "Are there any questions?" until there are NO further questions from participants.
20. The Examiner will then tell the participants that talking will NOT be allowed after the examination booklets have been distributed.
21. The Examiner will tell participants to raise their hand and wait for acknowledgment if clarification of a test question is required. The Examiner will read the question aloud to the candidate exactly as written and shall offer NO interpretations.
22. The Examiner will pass out the examination booklets face down on the desk. The participants are to be told NOT to turn the booklets over until the Examiner says begin.
23. The Examiner will then announce the time, tell the participants the amount of time they have to complete the examination, and to begin. At no time during the written test

process will the applicants or any test materials be left unsupervised. One or more Examiners shall be present in the room at all times.

24. One hour prior to the end of the examination period, the Examiner will state that one (1) hour remains.

25. Thirty (30) minutes prior to the end of the period, the Examiner will state that thirty (30) minutes remain.

26. At the end of the examination period, the Examiner will state that the examination time has expired and participants are to put their pencils down.

27. As participants complete their examination, during the examination period, they will be allowed to bring their examination booklet, answer sheet, pencils and other materials to the Examiner.

28. The Examiner will check each examination booklet for marks, and the needed information has been indicated on the answer sheet, and that the candidate registration form is complete with the information.

29. After the participant has completed his/her exam and all paperwork has been checked, each participant must leave the room where testing is being conducted.

30. The Examiner will maintain a quiet environment in the testing area.

31. No food or smoking will be allowed within the room or rooms where testing is being conducted.

32. Any participant observed talking to another participant, while either or both participants have their answer sheet in their possession, will result in automatic dismissal.

33. Participants will not be allowed to leave the building where the examination is being conducted while they are taking the examination.

34. Participants will be allowed to leave examination area to use bathroom facilities and/or take a break within the building only after turning the examination booklet and answer sheet face down, raising their hand, and waiting for the Examiner to recognize them.

35. At the end of the time period, the Examiner shall ensure that each candidate returns the examination booklet, the completed answer sheet, and that no marks were made in the examination booklet.

A. Each examination booklet will be identified by a specific examination version.

B. Each candidate's answer sheet must have the following information, filled in by the candidate, before turning the answer sheet in to the proctor: (1) the last 4 digits of the candidate's Social Security number (2) candidate's name (3) test date (4) roster number (5) if a retake.

36. After verifying the above information, the Examiner shall seal all examination booklets and answer sheets.

37. The Examiner will compile the candidate's answer sheet, registration form, skills exam forms.

38. The entire examination package shall be returned to the Minnesota Fire Service Certification Board within three (3) days. This package will include the following:

- A. Written test answer sheet
- B. Individual Skills station score sheets
- C. Sign up register
- D. Test Applications
- E. Examiner Pay vouchers Form G
- F. Written Exam identification detailing test creation date and version
- G. Master Stations Record Form F
- H. Individual Station Record Form E

39. Participant will be provided with written notification of test score within thirty days.

ARTICLE 7.2.2

COGNITIVE ON-LINE EXAMINATION PROCEDURE

The Minnesota Fire Service Certification Board offers applicants the ability to test their cognitive knowledge using on-line testing.

1. On-line testing centers must be pre-approved by the Executive Director.
2. The Executive Director must pre-approve a proctor who must remain on site for the duration of the test. Approved Proctors must sign a written agreement with the Certification Board which details expectations and requirements.
3. Minnesota Fire Service Certification Board will construct all tests and send to vendor for uploading onto server.
4. Vendor will provide test security that includes password protection for proctor, one time password and user name for each student, and testing software that scrambles the order of questions and answers while displaying only one question per screen per student.

ARTICLE 7.3

ORAL COGNITIVE EXAMINATION PROCEDURE

1. Request for Oral Testing - Format or Alignment

A. Participants shall make a request in writing to the Certification Board specifying the reason(s) for requesting an oral examination. If the candidate can provide medical documentation that indicates a verifiable reading disability, a Test Reader shall be provided at no additional charge. If medical documentation is not provided, the applicant shall be responsible for the additional cost of the test reader as noted in Appendix A.

B. The Executive Director of the Certification Board will review the request and determine if permission should be granted.

C. If approved, the participant will be notified in writing of the schedule for the oral test location and date.

D. The participant will be responsible for registering for oral examination using the official registration form.

E. The participant must meet all other requirements and prerequisites for the level of testing being requested.

2. Oral Testing Procedures shall be in accordance with this article and Article 7.2, items 2 through 39.

A. Individual examination participants will be verified upon arrival at the examination site to determine that their names appear on the roster to be eligible to take the test.

B. Any participant not on the official examination site roster will not be allowed to take the certification examination.

C. Examination booklets for any specific test level will be the same version for all participants during any one oral session.

D. The Examiner will read each test question aloud to the participants twice, allowing 15-20 seconds between the first and second reading of questions.

E. The Examiner must read the question as written, neither emphasizing any particular portion, nor eliminating any particular portion, so as not to suggest the correct answer.

F. No other conversation and/or comments shall take place between the Examiner and participants.

G. The Examiner will then read the listed possible answers for the questions, pausing between each possible answer 3-5 seconds.

H. After reading possible answers for the second time, the Examiner should wait a sufficient amount of time to allow participants to mark their answer choices.

I. After all test questions and possible answers have been read aloud, participants will be allowed to request the Examiner to read any questions and/or possible answers again.

J. Due to the nature of this type of testing, the participants must all be in the room at the same time while questions and possible answers are being read. The Examiner shall make provisions for two (2) short breaks during the examination session.

ARTICLE 7.4
RE-EXAMINATION

Any participant receiving less than a 70% written test grade will be allowed to apply for a

re-take on the written portion. One re-take will be allowed for the test fee paid unless specifically noted on the discipline detail page. The fee for all subsequent retests shall be as noted in Appendix A. Applicants have 6 months from the original test date to complete the retest.

ARTICLE 7.5
AUDIT OF TESTING PROCEDURE

Members of the Minnesota Fire Service Certification Board will occasionally visit test sites to ensure testing is being conducted according to guidelines. The Lead Examiner shall see that adequate space is provided for those taking the written test.

ARTICLE 7.6
NOTIFICATION OF TESTING TO IFSAC

Test sites and dates of the Minnesota Fire Service Certification Board shall be mailed to the administrative office of IFSAC describing and listing all certification information upon request. A representative designated by the Certification Assembly Board of Governors shall be allowed to observe the testing process when notice of intent is received at least 48 hours prior to the test.

ARTICLE 7.7
SEXUAL HARASSMENT POLICY

PURPOSE

This policy is to advise employees of their behavioral obligation to treat other employees, examinees, and the general public with respect and to inform employees of their right to be free from harassment.

This policy applies to all full-time, part-time, and temporary employees; elected officials, members of boards and commissions; and other volunteer personnel and individuals contracted to provide services to the Board. The Board will not tolerate harassment and with this policy has established procedure for addressing the issue, in accordance with the law, to ensure a good work environment for its employees.

DEFINITION

Harassment is unwelcome verbal or nonverbal conduct that threatens, intimidates, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, or degrading environment, or interferes with or adversely affects a person's work performance.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- (1) submission to the undesirable conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's employment or evaluation;

- (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individuals' employment or evaluation;
- (3) at conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive work/evaluation environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action;
- (4) such conduct or communication occurred because of the sex of the victim even though it is not closely related to the nature or an explicit sexual advance.

Conduct prohibited by this policy may include, but is not limited to; unwanted sexual comments, compliments, flirtations, advances, or jokes; sexual suggestions or remarks about a person's clothing, body or sexual activity; unwanted and unnecessary touching, brushing against, patting, or pinching; requests for sexual favors; unwelcome and repeated invitations to social engagements or other activities; display in the workplace of sexually suggestive pictures, cartoons, etc.

For information or complaints contact the Minnesota Fire Service Certification Board at 1-866-566-0911.

ARTICLE 7.8 TESTING ACCOMODATION

Anyone needing special accommodations for certification programs and/or testing shall request such provision no less than thirty (30) days prior to the scheduled event. Requests must be submitted by the student along with the appropriate disability documentation on official letterhead and verified by an appropriate physician. Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

ARTICLE 8 RECORD KEEPING AND TEST BANK MANAGEMENT POLICY

Test scores will be sent by first class mail to the address designated on the Certification Test Application by the candidate. After the test has been scored, the standard measurement of error factor is factored into the test score to develop the final grade. The standard deviation factor is calculated based on nationally accepted standards.

If a participant has received a minimum final grade of 70% or better, a Minnesota Fire Service Certificate (with an IFSAC number seal and Pro Board Logo), a shoulder patch, and card designating the level of certification will be mailed to the candidate within 30 days. If the examination is a non-accredited level by IFSAC or Pro Board, the candidate will receive a Minnesota Fire Service Certificate only.

1. It shall be the policy of the Minnesota Fire Service Certification Board to maintain computerized and hard copy individual candidate records for the following areas:

- A. Names of candidates tested
- B. The last four numbers of the Social security number of each candidate
- C. The candidate's address
- D. The candidate's phone number
- E. The candidate's email address
- F. The candidate's affiliation
- G. The candidate's birthdate
- H. Test dates
- I. Individual records of each candidate's certification level with the candidate's IFSAC serial number identified.
- J. The candidate's name, last four numbers of their Social Security number, test date, certificate number, and rank information shall be transmitted to Pro Board at least annually. The candidate's name, birthdate, test date, certificate number and rank will be transmitted to IFSAC at least annually.

2. Test Bank

A. The Minnesota Fire Service Certification Board shall maintain a test bank for each of the certification levels for which accreditation is granted. Test items are reviewed by Fire Service members with expertise in the subject matter and applicability for use by the Minnesota Fire Service whenever a new test bank has been received.

Current test bank and number of items per test include:

Current test bank and number of items per test include:	
FIRE FIGHTER I	1329
FIRE FIGHTER II	672
HAZ-MAT AWARENESS LEVEL	521
HAZ-MAT OPERATIONS LEVEL (Chapters. 5, 6.2 & 6.6)	521
HM Ops 6.3 Mass Decon	117
HM Ops 6.4 Technical Decon	136
HM Ops 6.5 Evidence	124
HM Ops 6.7 Air Quality Monitoring	121
HM Ops 6.8 Victim Rescue	96
HM Ops 6.9 Illicit Lab	120
FIRE INSPECTOR I	519
FIRE INSPECTOR II	417
FIRE INSPECTOR III	Skills/Portfolio
PLAN EXAMINER	318
FIRE INVESTIGATOR	398
FIRE APPARATUS OPERATOR/PUMPER	394
FIRE INSTRUCTOR I	383
FIRE INSTRUCTOR II	300
FIRE INSTRUCTOR III	277
FIRE OFFICER I	734
FIRE OFFICER II	639
FIRE OFFICER III	455
FIRE OFFICER IV	418
AIRPORT RESCUE FIRE FIGHTER	569
HAZ-MAT TECHNICIAN	452
PUBLIC FIRE & LIFE SAFETY EDUCATOR I	197
PUBLIC FIRE & LIFE SAFETY EDUCATOR II	221

YOUTH FIRE PREVENTION SPECIALIST	130
YOUTH FIRE PREVENTION PROGRAM MANAGER	192
CONFINED SPACE	192
TRENCH RESCUE	211
VEHICLE AND MACHINERY	312
TECHNICAL RESCUE/ROPES	345
LOCAL HAZARD ZONE ICS	309

B. Test banks are revised after each change in the appropriate NFPA standard.

C. In the event the test bank does not cover the entire NFPA standard, the Minnesota Fire Service Certification Board will generate questions that will.

D. Test banks utilized by the Minnesota Fire Service Certification Board are purchased from various agencies. Test creation software allows for test design, random generation of questions, and automatic scoring of the examination which measures test reliability utilizing the Standard Error of Measurement.

1. Security of the test bank is assured by a computer password required for entry into the program. A group of tests for each rank regularly tested are created several times each year. They are provided to the Lead Examiners who make copies for the test applicants alternating the test for each test given. All tests are numbered and collected after the test. All test material is kept in the office of the Executive Director.

2. A random selection of requisite knowledge questions are used to develop tests. This random selection is made from the items covering the entire standard. All examinations are designed from the total test bank items available and are revised periodically. The tests are relative to all NFPA objectives for each rank being tested. Test items are reviewed every other year or when a new test bank is delivered, to ensure content and job validity.

E. Validity and reliability

1. Test validity is achieved through referencing each test item to the appropriate NFPA standard and cross referencing to the appropriate IFSAC correlation sheet and the training manuals. Each test item has been reviewed by experts in test item writing, formatting, and test construction. Test items are formatted to meet the criteria of the American Psychological Association and test analysis data is scored with each test item. Additionally, a technical committee composed of practicing firefighters, trainers, and officers has reviewed each test item for job relevance.

2. Reliability will be automatically measured as each test is scored. Statistics will be gathered over time as certification examinations are administered through the utilization of the LXR computerized testing program. The LXR testing program establishes the Standard Error Measurement (SEM). Points are added based on these calculations as follows; when a test is graded, the "Test Statistics" are printed. The SEM is divided by the number of total points possible. The resulting figure, usually 2 or 3, is add to all scores that, when added, would equal 70 or greater.

3. Test scores and test items are reviewed for all tests. Procedures for analyzing and corrective action are outlined for special circumstances, when questions are challenged, or a validation issue arises. Items questioned are researched by the

Certification office to ensure application to the standard and material referenced. If a question is faulty, it is allowed for all applicants. If the complainant is not satisfied, the appeal is brought to the Certification Board.

F. Multiple Levels within Single Test Instrument

When multiple levels are being tested within a single test instrument, a section break shall be inserted in the test instrument to allow for separate scoring/grading and validation of that portion of the standard.

G. Test Results and Test Instrument Security

a. All electronic files maintained by the association shall be kept on devices that are password protected and if connected to the internet, additional security such as a firewall shall be maintained to prevent a breach of access.

b. All paper records shall be stored in the Executive Directors Office or storage facility which shall have a reasonable level of security from any individual not associated with the direct administration and function of the board.

c. Disposal of outdated test and test development material shall be done via shredding or similar method assuring data and information is not retrievable by unauthorized individuals.

3. Record Keeping

A. A computerized list of all candidates successfully completing each certification level shall be generated and filed. The LXR testing program also generates and maintains information relative to the distribution of test scores, average score and chart showing all test scores in a bell curve.

B. Certification examinations answer sheets are scanned and files created and maintained in the computer. Paper files are kept for 3 years and then destroyed. The candidate's name, birth date, the last four numbers of their Social Security number, and the score of the certification examination are entered in the applicant's data base where it can be viewed by the candidate using the last 4 digits of their SS # and their last name.

C. Release of Candidate Information

1. The Minnesota Data Practices Act prohibits the release of candidate grades to anyone other than the candidate unless written permission is first obtained from the candidate. The Certification Test Application, which is signed before each certification exam is conducted, contains the following information release statement which the candidate acknowledges when he/she signs this form:

"I agree that the Chief of my Department can be informed of my pass/fail grades."

"Final Exam Applicants: (For those taking the certification test as their final exam.) I agree that school administration can be informed of my grades."

Information Release. Candidate information will only be released upon receiving a written request for information by the candidate. The candidate's last four numbers of their social security number must be included.

ARTICLE 9 APPEALS PROCESS

It shall be the policy and practice of the Minnesota Fire Service Certification Board to ensure that candidates are provided an orderly and systematic means whereby they may present and seek answers to appeals concerning Minnesota Fire Service Certification Board testing and/or Certification Procedures without fear of restraint, coercion, or reprisal.

Candidates who have specific questions or concerns on written or practical examinations shall share their concerns with the Lead Evaluator. If the Lead Evaluator cannot address those concerns the Lead Evaluator shall notify the Executive Director whom shall contact the candidate and attempt to resolve their concern.

Candidates may inspect their practical or written examination to verify the mathematical accuracy of their grades by making a written request to the Certification Board within 30 days after the test results are received and may upon request be apprised as to sections needing further preparation.

A candidate may appeal an examination grade either written or practical by request, in writing, within 30 days of receiving their results to the Chairman of the Certification Board who shall arrange a hearing not more than 130 days after receipt of the appeal. The Hearing Board shall be comprised of three members of the Certification Board appointed by the Chairman and confirmed by the Board at the annual meeting of the board in January of every year. The decision of the Board is final.

ARTICLE 10 ACCREDITATION POLICY

It shall be the policy of the Minnesota Fire Service Certification Board that the accreditation process shall not affect the current certification status of any individual. It shall be the policy of the Minnesota Fire Service Certification Board that persons previously certified by the Minnesota Fire Service Certification Board will be eligible to maintain and participate in the accredited system.

Individuals who have been certified by examination may obtain a duplicate certificate online at www.mfscb.com or by submitting a letter of request and \$25.00 to the Minnesota Fire Service Certification Board.

Any person who feels he/she has gained the knowledge and skills of the NFPA Standards may request to be tested at the level he/she is eligible for, providing all pre-requisites are met for the rank.

ARTICLE II RECIPROCITY POLICY

It shall be the policy of the Minnesota Fire Service Certification Board to examine the certification credentials of individuals certified by other accredited entities to determine which level of certification, if any, is applicable. Individuals certified by either NFPA Pro Board or IFSAC entities may be granted equivalence for their level of certification. To be considered, documentation of current certification on which reciprocity is being requested must be submitted to the Executive Director of the Minnesota Fire Service Certification Board for approval.

Documentation Criteria:

1. Either a Pro Board or IFSAC Seal must be affixed/printed on the certificate provided.
2. If the submitted Certificate date is older than 3 years but less than 6 years from the date of the Certification, reciprocity cannot be granted.
 - a. Exception: Applicant must be employed in the fire service and provide an attestation letter from the Authority Having Jurisdiction attesting to the candidate having met all training/certification requirements of that organization for the previous 3 – 6 years.
 - b. Refer to Article 14 Recertification
3. If the submitted Certificate date is older than 6 years the candidate must retest.
 - a. Refer to Article 14 Recertification

The cost is equal to the current fee for FFI testing for the first certificate and 50% of that cost for each subsequent discipline.

You must supply copies of the pre-requisite certification for each request. For example: If you require Firefighter II Certification you need to supply copies of your Firefighter I, 1001 HazMat Operations and Firefighter II Certifications.

We do not re-issue certificates. Your information is entered in the Minnesota Database and a Minnesota card is mailed to the location designated on the Application Form.

ARTICLE 12
ACADEMIC HONESTY

Examinations must represent the candidate's own work and must be completed in the presence of an approved Examiner without the assistance of unauthorized books, notes, devices, or outside help, unless specified otherwise in the examination directions. Candidates who give information to a dishonest candidate will be considered as culpable as the candidate being assisted. If this policy is violated, the candidate will forfeit all fees and certification will not be granted and may be withdrawn.

ARTICLE 13
TESTING PROJECTS

All test projects will be accurately measured for compliance with the specific job performance requirement, requisite knowledge, requisite skill or objective utilizing a prepared checklist of required evaluation points. Projects are evaluated by an Examiner with appropriate expertise in the subject. Applicants shall provide an Affirmation letter for all tests requiring a "Project" attesting the work is their own.

ARTICLE 14

RECERTIFICATION

It shall be the policy of the Minnesota Fire Service Certification Board to recertify all disciplines of certification every three years. Guidelines and requirements will be established by the Minnesota Fire Service Certification Board. The purpose of recertification is to ensure the knowledge, skills and proficiency of fire service personnel in the State of Minnesota remain current. In addition, since 2013, revised National Fire Protection Association (NFPA) Standards, to which the Board adheres, are requiring ongoing training/education.

Certifications issued by the Minnesota Fire Service Certification Board do not expire but those certifications shall be placed on inactive status until they recertify. All initial certifications are through the testing process only.

It shall be the responsibility of the certified individual to notify the office of the Executive Director of the Minnesota Fire Service Certification Board of any change in address or department/company affiliation.

General guidelines and requirements established by the Board are as follows:

1. Time period for recertification	3 years (2 periods only allowed)
2. Continuing education/experience required	Varies per discipline
3. Retesting (Written/skills)	None required by the Board
4. Review of training records	On demand by the Board
5. Recertification Fee	\$25.00 per discipline
6. Affiliation	Must be employed by a public safety/fire organization

Details:

For those holding Minnesota Certifications:

1. Individuals cannot recertify if the application date is more than 6 years from the expiration date. The date(s) can be found on their individual cards as well as in the MFSCB database.
2. Individuals who wish to recertify must provide attestation/documentation of continuing education and/or experience as detailed on the MFSCB Recertification Application. These may include fire classes at Technical Colleges, State Fire Schools, Sectional Schools and regular Company (station) Drills, all of which must relate to the level and discipline of the recertification being applied for. On average a minimum of 24 hours per year, per discipline is required. NOTE: Time for Military Deployment will be taken into consideration.
3. If the continuing education/experience required is met, testing by the Certification Board is not required, however, a Department may choose to require it.
4. The Certification Board may require documentation of continuing education/training records.
5. Fees are \$25.00 per 3 year period for each discipline.
NOTE: You recertify only at the highest level per discipline. Example: If you have FF I and FFII you only recertify to the FFII Level. If you also have Fire Officer I and Fire Officer II would recertify FFII and Fire Officer II.
 - a. The maximum amount per firefighter is \$75.00 per period. Certifications maybe pro-rated to allow all of those individuals with more than 3 certifications to pay the \$75.00 maximum fee. If this applies to you please contact the MFSCB office.
6. Those individuals applying for recertification must be affiliated with a public safety / fire organization.

Details:

For those individuals applying for reciprocity and who meet the reciprocity requirements but whose IFSAC or ProBoard certifications were issued 3 years ago or more:

1. Individuals cannot recertify if the application date is more than 6 years from the date the certification(s) were issued.
2. Individuals who wish to recertify must provide attestation/documentation of continuing education and/or experience as detailed on the MFSCB Recertification Application. These may include fire classes at Technical Colleges, State Fire Schools, Sectional Schools and regular Company (station) Drills, all of which must relate to the level and discipline of the recertification being applied for. On average a minimum of 24 hours per year, per discipline is required. NOTE: Time for Military Deployment will be taken into consideration.
3. If the continuing education/experience required is met, testing by the Certification Board is not required, however, a Department may choose to require it.
4. The Certification Board may require documentation of continuing education/training records.
5. Fees are \$25.00 per 3 year period for each discipline.
NOTE: You recertify only at the highest level per discipline. Example: If you have FF I and FFII you only recertify to the FFII Level. If you also have Fire Officer I and Fire Officer II would recertify FFII and Fire Officer II.
 - a. The maximum amount per firefighter is \$75.00 per period. Certifications maybe pro-rated to allow all of those individuals with more than 3 certifications to pay the \$75.00 maximum fee. If this applies to you please contact the MFSCB office.
6. Those individuals applying for recertification must be affiliated with a public safety/fire organization.

APPENDIX A

RANKS ACCREDITED FOR CERTIFICATION

The following pages indicate the standard used for each category of certification and the material used in developing the tests.

FIRE FIGHTER I

NFPA 1001 – 2013 Edition

Prerequisite - No prior certification is required

A completed application and payment plan are required one week before taking the Fire Fighter I Certification test. The candidate is expected to be knowledgeable and able to meet the criteria outlined in NFPA 1001 and applicable portions of the NFPA 472 for Fire Fighter I. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. The Board does not require a specific program for applicants. The applicant must have participated in a live burn.

Standard

NFPA 1001 Firefighter I 2013 Edition & NFPA 472 Standard of Professional Competence of Responders to Hazardous Materials Incidents, 2013 Edition – Chapters 4, 5.1 through 5.5 and Chapters 6.2 and 6.6

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1001 for Firefighter 1. All questions in the test bank have been referenced to the standards noted above.

Reference List (FF V9.0.2 & HM V9.0.1)

The textbooks listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below.

National Fire Protection Association 1001 Professional Qualifications for Firefighter, 2013 Edition

National Fire Protection Association, NFPA 472 Standards of Professional Competence of Responders to Hazardous Materials Incidents, 2013 Edition

DOT, North American Emergency Response Guidebook, 2012 Edition

IFSTA Essentials of Firefighting – 6th Edition, 1st Printing

IFSTA, Hazardous Materials for First Responders, 4th Edition

Jones & Bartlett, Fundamentals of Fire Fighter Skills, 3rd Edition, 1st Printing

Jones and Bartlett, Hazardous Materials Awareness and Operations, 1st Edition, 1st Printing

Test

The test is two parts, a written test and a practical exam. The written test is made up of 150 multiple-choice questions. The first 100 questions are selected at random from a Fire Fighter I test bank of 1456 questions. The last 50 questions are Haz-Mat Awareness/Operations level questions selected at random from a test bank of 521 questions. They are graded separately. A score of 70 percent (adjusted by standard measurement of error) correct answers must be achieved in both Fire Fighter I and Haz-Mat Operations portions in order to achieve a passing score. The practical exam consists of the candidate demonstrating proficiency in four to six categories selected at random from the proficiencies required in the NFPA 1001 standards. Candidates will have 150 minutes (1 minute per question) to complete the written test and will be given a reasonable amount of time as determined by the evaluator, to complete the practical skills.

Cost \$115

Re-certification

Every three years.

Requires 24 hours of Firefighter I training for each of the 3 years.

NFPA 1001 (2013 Edition) 1.3.8 The fire fighters at all levels of progression shall remain current with fire protection technology, fire suppression practices, fire and life safety initiatives, and applicable standards as determined by the AHJ.

Cost of \$25

FIRE FIGHTER II

NFPA 1001 – 2013 Edition

Prerequisite

A completed application and payment plan are required one week before taking the Fire Fighter II Certification test. Proof of prior certification as a Firefighter I is also required before a candidate is eligible to take a Firefighter II exam. The candidate must be knowledgeable and able to meet the criteria outlined in NFPA 1001, 2013-Edition. There are many ways to obtain this knowledge such as technical college program, individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

Standard

NFPA 1001, 2013 Edition. The questions and skills tested are designed to test the candidate on the knowledge and skills outlined in NFPA 1001 for Firefighter II 2013 Edition.

Reference List (V9.0.2)

The textbooks listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below.

- National Fire Protection Association, NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2013 Edition
- IFSTA, Essentials of Fire Fighting, 6th Edition, 1st Printing
- Jones and Bartlett, Fundamentals of Fire Fighter Skills, 3rd Edition, 1st Printing

Test

The test is in two parts, a written test and a Skills Test. The written test is made up of 100 multiple-choice Fire Fighter questions selected at random from a test bank of 672 questions. A score of 70% (adjusted by the standard measurement of error) must be achieved in order to achieve a passing score. The Skills Test will consist of four or more stations where the candidate must demonstrate proficiencies to the NFPA 1001 Standard. The stations will be randomly selected from the proficiencies required in NFPA 1001 Firefighter II. Candidates will have 100 minutes (1 minute per question) to complete the written test and will be given a reasonable amount of time as determined by the evaluator, to complete the practical skills.

Test Cost

\$115.00

Re-certification

Every three years

Requires 24 hours of Firefighter II training for each of the three years

- NFPA 1001 (2013 Edition) 1.3.8 The fire fighters at all levels of progression shall remain current with fire protection technology, fire suppression practices, fire and life safety initiatives, and applicable standards as determined by the AHJ.

Re-certification cost is \$25.00

FIRE APPARATUS DRIVER/OPERATOR-PUMPER

NFPA 1002 - 2014 Edition

Prerequisite – Certified Firefighter I

A completed application and payment plan are required one week before taking the Fire Apparatus Driver Operation Certification test. Proof of prior certification as a Firefighter I is also required before a candidate is eligible to take a Fire Apparatus Driver Operator exam. The candidate must have the knowledge and skills as outlined in NFPA 1002, 2014 Edition.

There are many ways to obtain this knowledge such as technical college program, individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

Standard: NFPA 1002, 2014 Edition

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1002 for Fire Apparatus Driver Operator. All questions have been referenced to a specific standard in NFPA 1002.

Reference List (V9.0.1)

The textbooks listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below:

NFPA 1002, Standard on Fire Apparatus Drive/Operator Professional Qualifications, 2014 Edition

IFSTA Pumping Apparatus Driver/Operator Handbook, 3rd Edition

Jones and Bartlett, Fire Service Pump Operator, Principles and Practice, 2nd Edition

Test

The test is in two parts, a written test and a Skills Test. The written test is made up of 100 multiple-choice questions selected at random from a test bank of 394 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills Test will consist of three to four stations where the candidate must demonstrate skills in a number of areas. The stations will be selected at random from the skills required in NFPA 1002. Candidates will have 100 minutes (1 minute per question) to complete the written test and will be given a reasonable amount of time as determined by the evaluator, to complete the practical skills.

Test Cost

\$140.00

NOTE: Candidate must supply OSHA approved Protective Equipment

Re-certification

Every three years.

8 hrs of training AND 8 hrs of apparatus operation per year for 3 years

NFPA 1002 (2014 Edition) 1.4.14 The driver/operator shall remain current with apparatus technology, driving/operating practices and applicable laws and standards by attending workshops and seminars, undergoing certification testing, and accessing professional publications.

Re-certification Cost: \$25.00

FIRE INSPECTOR I

NFPA 1031 - 2014 Edition

Prerequisite

A completed application and test fee payment arrangements are required before taking the Fire Inspector I Certification test. The candidate is expected to be knowledgeable and able to meet the criteria outlined in NFPA 1031. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. The Board does not require a specific program for applicants. No prior certification is required.

Standard

NFPA 1031 Fire Inspector & Plan Examiner; 2014 Edition

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1031 for Fire Inspector I. All questions in the test bank have been referenced to the standards noted above.

Reference List (V9.0)

The textbooks listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below.

NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 Edition

IFSTA, *Fire Inspection and Code Enforcement*, 7th Edition, 1st Printing

Jones and Bartlett, *Fire Inspector, Principles and Practice*, 1st Edition, 1st Printing

Test

The test is two parts, a written test and a practical exam. The written test is made up of 100 multiple-choice questions. The questions are selected at random from a Fire Inspector I test bank of 520 questions. A score of 70 percent (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The practical exam consists of the candidate demonstrating proficiency in at least 8 (eight) categories selected at random from the proficiencies required in the NFPA 1031 standard.

Cost \$115

Re-certification

Every three years.

Requires 24 hrs of training and/or actively inspecting per year for 3 years, minimum of 8 hours of training.

NFPA 1031 (2014 Edition) 1.3.10 The Fire Inspector and plan examiner at all levels of progression shall remain current with the origins and limits of their authority, fire protection technology, fire prevention practices, inspection methods, and applicable codes and standards.

Re-certification cost is \$25.

FIRE INSPECTOR II

NFPA 1031 - 2014 Edition

Prerequisite – Fire Inspector I

A completed application and test fee payment arrangements are required before taking the Fire Inspector II Certification test. The candidate must be certified at the Fire Inspector I level and is expected to be knowledgeable and able to meet the criteria outlined in NFPA 1031. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. The Board does not require a specific program for applicants. No prior certification is required.

Standard

NFPA 1031 Fire Inspector & Plan Examiner; 2014 Edition

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1031 for Fire Inspector II. All questions in the test bank have been referenced to the standard noted above.

Reference List (V 9.0)

The textbooks listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below.

NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 Edition

IFSTA, *Fire Inspection and Code Enforcement*, 7th Edition, 1st Printing

Jones and Bartlett, *Fire Inspector, Principles and Practice*, 1st Edition, 1st Printing

Test

The test is two parts, a written test and a practical exam. The written test is made up of 100 multiple-choice questions. The questions are selected at random from a Fire Inspector II test bank of 417 questions. A score of 70 percent (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The practical exam consists of the candidate demonstrating proficiency in at least 9 (nine) categories selected at random from the proficiencies required in the NFPA 1031 standard.

Cost \$125

Re-certification

Every three years.

Requires 24 hours of Fire Inspector II training/experience for each of the three years.

NFPA 1031 (2014 Edition) 1.3.10 The Fire Inspector and plan examiner at all levels of progression shall remain current with the origins and limits of their authority, fire protection technology, fire prevention practices, inspection methods, and applicable codes and standards.

Re-certification cost is \$25.00

FIRE INSPECTOR III

NFPA 1031 - 2014 Edition

Prerequisite

A completed application and test fee payment arrangements are required before taking the Fire Inspector III Certification test. The candidate must be certified at Fire Inspector II and is expected to be knowledgeable and able to meet the criteria outlined in NFPA 1031. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. The Board does not require a specific program for applicants.

Standard

NFPA 1031 Fire Inspector & Plan Examiner; 2014 Edition

The skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1031 for Fire Inspector III. All questions in the test bank have been referenced to the standard noted above.

Reference List

The textbooks listed below were used in developing the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below.

NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 Edition
IFSTA, *Fire Inspection and Code Enforcement*, 7th Edition, 1st Printing
Jones and Bartlett, *Fire Inspector, Principles and Practice*, 1st Edition, 1st Printing

Test

The test consists of a practical exam.

The practical exam consists of the candidate demonstrating proficiency in all twenty (20) categories

And to defend at least six (6) categories selected at random from the proficiencies required in the NFPA 1031 Fire Inspector III standard.

Cost \$215

Re-certification

Every three years.

Requires 24 hrs of training and/or actively inspecting per year for 3 years, minimum of 8 hours of training per year.

NFPA 1031 (2014 Edition) 1.3.10 The Fire Inspector and plan examiner at all levels of progression shall remain current with the origins and limits of their authority, fire protection technology, fire prevention practices, inspection methods, and applicable codes and standards.

Re-certification cost is \$25.

PLAN EXAMINER I

NFPA 1031 - 2014 Edition

Prerequisite - None

A completed application and test fee payment arrangements are required before taking the Plan Examiner I Certification test. The candidate is expected to be knowledgeable and able to meet the criteria outlined in NFPA 1031. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. The Board does not require a specific program for applicants. No prior certification is required.

Standard

NFPA 1031 Fire Inspector & Plan Examiner; 2014 Edition. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1031 for Fire Inspector I. All questions in the test bank have been referenced to the standards noted above.

Reference List (v9.0)

The textbooks listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below.

NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 Edition

IFSTA, *Fire Inspection and Code Enforcement*, 7th Edition, 1st Printing

IFSTA, *Plans Examiner for Fire and Emergency Services*, 1st Edition

Test

The written question portion is proctored and timed. The written exam must be completed in the presence of the examiner at the test site within the two hour time allotted. There are no books, notes or references permitted to be used for the written question examination. Upon completion of the exam or the expiration of time, you must return the examination to the examiner. The written test is comprised of 50 questions taken from a test bank

The written skills portion of the examination is a take home exam and it must be completed within 60 days of the exam date and forwarded by the certification candidate to the address provided for scoring. All codes and references available may be used to complete the examination. The candidate is expected to submit a “package” for evaluation to the evaluator that consists of the following 4 items: 1 - Marked up plans indicating deficiencies or concerns. The markings shall be legible and in a red colored pen or pencil. 2 - Cover letter detailing deficiencies with proper code violation citations. 3- Accompanying documentation necessary to support letter and markings. 4 - Submission shall be of a professional quality; typed, proper English and grammar; bound/organized and on time.

Cost \$265

Re-certification

Every three years.

Requires 24 hours of training and/or conducting plan reviews per year for 3 years, minimum of 8 hours of training.

NFPA 1031 (2014 Edition) 1.3.10 The Fire Inspector and plan examiner at all levels of progression shall remain current with the origins and limits of their authority, fire protection technology, fire prevention practices, inspection methods, and applicable codes and standards.

Re-certification cost is \$25.

FIRE INSTRUCTOR I

NFPA 1041 - 2012 Edition

Prerequisite

A completed application and payment plan are required one week before taking the Fire Instructor I Certification test. The candidate must have the knowledge as outlined in NFPA 1041, 2012 Edition, Standard for Fire Service Instructor Professional Qualifications. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. No prior certification is required.

Standard

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2012 Edition. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1041 for Fire Instructor I. All questions have been referenced to a specific standard in NFPA 1041.

Reference List (V9.0.2)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA 1041, 2012 Standard for Fire Service Instructor Professional Qualifications,

IFSTA, Fire and Emergency Services Instructor, 8th Edition, 1st Printing Jones and Bartlett, Fire Instructor, Principles and Practice, 2nd Edition, 1st Printing

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 383 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills test will require the candidate to complete the skills required to prove proficiency in the areas outlined in NFPA 1041, 2012 Edition.

Test Cost

\$115.00

Re-certification

Every three years.

Requires 24 hours of Fire Instructor I training and/or instructing per year for each of the 3 years.

Re-certification Cost: \$25.00

FIRE INSTRUCTOR II

NFPA 1041 - 2012 Edition

Prerequisite Certified Fire Instructor I

A completed application and payment plan are required one week before taking the Fire Instructor II Certification test. The candidate must be certified at Fire Instructor I and have the knowledge outlined in NFPA 1041, 2012 Edition, Standard for Fire Service Instructor Professional Qualifications. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews

Standard

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2012 Edition. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1041 for Fire Instructor II. All questions have been referenced to a specific standard in NFPA 1041.

Reference List (V 9.0.2)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2012 Edition.

IFSTA, Fire and Emergency Services Instructor, 8th Edition, 1st Printing
Jones and Bartlett, Fire Instructor, Principles and Practice, 2nd Edition, 1st Printing

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 299 questions. A score of 70% (adjusted by standard measurement of error) correct answers must be achieved in order to achieve a passing score.

The Skills test will require the candidate to complete the skills required to prove proficiency in the areas outlined in NFPA 1041, 2012 Edition.

Test Cost

\$125.00

Re-certification

Every three years.

Requires 24 hours of Fire Instructor II training and/or instructing or supervisory role per year for 3 years.

Re-certification Cost: \$25.00

FIRE INSTRUCTOR III

NFPA 1041 - 2012 Edition

Prerequisite Fire Instructor II

A completed application and payment plan are required one week before taking the Fire Instructor III Certification test. The candidate must be certified as a Fire Instructor II and have the knowledge outlined in NFPA 1041, 2012 Edition, Standard for Fire Service Instructor Professional Qualifications. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews

Standard

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2012 Edition. The skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1041 for Fire Instructor III. All skills have been referenced to a specific standard in NFPA 1041.

Reference List (V 9.0.2)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2012 Edition.

IFSTA, Fire and Emergency Services Instructor, 8th Edition, 1st Printing

Jones and Bartlett, Fire Instructor, Principles and Practice, 2nd Edition, 1st Printing

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 277 questions. A score of 70% (adjusted by standard measurement of error) correct answers must be achieved in order to achieve a passing score. The skills test is comprised of 12 skill stations of which candidates must complete 6 skills.

Test Cost:

\$140.00

Re-certification

Every three years.

Requires 24 hours of Fire Instructor III training and/or instructing, and/or supervisory role per year for each of the 3 years.

Re-certification Cost: \$25.00

FIRE OFFICER I

NFPA 1021 - 2014 EDITION

Prerequisites Firefighter II and Instructor I

A completed application and test fee is required two weeks before the test can be taken. The candidate must be certified as an Fire Fighter II, Instructor I and have the knowledge outlined in NFPA 1021, 2014 Edition, Standard for Fire Officer Professional Qualifications.

Standard

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1021 for Fire Officer I. All questions have been referenced to a specific standard in NFPA 1021.

Reference List (9.5.1)

The textbooks listed below were used in developing the test questions and the practical exams for the Fire Officer I certification exam. The candidate should have knowledge of the information contained in these books:

Standard for Fire Officer Professional Qualifications, NFPA 1021, 2014

IFSTA, Fire and Emergency Services Company Officer, 5th Edition, 1st Printing

Jones and Bartlett, Fire Officer, Principles and Practices, 3rd Edition

IFSTA, Fire Inspection and Code Enforcement, 7th Edition

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 734 questions. A score of 70% (adjusted by standard measurement of error) correct answers must be achieved in order to achieve a passing score.

The Skills test will require the candidate to complete the skills required to prove proficiency in the areas outlined in NFPA 1021, 2014 Edition.

Test Cost

\$115.00

Re-certification

Every three years.

Requires minimum of 8 hours of training per year AND hold an officer position for 3 years OR 24 hours of training per year for each of 3 years.

NFPA 1021 1.3.4 – The fire officer at all levels of progression shall remain current with the general requirements for fire officers; human resource management, community and government relations, administration, inspections and investigations, emergency service delivery, and health and safety.

Re-certification Cost: \$25.00

FIRE OFFICER II

NFPA 1021 - 2014 Edition

Prerequisite

Fire Officer I

A completed application and payment plan are required one week before taking the Fire Officer II Certification test. The candidate must be certified as a Fire Instructor I and Fire Officer I and have the knowledge outlined in NFPA 1021, 2014 Edition, Standard for Fire Officer Professional Qualifications. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews

Standard

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1021 for Fire Officer II. All questions have been referenced to a specific standard in NFPA 1021.

Reference List (V9.5)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

IFSTA Fire and Emergency Services Company Officer, 5th Edition
Jones and Bartlett, Fire Officer, Principles and Practices, 3rd Edition
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 318 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills test will require the candidate to complete the skills required to prove proficiency in the areas outlined in NFPA 1021, 2014 Edition.

Test Cost

\$125.00

Re-certification

Every three years.

Requires minimum of 8 hours of training per year AND hold an officer position for 3 years OR 24 hours of training per year for each of the 3 years.

NFPA 1021 1.3.4 – The fire officer at all levels of progression shall remain current with the general requirements for fire officers; human resource management, community and government relations, administration, inspections and investigations, emergency service delivery, and health and safety.

Re-certification Cost: \$25.00

FIRE OFFICER III

NFPA 1021 - 2014 Edition

Prerequisite

Fire Officer II and Fire Instructor II

A completed application and payment plan are required one week before taking the Fire Officer III Certification test. The candidate must be certified as a Fire Instructor II and Fire Officer II and have the knowledge outlined in NFPA 1021, 2014 Edition, Standard for Fire Officer Professional Qualifications. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews

Standard

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition.

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1021 for Fire Officer III. All questions have been referenced to a specific standard in NFPA 1021.

Reference List (V 9.0)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition

IFSTA, Chief Officer 3rd Edition

Jones and Bartlett, National Incident Management System, 2nd Edition

Jones and Bartlett Chief Officer, Principles and Practice, 1st Edition

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 455 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills test will require the candidate to complete six of the thirteen skills required to prove proficiency in the areas outlined in NFPA 1021, 2014 Edition.

Test Cost

\$140.00

Re-certification

Every three years.

Requires a minimum of 8 hours of training per year AND hold an officer position for each of the 3 years OR 24 hours of training per year for each of the 3 years.

NFPA 1021 1.3.4 – The fire officer at all levels of progression shall remain current with the general requirements for fire officers; human resource management, community and government relations, administration, inspections and investigations, emergency service delivery, and health and safety.

Re-certification Cost: \$25.00

FIRE OFFICER IV

NFPA 1021 Fire - 2014 Edition

Prerequisite

Fire Officer III

A completed application and payment plan are required one week before taking the Fire Officer IV Certification test. The candidate must be certified as a Fire Instructor II and Fire Officer III and have the knowledge outlined in NFPA 1021, 2014 Edition, Standard for Fire Officer Professional Qualifications. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews

Standard

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition.

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1021 for Fire Officer IV. All questions have been referenced to a specific standard in NFPA 1021.

Reference List (V 9.0)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA 1021, Standard for Fire Officer Professional Qualifications, 2014 Edition
IFSTA Fire Chief Officer, 3rd Edition
Jones and Bartlett, Fire Officer, National Incident Management System, Principles and Practices, 2nd Edition, 1st Printing
Jones and Bartlett, Chief Officer, Principles and Practices, 1st Edition

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 418 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills test will require the candidate to complete at least 6 of the thirteen skills required to prove proficiency in the areas outlined in NFPA 1021, 2014 Edition.

Test Cost

\$165

Re-certification

Every three years.

Requires a minimum of 8 hours of training per year AND hold an officer position for 3 years OR 24 hours of training for each of the 3 years.

NFPA 1021 1.3.4 – The fire officer at all levels of progression shall remain current with the general requirements for fire officers; human resource management, community and government relations, administration, inspections and investigations, emergency service delivery, and health and safety.

Re-certification Cost: \$25.00

AIRPORT RESCUE FIRE FIGHTER

NFPA 1003 – 2015 Edition

Prerequisite Firefighter I & II

A completed application and payment plan are required one week before taking the Airport Rescue Firefighter Certification test. For certification as an airport fire fighter, the candidate shall meet the requirements for Fire Fighter II defined in Chapter 6 of NFPA 1001, Standard for Fire Fighter Professional Qualifications 2013 Edition; First Responder Operational level defined in Chapters 5, 6.2 and 6.6 of the NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents 2013 Edition. The candidate should have the knowledge outlined in NFPA 1003, 2015 Edition, standard for Airport Rescue Firefighter. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

Standard

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1003, 2015 Edition. All questions have been referenced to a specific requirement published in NFPA 1003 for Airport Firefighter, 2015 Edition.

Reference List (V9.0)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

- NFPA 1003, Airport Fire Fighter Professional Qualifications, 2015 Edition
- IFSTA Aircraft Rescue and Fire Fighting, 5th Edition, 1st Printing
- IFSTA, Company Officer, 4th Edition, 1st Printing
- IFSTA Essentials of Fire Fighting, 5th Edition, 1st Printing
- Federal Aviation Regulations, Part 139
- IFSTA, Principles of Vehicle Extrication, 2nd Edition, 1st Printing
- Title 14 & Title 49 Code of Federal Regulation
- NFPA 1500, 2015 Edition & NFPA 402 2013 Edition
- Jones and Bartlett, First Responder, 1st Printing
- FAA Advisory Circular 150/5210 and 150/5200

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 569 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills test will require the candidate to complete the skills required to prove proficiency in the areas outlined in NFPA 1003, 2015 Edition. Candidates will have 100 minutes (1minute per question) to complete the written test and will be given a reasonable amount of time as determined by the evaluator, to complete the practical skills.

Test Cost

\$115.00

Re-certification

Every three years.

Requires 16 hours of training per year for 3 years and must include a live burn. (FAA requirement)

NPFA 1.2.6 – Airport Fire Fighters shall remain current with the general knowledge and skills and JPR’s addressed for each level of position qualification.

Re-certification Cost: \$25.00

PUBLIC FIRE & LIFE SAFETY EDUCATOR I

NFPA 1035 - 2015 Edition

Prerequisite

A completed application and payment plan are required one week before taking the Fire Life Safety Educator I Certification test. The candidate is expected to be knowledgeable and able to meet the criteria outlined in NFPA 1035, Professional Qualifications for Public Fire and Life Safety Educator, 2015_Edition. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. No prior certification is required.

Standard

NFPA 1035, 2015 Edition, Standard for Professional Qualifications for Public Fire and Life Safety Educator. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1035, 2015 Edition. All written questions and skills have been referenced to a specific standard in NFPA 1035.

Reference List (V8.5)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

IFSTA, Fire and Life Safety Educator, 3rd Edition, 2nd Printing

IFSTA, Fire and Emergency Services Instructor, 8th Edition, 1st Printing

NFPA, 1035, Professional Qualifications for Public Fire and Life Safety Educator, 2015 Edition.

IFSTA Fire Department Company Officer, 4th Edition, 1st Printing

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 197 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills test will require the candidate to complete the skills required to prove proficiency in the areas outlined in NFPA 1035, 2015 Edition.

Test Cost

\$115.00

Re-certification

Every three years.

Requires 24 hours of Fire and Life Safety Educator training, or in service, or combination per year for each of the 3 years.

Re-certification Cost: \$25.00

FIRE & LIFE SAFETY EDUCATOR II

NFPA 1035 - 2015 Edition

Prerequisite

Pu

Public Fire and Safety Educator I

A completed application and payment plan are required one week before taking the Public Fire Life Safety Educator II Certification test. The candidate must be certified as a Public Fire and Safety Educator I and have the knowledge outlined in NFPA 1035, Professional Qualifications for Public Fire and Life Safety Educator II, 2015 Edition. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

Standard

NFPA 1035, Professional Qualifications for Public Fire and Life Safety Educator, 2015 Edition. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1035, for Public Fire and Safety Educator. All questions have been referenced to a specific standard in NFPA 1035.

Reference List (V8.5)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA 1035 Standard for Professional Qualifications for Public Fire and Life Safety Educator, 2015 Edition
IFSTA Fire and Life Safety Educator, 3rd Edition, 1st Printing
IFSTA Fire and Emergency Service Instructor, 8th Edition, 2nd Printing
IFSTA Fire Department Company Officer, 4th Edition, 2nd Printing

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 221 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills test will require the candidate to complete the skills required to prove proficiency in the areas outlined in NFPA 1035 Standard for Professional Qualifications for Public Fire and Life Safety Educator, 2015 Edition

Test Cost

\$125.00

Re-certification

Every three years.

Requires 24 hours of Fire and Life Safety Educator training, in service, or supervisory, or combination for each of the 3 years.

Re-certification Cost: \$25.00

Youth Firesetter Prevention and Intervention Specialist

NFPA 1035 - 2015 Edition

Prerequisite - No prior certification is required. (Training in Youth Firesetter Prevention and Intervention and Fire and Life Safety Educator Certification is highly recommended.) A completed application and payment plan are required one week before taking the Youth Firesetter Intervention Specialist Certification test. The candidate is expected to be knowledgeable and able to meet the criteria outlined in NFPA 1035. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. The Board does not require a specific program for applicants.

Standard

NFPA 1035 Youth Firesetter Prevention and Intervention Specialist 2015 Edition.

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1035 for Youth Firesetter Prevention and Intervention Specialist. All questions in the test bank have been referenced to the standards noted above.

Reference List

The textbooks listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below.

IFSTA, Fire and Life Safety Educator, 3rd Edition, 1st Printing
NFPA 1035, 2015 Edition

Test

The test is two parts, a written test and a practical exam. The written test is made up of 75 multiple-choice questions. A score of 70 percent (adjusted by standard measurement of error) correct answers must be achieved in order to achieve a passing score. The practical exam consists of the candidate demonstrating proficiency in all six proficiencies required in the NFPA 1035 standard. Candidates will have 75 minutes (1 minute per question) to complete the written test and will be given a reasonable amount of time as determined by the evaluator, to complete the practical skills.

Cost \$115.00

Re-certification

Every three years.

Requires a minimum of 24 hours every three years of ongoing experience or training with a minimum of 8 hours of training every three years: Youth Firesetter Prevention and Intervention (YFPI) Training, YFPI meetings, YFPI Assessments, County Team Meetings, Training or Activity

Cost of \$25

Youth Firesetter Intervention Program Manager **NFPA 1035 - 2015 Edition**

Prerequisite – Youth Fire Intervention Specialist I

A completed application and payment plan are required one week before taking the Youth Firesetter Intervention Specialist Certification test. The candidate is expected to be knowledgeable and able to meet the criteria outlined in NFPA 1035. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. The Board does not require a specific program for applicants.

Standard

NFPA 1035 Youth Firesetter Intervention Specialist 2015 Edition.

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1035 for Youth Firesetter Intervention Specialist. All questions in the test bank have been referenced to the standards noted above.

Reference List

The textbooks listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below.

IFSTA, Fire and Life Safety Educator, 3rd Edition, 1st Printing
NFPA 1035, 2015 Edition

Test

The test is two parts, a written test and a practical exam. The written test is made up of 75 multiple-choice questions. A score of 70 percent (adjusted by standard measurement of error) correct answers must be achieved in order to achieve a passing score. The practical exam consists of the candidate demonstrating proficiency in ten of the twelve practical skills. Skills numbered 1, 3, 7 and 11 are mandatory. Candidates will have 75 minutes (1 minute per question) to complete the written test and will be given 60 days to complete the practical skills.

Cost \$125.00

Re-certification

Every three years.

Requires 24 hours of training, in service, or supervisory or combination per year for each of the 3 years. Opportunities include:

Youth Firesetter Prevention (YFP) Training

YFP meetings

YFP Assessments, County Team Meetings, Training or Activity

Cost of \$25

HAZARDOUS MATERIALS OPERATIONS
NFPA 472 - 2013 Edition
Mission Specific 6.2 thru 6.9 – Does Not include 6.10

Prerequisite

NFPA

472 Standard for Competence to Hazardous Materials/Weapons of Mass Destruction Incidents, 2013 Edition; Awareness level and NFPA 1001, 2013 Edition, FFII Level

A completed application and payment plan are required one week before taking the Hazardous Materials Operation Certification test. The candidate must have the knowledge outlined in NFPA 472 Hazardous Materials/Weapons of Mass Destruction, 2013 Edition. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews

Standard

NFPA 472 Standard for Competence to Hazardous Materials/Weapons of Mass Destruction Incidents, 2013 Edition. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 472 Chapter 6, NFPA 472 Standard for Competence to Hazardous Materials/Weapons of Mass Destruction Incidents - 2013 Edition. All questions have been referenced to a specific standard in NFPA 472, Chapter 6.

Reference List (V 9.0.1)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

Specific to Chapters 6.1, 6.2 and 6.6:

NFPA 472, NFPA 472 Standard for Competence to Hazardous Materials/Weapons of Mass Destruction Incidents, 2013 Edition
IFSTA, Hazardous Materials for First Responders, 4th Edition
Jones and Bartlett, Fundamentals of Fire Fighter Skills, 3rd Edition
Jones and Bartlett, Hazardous Materials Awareness and Operations, 1st Edition
DOT, Emergency Response Guidebook, 2012 Edition

Specific to Chapters 6.3 to 6.5 and Chapters 6.6 to 6.9:

IFSTA, Essentials of Fire Fighting and Fire Department Operations, 5th Edition, 1st Printing,
IFSTA, Hazardous Materials for First Responders, 3rd Edition, 1st Printing,
Delmar, Hazardous Materials Incidents, 3rd Edition, 1st Printing,
Delmar, Firefighter's Handbook, Firefighting & Emergency Response, 3rd Edition, 1st Printing,
DOT, Emergency Response Guidebook, 2004 Edition,

Jones and Bartlett, Fundamentals of Fire Fighting Skills, 1st Edition, 1st Printing,
Jones and Bartlett, Hazardous Materials Awareness and Operations, 1st Edition, 1st Printing,
Center for Domestic Preparedness, WMD Hazmat Evidence Collection, Student Manual.
Response to Illicit Drug Labs, IAFF, Student Manual

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 521 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills test will require the candidate to complete all the skills required to prove proficiency in the areas outlined in NFPA 472, Chapter 6 Professional Competence of Responders to Hazardous Materials Incidents. Candidates will have 100 minutes (1minute per question) to complete the written test and will be given a reasonable amount of time as determined by the evaluator, to complete the practical skills.

Test Cost

\$165.00

Re-certification

Every three years.

Requires 24 hours of Hazardous Materials Operations training and activity for each of the three years.

Re-certification Cost: \$25.00

HAZARDOUS MATERIALS TECHNICIAN

NFPA 472 – 2013 Edition

Prerequisite - NFPA 472 Hazardous Material Operations, 2013 Edition. Note: This is the full 472 Operations Standard. This is a stand-alone certificate that states 472 Technician. You must have attended some form of training or education for each of the skill stations. A completed application and payment plan are required one week before taking the Fire Fighter II Certification test. The candidate must be certified at the NFPA 472, Hazardous Materials Operations, 2013 Edition level and have the knowledge outlined in NFPA 472 Professional Competence of Responders to Hazardous Materials Incidents. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews

Standard

NFPA 472 Professional Competence of Responders to Hazardous Materials Incidents, 2013 Edition. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 472 Chapter 7, Professional Competence of Responders to Hazardous Materials Incidents. All questions have been referenced to a specific standard in NFPA 472.

Reference List (V9.0.1)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

- NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents, 2013 Edition
- Jones and Bartlett Learning, Hazardous Materials, Managing the Incident, 4th Edition, 1st Printing
- IFSTA, Hazardous Materials Technician, 1st Edition

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 452 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills test will require the candidate to complete the skills required to prove proficiency in the areas outlined in NFPA 472, Chapter 7 Professional Competence of Responders to Hazardous Materials Incidents. Candidates will have 100 minutes (1 minute per question) to complete the written test and will be given a reasonable amount of time as determined by the evaluator, to complete the practical skills.

Test Cost

\$250.00

Re-certification

Every three years.

Requires 24 hours of Hazardous Materials Technician training and activity for each of the three years.

Cost of \$25.00

FIRE INVESTIGATOR

NFPA 1033 - 2014 Edition

Prerequisites - Various

A completed application and payment plan are required one week before taking the Fire Investigator Certification test. The candidate should have the knowledge outlined in NFPA 1033, 2014 Edition, standard for Fire Investigator. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

The candidate shall possess a high school diploma or a GED certificate. A copy of this shall be submitted with the application.

The candidate shall be at least 18 years of age and shall be one or more of the following:

- Firefighter II certified or
- P.O.S.T. certified or
- A local or state fire marshal whose job description includes fire investigation.

Applicants must have had 24 hours of Fire Investigator training within the last three years and be certified to Haz-Mat Awareness level as described in NFPA 472 4.2.1 thru 4,2,3. The candidate shall have a minimum of three years of experience in some phase of fire or law enforcement service, be of good moral character and shall not have been convicted of or plead guilty to a felony.

Standard

NFPA 1033, Standard for Professional Qualifications for Fire Investigator, 2014 Edition
The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1033, 2014 Edition, for Fire Investigator. All questions in the written and skills test banks have been referred to a specific standard in NFPA 1033.

Reference List (v 9.0.1)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA1033, Standard for Professional Qualifications for Fire Investigator, 2014 Edition.

NFPA 921, Guide for Fire and Explosion Investigations, 2014 Edition.

Brady, Prentice Hall, Kirk's Fire Investigation, 7th Edition.

IFSTA, Fire Investigator, 2nd Edition, 1st Printing.

Jones and Bartlett, Brannigan's Building Construction for the Fire Service, 4th Edition, 1st Printing

Jones and Bartlett, Fire Investigator, Principles and Practice, 3rd Edition

Test

The test is in two parts, a written test and a Skills Test. The written test is made up of 100 multiple-choice and True/False questions selected at random from a test bank of 398 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills Test consists of the candidate demonstrating proficiency in eight or more of the proficiencies required in the NFPA 1033 standard.

Test Costs:

\$265.00

NOTE: Candidate must supply OSHA approved Protective Equipment and SCBA.

Re-certification

Every three years

Provide documentation of 24 hours of training as a student or instructor, or any combination, in fire investigation related courses or seminars per year Or minimum of 24 hours conducting fire investigations for each of the 3 years.

Re-certification cost is \$25.00

TECHNICAL RESCUER/ROPES LEVEL I

NFPA 1006 - 2013

Prerequisites

A completed application and payment plan are required one week before taking the Fire Fighter II Certification test. The candidate should have the knowledge outlined in NFPA 1006, 2013 Edition, standard for Technical Rescuer. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

- Firefighter II certified (NFPA 2013 Version)
- First Responder or Higher
- Member of a Public Safety Organization that requires pre-employment physical and requires regularly scheduled physical examinations during employment.

Standard

NFPA 1006, Standard for Technical Rescue Qualifications, 2013 Edition

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1006, 2013 Edition. All questions in the written and skills test banks have been referred to a specific standard in NFPA 1006.

Reference List

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

- NFPA Standard 1006, Rescue Technician Professional Qualifications, 2013 Edition, Chapters 4 - 6.
- CMC Rope Rescue Manual, 4th Edition, 1st Printing
- Mosby, High Angle Rescue Techniques, 3rd Edition
- Jones and Bartlett, First Responder, 5th Edition

Test

The test is in two parts, a written test and a Skills Test. The written test is made up of 150 multiple-choice and True/False questions selected at random from a test bank of 357 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills Test consists of the candidate demonstrating proficiency in six or more of the proficiencies required in the NFPA 1006 standard.

Test Costs:

\$215.00

NOTE: Candidate must supply OSHA approved Protective Equipment and SCBA.

Re-certification

Every three years

Provide documentation of 24 hours of training as a student or instructor, or any combination, in Technical Rescuer/Ropes I related courses or seminars.

Re-certification cost is \$25.00

TECHNICAL RESCUER/ROPES LEVEL II

NFPA 1006 - 2013

Prerequisites

A completed application and payment plan are required one week before taking the Ropes II Certification test. The candidate should have the knowledge outlined in NFPA 1006, 2013 Edition, standard for Technical Rescuer. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

Technical Rescuer Ropes I

Firefighter II certified (NFPA 2013 Version)

First Responder or Higher

AND Member of a Public Safety Organization that requires pre-employment physical and requires regularly scheduled physical examinations during employment.

Standard

NFPA 1006, Standard for Technical Rescue Qualifications, 2013 Edition

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1006, 2013 Edition. All questions in the written and skills test banks have been referred to a specific standard in NFPA 1006.

Reference List

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA Standard 1006, Rescue Technician Professional Qualifications, 2013 Edition, Chapters 4 - 6.

CMC Rope Rescue Manual, 4th Edition, 1st Printing

Mosby, High Angle Rescue Techniques, 3rd Edition

Jones and Bartlett, First Responder, 5th Edition

Test

The test is in two parts, a written test and a Skills Test. The written test is made up of 100 multiple-choice and True/False questions selected at random from a test bank of 357 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills Test consists of the candidate demonstrating proficiency in three or more of the proficiencies required in the NFPA 1006 standard.

Test Costs:

\$215.00

NOTE: Candidate must supply OSHA approved Protective Equipment and SCBA.

Re-certification

Every three years

Provide documentation of 24 hours of training as a student or instructor, or any combination, in Technical Rescuer/Ropes II related courses or seminars.

Re-certification cost is \$25.00

CONFINED SPACE LEVEL I & II **NFPA 1006 - 2013**

Prerequisites

A completed application and payment plan are required one week before taking the Fire Fighter II Certification test. The candidate should have the knowledge outlined in NFPA 1006, 2013 Edition, standard for Technical Rescuer. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

- Firefighter II certified (NFPA 2013 Version)
- First Responder or Higher
- Member of a Public Safety Organization that requires pre-employment physical and requires regularly scheduled physical examinations during employment.
- Technical Rescue/Ropes Level I or higher

Standard

NFPA 1006, Standard for Technical Rescue Qualifications, 2013 Edition

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1006, 2013 Edition. All questions in the written and skills test banks have been referred to a specific standard in NFPA 1006.

Reference List

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

- NFPA 1006, Standard for Rescue Technician Professional Qualifications
NFPA 1006 2013 Edition
- CMC, Confined Space Entry and Rescue, 2nd Edition
- Jones and Bartlett, First Responder, 5th Edition

Test

The test is in two parts, a written test and a Skills Test. The written test is made up of 100 multiple-choice and True/False questions selected at random from a test bank of 213 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills Test consists of the candidate demonstrating proficiency in six or more of the proficiencies required in the NFPA 1006 standard.

Test Costs:

\$165.00

NOTE: Candidate must supply OSHA approved Protective Equipment and SCBA.

Re-certification

Every three years

Provide documentation of 24 hours of training as a student or instructor, or any combination, in Technical Rescuer/Confined Space related courses or seminars.

Re-certification cost is \$25.00

VEHICLE MACHINERY LEVELS I

NFPA 1006 - 2013

Prerequisites

A completed application and payment plan are required one week before taking the Fire Fighter II Certification test. The candidate should have the knowledge outlined in NFPA 1006, 2013 Edition, standard for Technical Rescuer. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

- Firefighter II certified (NFPA 2013 Version)
- First Responder or Higher
- Member of a Public Safety Organization that requires pre-employment physical and requires regularly scheduled physical examinations during employment.
- Technical Rescue/Ropes Level or higher

Standard

NFPA 1006, Standard for Technical Rescue Qualifications, 2013 Edition

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1006, 2013 Edition. All questions in the written and skills test banks have been referred to a specific standard in NFPA 1006.

Reference List

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA 1006, Standard for Rescue Technician, Professional Qualifications, 2013 Edition

Mosby Year Book, Vehicle Rescue and Extrication, 2nd Edition

IFSTA Principles of Vehicle Extrication, 2nd Edition, 1st Printing

Jones and Bartlett, AAOS, First Responder, 4th Edition

IFSTA Essentials of Fire Fighting and Fire Dept. Operations, 5th Edition

Test

The test is in two parts, a written test and a Skills Test. The written test is made up of 100 multiple-choice and True/False questions selected at random from a test bank of 254 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills Test consists of the candidate demonstrating proficiency in six or more of the proficiencies required in the NFPA 1006 standard.

Test Costs:

\$165.00

NOTE: Candidate must supply OSHA approved Protective Equipment and SCBA.

Re-certification

Every three years

Provide documentation of 24 hours of training as a student or instructor, or any combination, in Technical Rescuer/Vehicle & Machinery related courses or seminars.

Re-certification cost is \$25.00

TRENCH LEVEL I & II

NFPA 1006 - 2013

Prerequisites

A completed application and payment plan are required one week before taking the Fire Fighter II Certification test. The candidate should have the knowledge outlined in NFPA 1006, 2013 Edition, standard for Technical Rescuer. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews.

- Firefighter II certified (NFPA 2013 Version)
- First Responder or Higher
- Member of a Public Safety Organization that requires pre-employment physical and requires regularly scheduled physical examinations during employment.
- Technical Rescue/Ropes Level I or higher

Standard

NFPA 1006, Standard for Technical Rescue Qualifications, 2013 Edition

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1006, 2013 Edition. All questions in the written and skills test banks have been referred to a specific standard in NFPA 1006.

Reference List

The textbooks and Reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

NFPA 1006, Standard for Rescue Technician Professional Qualifications
2013 Edition

Jones and Bartlett, Trench Rescue: Awareness, Operations, Technician 2nd
Edition

OSHA 29 CFR 1926

Test

The test is in two parts, a written test and a Skills Test. The written test is made up of 75 multiple-choice and True/False questions selected at random from a test bank of 182 questions. A score of 70% (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The Skills Test consists of the candidate demonstrating proficiency in all of the proficiencies required in the NFPA 1006 standard.

Test Costs:

\$225.00

NOTE: Candidate must supply OSHA approved Protective Equipment and SCBA.

Re-certification

Every three years

Provide documentation of 24 hours of training as a student or instructor, or any combination, in Technical Rescuer/Trench Rescue related courses or seminars.

Re-certification cost is \$25.00

APPENDIX B
CERTIFICATION PROGRAM FEES

CERTIFICATION TEST

Fire Fighter I	\$115.00
Fire Fighter II	\$115.00
Fire Apparatus Driver/Operator-Pumper	\$140.00
Fire Inspector I	\$115.00
Fire Inspector II	\$125.00
Fire Inspector III	\$215.00
Fire Instructor I	\$115.00
Fire Instructor II	\$125.00
Fire Instructor III	\$140.00
Plan Examiner I	\$225.00
Fire Investigator	\$225.00
Fire Officer I	\$115.00
Fire Officer II	\$125.00
Fire Officer III	\$140.00
Fire Officer IV	\$165.00
Airport Rescue Fire Fighter	\$115.00
Public Fire & Life Safety Educator I	\$115.00
Public Fire & Life Safety Educator II	\$125.00
Hazardous Materials - Awareness	\$115.00
Hazardous Materials - Operations	\$165.00
Hazardous Materials - Technician	\$250.00
Technical Rescuer/Ropes I	\$215.00
Ropes II	\$215.00
Vehicle & Machinery I and II	\$135.00
Confined Space I and II	\$135.00
Trench Rescue I and II	\$225.00
Local Hazard Zone Management	\$115.00

RECERTIFICATION FEE	\$25.00
TEST READER	\$150.00
RECIPROCITY	\$100.00 for first
REPRINTS	\$25.00
RETESTS	Full test fee after 1

ALL FEES ARE DUE WITH APPLICATIONS ONE WEEK BEFORE THE SCHEDULED TEST.

RESULTS WILL NOT BE SENT UNTIL FEES ARE PAID IN FULL

APPENDIX C

APPLICATIONS

- 1. Generic Application and Pre-Requisites list**
- 2. Recertification Letter and Application**
- 3. Application for Reciprocity**

MINNESOTA STATE FIRE FIGHTER CERTIFICATION

Applicant required to provide at test site:

All: Proof of identification.
 FFI, FFII: NFPA compliant/OSHA approved SCBA and
 NFPA compliant/OSHA approved turnout gear including helmet, coat, pants, boot and gloves.
 FAO: NFPA compliant/OSHA approved turnout gear including helmet, coat, pants, boot and gloves.
 Calculator is permissible.
 Inspector: MN Code Book
 OTHER: As listed in policy manual.

Certification	Fee	Prerequisites
Fire Fighter I	\$115.00	Live Burn Participation
Fire Fighter II	\$115.00	Fire Fighter I
Fire Apparatus Operator	\$140.00	Fire Fighter I
Fire Inspector I	\$115.00	NONE
Fire Inspector II	\$125.00	Fire Inspector I
Fire Inspector III	\$215.00	Fire Inspector II
Plan Examiner I	\$265.00	Fire Inspector II or Experience
Fire Instructor I	\$115.00	NONE
Fire Instructor II	\$125.00	Fire Instructor I
Fire Instructor III	\$140.00	Fire Instructor II
Fire Investigator*	\$265.00	Fire Fighter II or Experience+
Fire Officer I	\$115.00	Fire Fighter II & Instructor I
Fire Officer II	\$125.00	Fire Officer I
Fire Officer III	\$140.00	Fire Officer II
Fire Officer IV	\$165.00	Fire Officer III
Airport Fire Fighter	\$115.00	Fire Fighter II w/1001 Ops
Fire Safety Educator I	\$115.00	NONE
Fire Safety Educator II	\$125.00	Fire Safety Educator I
YFPI – Specialist	\$115.00	NONE
YFPI – Program Manager	\$125.00	YFPI - Specialist
Tech Rescuer/Ropes I	\$215.00	FFII & Public Safety Employee+
T.R. Confined Space I & II	\$165.00	Tech Rescuer/Ropes I+
T.R. Vehicle Machinery I	\$165.00	Tech Rescuer/Ropes I+
472 HazMat Operations	\$165.00	FFII or PPE/SCBA Training
472 HazMat Technician	\$250.00	472 HazMat Operations
Local Hazard Zone Management	\$115.00	NONE

Only Registered/Current Minnesota State Fire Fighter Certifications will be accepted as Prerequisites.

**Fire Investigator require unique application forms.*

+For more details as well as additional prerequisites visit the website at www.mfscb.org.



Minnesota Fire Service Certification Board

Theresa Zikmund
Executive Director
2704 Mounds View Blvd
Mounds View, MN 55112

Office: (866)566-0911
Fax: (763)786-4920
tzikmund@mfsbc.org

NEW:
**You must renew
within 3 years of
your expiration
date.**

Department Recertifications:

General Recertification Instructions:

Recertification is required every 3 years. The purpose of recertification is to insure that those holding certificates in the State of Minnesota are acknowledged/recognized for their fire experience and continued education. **The cost is \$25.00 per discipline per each three year term.** You need only recertify at the highest level for each discipline. For example, if a fire fighter holds both Fire Fighter I and II certificates, only Fire Fighter II needs to be re-certified.

NEW POLICY – You must renew within 6 years of your expiration date. Thus, as of the writing of this notification, if you hold certifications that expired previous to 2016 you will need to retest.

How do I recertify? There are 3 options to recertify your fire fighters:

1. **Complete a recertification form** for each member of your department. Sign and send payment to MFSCB. Individual records will be updated in the MFSCB database. Please allow 4 weeks for processing. **OR**
2. **Send back a copy of your department list** indicating those you wish to recertify, a signed letter stating that those on the list have met the requirements and payment to MFSCB. Allow 4 weeks for processing. **OR**
3. **Recertify online.** You can use a credit card or purchase order.
 - a. Visit www.mfscb.org
 - b. “Personal Login” **NEW!** (Access department through your personal login.)
 - c. Enter user name and password. (Contact MFSCB for user name and password.)
 - d. Select Department Icon located on top of page. **NEW!**
 - e. Open Bulk Recertification
 - f. Select those firefighters you wish to recertify. (Your payment will be calculated.)
 - g. Select your payment option.
 - h. Complete the appropriate payment section.
 - i. You **MUST** enter your email address. (A receipt will be sent via email.)

Your new cards will be sent within two weeks!

**Recertification
requirements can be
found on the back
of the application.**

Don't have access to your department information? Contact the office for access. You must have approval from your Chief. This online access will allow you to not only recertify online but view your departments' certification status at any time as well as bulk register for tests.

more...

Update database:

In order to keep YOUR department's records current in the MFSCB database, please indicate why you are not re-certifying individuals i.e. ... resigned, changed departments, retired, no longer working in that capacity... Please note we do NOT eliminate anyone from the database. They are moved to "inactive" file and can be "reactivated" if they move to another department or rejoin.

Additional note: As of 2009, the database is capable of listing Firefighters on multiple departments. Please indicate the primary department.

For those individuals holding three or more certifications:

Recertification fees will be maximized at \$75 per firefighter, per three year term.

Qualified individuals' certifications will all expire in the same year. Fees will be pro-rated. This can be accomplished by contacting the MFSCB office at tzikmund@mfscb.org or 866-566-0911.

This is an elective!

Individual Recertifications:**How do I recertify?****Complete a recertification application form.**

You must be active in the fire service and have an "Authority having Jurisdiction" sign and attest that you have meet the training requirements.

Recertification requirements can be found on the back of application.

Remittance:

Cost per recertification, per discipline, per 3 year term - \$25.00

Payable and remit to:

MFSCB
2704 Mounds View Blvd
Mounds View, MN 55112

NOTE: New address

Questions? Please feel free to call the office at 866-566-0911.

Thank You!



Minnesota Fire Service Certification Board

Theresa Zikmund
Executive Director
2704 Mounds View Blvd
Mounds View, MN 55112

(866)566-0911
Fax: (763)786-4920
tzikmund@mfsfb.org

NOTE: CHANGE OF ADDRESS

Recertification Application (Please print legibly)

Name _____ SS# _____
First MI Last (Last 4 digits only)

Address _____
Street/Rt. Box City State Zip

Telephone Number _____ Birth Date ___ / ___ / _____

E-mail _____

Member of the _____ Fire Department
(If you are a member of multiple departments please list primary department first.)

Certification* _____ (\$25.00)**

Certification _____ (\$25.00)

Certification _____ (\$25.00)

The signature below attests that _____ (applicant) has, in **each** of the past **three years**, has completed the required service, continuing education and/or training related to the above level of certifications listed and that he/she continues to work in the fire service or related field. (See page 2)

Verification

This verification is based upon a review of the applicant's practical skills, training records, an evaluation of the candidates' actual work experience or a combination thereof, all of which are a part of the permanent training record maintained by this department and available to the Certification Board for review, upon request. Must be verified by Fire Chief or Supervisor.

Verified this _____ day of _____, 20 ____.

Print Fire Chief or Supervisor name

Title

Signature

Phone Number

Checks payable to MFSCB. Mail to MFSCB, 2704 Mounds View Blvd, Mounds View, MN 55112

* You need only recertify at the highest level per discipline (Firefighter, Instructor, Officer...)
For example: If you hold Firefighter I and II, you need only recertify Firefighter II.

** If you hold Certifications which include HazMat Operations or HazMat Awareness the cost is only \$25.00.
For example: If you have Firefighter II w/HazMat Operations the cost is \$25.00 not \$50.00.

More...

RECERTIFICATION REQUIREMENTS

3-1-15 Rev.

Many of the disciplines below now accept work experience in addition to training for recertification.
Updated requirements are in red.

Firefighter I	24 hrs of training per year for 3 years
Firefighter II	24 hrs of training per year for 3 years
472 HazMat Ops	24 hrs of training per year for 3 years
472 Haz Mat Tech	24 hrs of training per year for 3 years
FAO	8 hrs of training AND 8 hrs of apparatus operation per year for 3 years
Instructor I	24 hrs of training and/or instructing per year for 3 years – No Change
Instructor II	24 hrs of training and/or instructing, or supervisory per year for 3 years
Instructor III	24 hrs of training and/or instructing and/or supervisory role per year for 3 years
PFLSE I	24 hrs of training, or in service, or combination per year for 3 years
PFLSE II	24 hrs of training, in service, or supervising, or combination per year for 3 years
YFPI –Specialist	24 hrs of training, or in service per year for 3 years
YFPI-Program Mgr	24 hrs of training, in service, or supervising, or combination per year for 3 years
Inspector I	24 hrs of training and/or actively inspecting per year for 3 years, minimum of 8 hrs of training
Inspector II	24 hrs of training and/or actively inspecting per year for 3 years, minimum of 8 hrs of training
Plan Examiner	24 hrs of training and/or conducting plan reviews per year for 3 years, minimum of 8 hrs of training
Investigator	24 hrs of training or conducting fire investigations 24 hrs per year for 3 years
Tech Rescuer	24 hrs of training per year for 3 years, discipline specific
ARFF	16 hrs of training per year for 3 years, must include a live burn*
Officer I	Min of 8 hrs of training per year AND hold an officer position for 3 years OR 24 hrs of training per year for 3 years
Officer II, III, IV	Min of 8 hrs of training per year AND hold an officer position for 3 years OR 24 hrs of training or in service per year for 3 years
Local HazardZone Mgmt	12 hrs of training per year for 3 years AND in a command function

*FAA required

RECIPROCITY POLICY

It shall be the policy of the Minnesota Fire Service Certification Board to examine the certification credentials of individuals certified by other accredited entities to determine which level of certification, if any, is applicable. Individuals certified by either NFPA Pro Board or IFSAC entities may be granted equivalence for their level of certification. To be considered, documentation of current certification on which reciprocity is being requested must be submitted to the Executive Director of the Minnesota Fire Service Certification Board for approval.

Documentation Criteria:

1. Either a **Pro Board or IFSAC Seal must be affixed/printed on the certificate provided.**
2. If the submitted Certificate date is older than 3 years from the date of the Reciprocity Application, Reciprocity cannot be granted.
 - a. Exception: Applicant must be employed in the fire service and provide an attestation letter from the Chief or Chief Executive attesting to the candidate having met all training/certification requirements of that organization for the previous 3 years.
 - b. In no case can an individual receive reciprocity for certifications older than 6 years from the date of application for Reciprocity. If older, individuals seeking Minnesota Fire Service Certification must complete the testing process in order to be granted a Minnesota Certification.

Example: Joe is seeking Minnesota Fire Service Certification and makes application on 3-1-2016. Joe was granted FFII from New Hampshire on 1-1-2014. Since this is within the three year window of time, Joe would need to complete the application, provide a copy of a Certificate that has either an IFSAC seal affixed or the Pro Board logo printed; and provide for payment.

If Joe's certificate was dated 1-1-2013, he would need attestation of training for years of service. If the certificate is dated 12-31-2009 or older, Joe would have to successfully test to acquire Minnesota Certification. See the Recertification Application for further instructions.

The cost is \$100 for the first discipline, \$50 for subsequent with a maximum \$250.

You must supply copies of the pre-requisite certification for each request. For example: If you require Firefighter II Certification you need to supply copies of your Firefighter I, 1001 HazMat Operations and Firefighter II Certifications.

We do not re-issue certificates. Your information is entered in the Minnesota Database and a Minnesota card is mailed to the location designated on the Application Form.

Please submit both the Reciprocity Application and copies of your certificates.

APPENDIX D

Advanced/Specialized Certification & Corresponding Examiner Criteria

Purpose:

The purpose of this Appendix is to detail which certifications are considered advanced/specialized and what credentials are needed by lead examiners and examiners.

Advanced/Specialized Levels of Certification:

- Airport Firefighter
- Fire Officer III and IV
- Fire Inspector III
- Plan Examiner
- Fire Instructor III
- All Technical Rescuer
- Haz Mat Operations
- Haz Mat Technician
- Investigator
- Public Fire Life Safety Educator II

Evaluator/Examiner Criteria:

Lead Examiner and examiners for advanced or specialized certifications shall be chosen by the Executive Director based on the following criteria. Said criteria shall be considered in its entirety.

1. Education credentials (Ph.D., Masters, B.S.)
2. Years of Experience in that specific field
3. Accomplishments, awards, recognitions specific to that field
4. Rank or standing (Chief, Program Director)
5. Expertise to the specific field

Examples:

The lead examiner and examiners for all Technical Rescuer examinations are members of Task Force 1; Minnesota's special technical rescue team. All members have completed more than 250 hours of specialized training, are currently working in the specialty, and are certified by FEMA as Technical Rescuers.

Examiners for Fire Officer III and IV, Inspector III and Instructor III are Master Degreed or higher, have in excess of 25 years of fire experience with over 15 years of that experience in their specific field, and are either Fire Chiefs, Program Managers, or the Fire Marshal in their jurisdiction.

APPENDIX E

SAFETY POLICY

Purpose:

The purpose of this appendix is to readily identify where the various safety policies adopted by the Minnesota Fire Service Certification Board exist.

Policy	Document	Section
Sexual Harassment Policy	Policy Manual	Article 7.7 Page 19
Sexual Harassment Policy	Evaluator Manual	Article 7.7 Page 14
High Visibility Clothing	Evaluator Manual	Article 7.1, Section 2, Sub F, (q)
Safe Environment	Policy Manual	Article 7,1, Section 2, Sub F, (p)
Safe Environment	Evaluator Manual	Article 7.1, Section, Sub F, (p)
OSHA/Facial Hair	Numerous	Web Page, Skills Sheet
PPE	Skills Sheets	Front Page
SCBA	Skill Sheets	Front Page