



*Fire Protection Technology Program*



*Certification Policy and Procedure  
Manual*

June 2012  
Revised September 2014  
Revised February 2017  
Revised October 2021

Portland Community College  
Fire Protection Technology Program

**MISSION STATEMENT**

Collaborate and partner with emergency response agencies, organizations, associations and educational institutions to provide high quality pre-employment training and education, and professional development opportunities for career and volunteer emergency response personnel to meet industry needs for a skilled and diverse professional workforce.

Objectives:

- Make the two-year associate degree student successful in the market place.
- Establishment of articulation with four-year Fire Administration institutions to facilitate the transfer of credits for students seeking bachelor and higher degrees.
- Use of the first year of FPT to prepare students for further career development.
- Establish regional hiring initiatives, including physical testing.
- Add more on-line training and education courses designed to meet national standards.
- Achieve accreditation of the FPT degree.
- Achieve accreditation for administering fire service certifications meeting national standards.
- Evaluate the current degree to ensure that it meets the need for pre-employment and professional development training and education.

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# CHAPTER ONE – INTRODUCTION

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- Section 1-2: Background
- Section 1-3: Empowerment
- Section 1-4: Scope

## Section 1-1: Purpose

- 1.1.1 The purpose of this “*Certification Policy and Procedure Manual*” is to establish Portland Community College’s (PCC) policies and procedures for certification of fire and emergency service personnel, within the State of Oregon. Certifications awarded through PCC **DO NOT** replace or override certifications awarded by the State of Oregon, Department of Public Safety Standards and Training (DPSST). PCC’s certification program provides a mechanism for fire and emergency service personnel to gain certification recognized outside the State of Oregon.

## Section 1-2: Background

- 1.2.1 In March 2009, personnel from PCC’s Fire Protection Technology Program (FPT) met with a representative of DPSST and Chemeketa Community College (CCC) to discuss the possibility of PCC pursuing accreditation through the International Fire Service Accreditation Congress (IFSAC) for certifying fire fighters, in the State of Oregon. As a result of that meeting, it was agreed PCC would have the support of DPSST and CCC in pursuing IFSAC Certificate Assembly (CA) certification accreditation. Following this meeting, PCC approached the Northwest Association of Fire Trainers (NWAFT) for their support in this endeavor.
- 1.2.2 In April 2009, PCC submitted an application for membership to the IFSAC Certificate Assembly. Membership was granted by the Certificate Assembly Board of Governors (CABOG) at the 2009 Annual Meeting in Oklahoma City.
- 1.2.3 In May 2010, the PCC FPT program Advisory Committee discussed the pursuit of IFSAC accreditation. Members were in favor of moving forward with the process. As a result, the preparation of documents required to apply for accreditation was started.
- 1.2.4 In September 2012, the IFSAC CABOG voted to accredit PCC FPT, with an effective date of April 2012, to certify to the following levels:
- Fire Fighter I
  - Fire Fighter II
  - Hazardous Materials Awareness
  - Hazardous Materials Operations, including Mission Specific Competencies for Personal Protective Equipment and Product Control
- 1.2.5 Between PCC’s initial accreditation in September 2012 and the reaccreditation site visit in June 2017, PCC’s Advisory Committee and constituents from around the State of Oregon requested PCC pursue the following additional levels of certification for inclusion in PCC’s accreditation status:
- Fire Instructor I
  - Fire Officer I
  - Fire Apparatus Driver/Operator – Apparatus Equipped with Fire Pump

**Section 1-3: Empowerment**

- 1.3.1 Through a letter dated April 9, 2009, the DPSST gave support to PCC for pursuing IFSAC Certificate Assembly accreditation.
- 1.3.2 Through a letter dated August 18, 2016, the DPSST gave continued support to PCC for continuation of IFSAC Certificate Assembly accreditation.

**Section 1-4: Scope**

- 1.4.1 The PCC fire fighter certification program is a voluntary program. There is no statutory requirement for fire fighters to be certified in the State of Oregon. If at such time this statutory requirement changes, only the DPSST, by Oregon Administrative Rules (OARs) will be able to comply with the statute. The PCC program will remain voluntary. However, PCC's fire fighter certification program fulfills the certification requirements imposed by fire departments, the Department of Defense (DOD) and all branches of the United States Government when required for a position.



## CHAPTER TWO – DEFINITIONS

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Section 2-1: Purpose

Section 2-2: Definitions

### Section 2-1: Purpose

- 2.1.1 These definitions only apply to these policies and procedures and **DO NOT** in any way apply to the rules, regulations, practices, or procedures of any local fire service or organization.
- 2.1.2 All definitions which appear in the PCC FPT Certification Policy and Procedure Manual shall apply to the terms used in this policy and procedure manual. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings with the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11<sup>th</sup> edition, shall be the source for the ordinarily accepted meaning.

### Section 2-2: Definitions

- 2.2.1 **ACCREDITATION** – The process by which a private, non-governmental, body evaluates an entity and formally recognizes it as having met certain predetermined criteria or standards.
- 2.2.2 **APPLICANT** – A person who has satisfied the requirements to be examined for certification or an entity that applies for recognition as an accredited academy.
- 2.2.3 **CANDIDATE** – A person performing written and/or practical examination for certification.
- 2.2.4 **CERTIFICATE** – An award recognizing completion of training, attendance, participation, achievement, et cetera. A certificate, in and of itself, **IS NOT** a certification. For example, one can be awarded a certificate for attendance or a certificate of certification (achievement). They represent two entirely different things. One indicates a person was in attendance at an activity, training event, class, et cetera. The other indicates a person demonstrated competence and, as a result, is officially recognized, certified, or licensed by a third party governing body. Certification is defined in 2.2.5.
- 2.2.5 **CERTIFICATION** – Formal procedure by which an accredited or authorized person, agency, or entity assesses and verifies the qualification or status of individuals in accordance with established requirements or standards, and attests in writing by issuing a certificate. It can also be defined as, the confirmation that a person is certified as being able to competently complete a job or task as a result of passing an examination administered by an accredited entity.
- 2.2.6 **CERTIFICATION APPEALS BOARD** – A five member board who hear certification program appeals.
- 2.2.7 **CERTIFIED** – Applicants who have successfully met or exceeded cognitive and psychomotor objectives of the PCC fire service certification program.
- 2.2.8 **FIRE FIGHTER (FIREFIGHTER)** – A person whose vocation or avocation is fighting fires; a member of a fire service unit.

- 2.2.9 **FIRE SERVICE RELATED ACCREDITING BODY** – An organization that meets NFPA 1000, *Standard for Fire Service Professional Qualifications Accreditation and Certification Systems*, 2017 Edition (or current edition) and accredits entities empowered to grant certifications. Currently, the only recognized accrediting bodies are the International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (Pro Board®).
- 2.2.10 **INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS (IFSAC)** – Peer driven, self-governing accrediting body that accredits both fire service certification programs and post-secondary fire related higher education degree programs.
- 2.2.10 **JOB PERFORMANCE REQUIREMENT (JPR)** – A JPR describes the performance required for a specific job. A JPR is the assembly of three critical components: task to be performed; tools, equipment, or materials that must be provided to successfully complete the task; and evaluation parameters and/or performance outcomes. JPRs are used to establish the evaluation criteria for certification at a specific job level. Psychomotor skills are those physical skills that can be demonstrated or observed. Cognitive skills cannot be observed, but are rather evaluated by written assessment.
- 2.2.11 **LEAD EVALUATOR** – The qualified person designated by PCC FPT to oversee a given written and/or skills certification examination process. Only one Lead Evaluator will be designated for a written and/or skills certification test. Where both written and skills tests are conducted simultaneously, a single Lead Evaluator will be designated to oversee both tests. To be qualified as a Lead Evaluator, an individual must have served as a Skill Evaluator during a certification test.
- 2.2.12 **NATIONAL BOARD ON FIRE SERVICE PROFESSIONAL QUALIFICATIONS (Pro Board®)** – Non-profit corporation that accredits organizations that use NFPA professional qualification standards with certification programs.
- 2.2.13 **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA®)** – Organization that publishes standards for fire service professional qualifications and other fire and life safety codes and standards created through a consensus process.
- 2.2.14 **OREGON DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING (DPSST)** – The department within the State of Oregon authorized by law to award fire service related state certification.
- 2.2.15 **OREGON EMERGENCY SERVICES ORGANIZATION (OSEA)** – A federal, state, county, municipality, or special district organization, within the State of Oregon, whose responsibility includes emergency services response.
- 2.2.16 **OREGON EMERGENCY SERVICES ORGANIZATION MEMBER** – A person who is a member of record of an OSEA, regardless of the person’s State of residence.
- 2.2.17 **OREGON RESIDENT** – An individual who resides in the State of Oregon and holds a valid Oregon driver’s license.
- 2.2.18 **OREGON POST-SECONDARY INSTITUTION STUDENT** – A person who is enrolled in a fire-related credit course or fire-related program of study in an Oregon post-secondary institution at the time of registration for certification. Enrollment in a noncredit fire-related course in an Oregon post-secondary institution is not recognized for certification registration.
- 2.2.19 **POLICIES AND PROCEDURES** – Formal guidelines promulgated by the PCC FPT program and/or the FPT Advisory Committee concerning the methods, procedures, and processes for implementing certification rules and administering the certification program.

- 2.2.20 **PRACTICAL EXAMINATION** – Actual psychomotor assessment consisting of random JPR selection and conducted in accordance with certification policies and procedures, NFPA standards, and Oregon Occupational Safety and Health Administration (OR-OSHA) rules.
- 2.2.21 **QUALIFIED** – A person that has been trained in the certification process and meets all relevant requirements of the certification policies and procedures.
- 2.2.22 **QUALIFIED LEAD EVALUATOR** – See “**Lead Evaluator**”
- 2.2.23 **QUALIFIED SKILL EVALUATOR** – See “**Skill Evaluator**”
- 2.2.24 **RECIPROCITY** – The recognition of certification, without any required testing, for those individuals who have been certified at a certification level by an IFSAC or Pro Board accredited entity within the past five (5) years. This recognition of certification satisfies requirements defined in NFPA standards for prerequisite levels required for certification at a different level. For example, Hazardous Materials Operations Level Responder certification from an IFSAC or Pro Board accredited entity satisfies the requirement found in section 5.1, of NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, for certification at the Fire Fighter I level.
- 2.2.25 **REVOCAION** – means to withdraw the certification of a fire service professional for mandatory grounds or ethical misconduct.
- 2.2.26 **REVOKE** – see revocation.
- 2.2.27 **SELF-CONTAINED BREATHING APPARATUS (SCBA)** – An SCBA that met NFPA Standard NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*, at the time acquired; including an “integrated” or “stand-alone” Personal Alert Safety System (PASS) that met NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)*, at the time acquired.
- 2.2.28 **SCANTRON®** – A form used to mark answers from written test.
- 2.2.29 **SKILL EVALUATOR** – An individual qualified to assess certification skill tests.
- 2.2.30 **SKILL EVENT ASSESSMENT SET** – A set of skill events representing at least 25% of the skills identified in the NFPA standard for the level being assessed and representing a diverse range of difficulty. For each accredited level, there are at least two skill event assessment sets.
- 2.2.31 **STRUCTURAL FIREFIGHTER PROTECTIVE CLOTHING (Turnouts)** – Multiple elements of compliant protective clothing, including helmet, coat, pant, gloves, boots, and hood, that met NFPA Standard NFPA 1971, *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting*, at the time acquired.

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## CHAPTER THREE – CERTIFICATION APPEALS BOARD

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### Section 3-1: Purpose

- 3.1.1 The purpose of this section is to establish the administrative authority, responsibility, and policies for the Portland Community College Fire Service Certification Program Appeals Board (herein after referred to as the Board).
- 3.1.2 The general purpose of the Board is to hear appeals with regard to the certification program.

### Section 3-2: Responsibilities

- 3.2.1 The Board has the general responsibility for:
- Adoption of certification program appeals policies and rules;
  - Conduct appeals hearings with regard to the certification program;
  - Decide on appeals with regard to the certification program;
  - Conduct certification revocation hearings; and
  - Decide on revocation of certification.
- 3.2.2 The Board shall have the responsibility to interpret certification program policies and procedures.
- 3.3.3 The Board shall have the final authority in all certification program appeals.
- 3.3.4 The Board shall have the final authority on revocation of certification.

### Section 3-3: Organization

- 3.3.1 The Board shall consist five members representing the following constituents:
- (a) Representative of PCC Student Fire Fighters Association;
  - (b) Representative of the PCC Fire Protection Technology Advisory Committee;
  - (c) Representative of the PCC Fire Protection Technology Faculty and Staff;
  - (d) Representative of the fire service from within the PCC service area; and
  - (e) A citizen from within the PCC service area.
- 3.3.2 The manager of the fire service certification program shall serve on the Board as an Ex-Officio member. The manager does not have voting rights.
- 3.3.3 The PCC Cascade Campus President shall appoint members to the Board.
- 3.3.4 Appointment to the Board shall continue until the member leaves the position represented or upon resignation, in writing.

- 3.3.5 The Board shall elect a chairperson, hereafter known as the Chair. The certification program manager shall server as the Secretary for the Board.
- 3.3.6 Meeting of the Board shall be held as needed to address appeals or matters concerning the appeals process. No meeting shall be held without a minimum of five (5) working days' notice.
- 3.3.7 Meetings shall be held at PCC Cascade Campus. The certification program manager shall select the location and time for each meeting.
- 3.3.8 The Board Chair shall have the following responsibilities:
- (a) Conduct and chair all Board meetings.
  - (b) Conduct meetings according to Robert's Rules of Order.
  - (c) Appoint Board representatives to Board committees as needed.
  - (d) Handle other duties as needed.
- 3.3.9 The Board Secretary shall have the following responsibilities:
- (a) Call meetings upon request or as needed.
  - (b) Establish meeting agendas.
  - (c) Record minutes at Board meetings.
  - (d) Ensure timely dissemination of all Board minutes, actions, and business.
- 3.3.10 Board members shall have the following responsibilities:
- (a) Maintain ethical standards and confidentiality in all Board related matters.
  - (b) Represent the best interest of the Board.
  - (c) Attend scheduled meetings.
  - (d) Be prepared for all Board meetings by reviewing agendas and other related documents.
  - (e) Be fair and impartial in all appeals matters.

#### **Section 3-4: Administration**

- 3.4.1 At all meetings of the Board, no vote shall be cast and no decision made without a quorum of members present. If a quorum does not exist, issues may only be discussed for informational purposes. Issues must be carried over for vote until the next Board meeting. A quorum shall exist when three (3) of five (5) voting members are present.
- 3.4.2 A majority vote shall consist of a simple majority of the congruent vote of the voting members.
- 3.4.3 Notice of Board meetings shall be made public at least five (5) working days' prior to the scheduled meeting. The notice shall include date, time, location, and agenda of the meeting. It shall be the responsibility of the certification program manager to make appropriate notifications.
- 3.4.5 One-on-one discussion between Board members and/or individuals in the audience should be avoided. Discussion by a member should only take place when recognized by the Chair. All discussion shall be addressed to the Chair.
- 3.4.6 All meetings of the Board or appointed committees shall have recorded/written minutes which shall be approved by the Board.

- 3.4.7 The Board's responsibilities shall include, but not be limited to:
- (a) Ruling on violations of policies by personnel holding certification;
  - (b) Adoption of rules related to certification appeals and revocation;
  - (c) Settling appeals submitted to the Board regarding certification processes; and
  - (d) Decide on revocation of certification.
- 3.4.8 The Board shall keep confidential rulings, discussions, and et cetera, involving personnel records or matters of a sensitive nature. The President may move the Board into executive session as necessary for personnel matters.
- 3.4.9 Any Board member who violates the trust under 3.4.8 may be asked to resign from the Board through a majority vote of the remaining Board members. Any such request for removal shall be immediately reported to the certification manager in writing.
- 3.4.10 In accordance with the Oregon Open Records Law, as currently written, all records of the Board are deemed public. However, records on individual certifications and revocation are considered personal records. The release of such personal records shall be in accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

### **Section 3-5: Revocation of Certification**

- 3.5.1 The Board has the authority to revoke certification for any of the following reasons:
- (a) The individual has been convicted in this state of a crime listed in ORS 137.700 or in any other jurisdiction of a crime that, if committed in this state would constitute a crime listed in 137.700.
  - (b) Conviction of felony or Class A misdemeanor "Attempt", "Solicitation" or "Conspiracy" to commit a crime.
  - (c) Conviction of any crime that requires the individual to register as a sex offender.
  - (d) The individual has been "*discharged for cause*" from employment as a fire service professional. For purposes of this policy, "*discharged for cause*" means an employer initiated termination of employment for any of the following reasons after a final determination has been made.
    - (1) Dishonesty
    - (2) Disregard for the Rights of Others
    - (3) Gross Misconduct
    - (4) Incompetence to perform the essential tasks of a fire service professional
    - (5) Misuse of Authority
    - (6) Falsification of an official report
  - (e) Falsified any information submitted on the application for certification
- 3.5.2 When the Board revokes the certification of any individual under the provisions of these policies, the revocation will encompass all fire service certificates PCC has issued to that person.
- 3.5.3 Revocation Procedure.
- 3.5.3.1 *Agency Initiated*: When the entity utilizing an individual requests that the individual's certification be revoked or denied, the entity must submit the request in writing to PCC, including the reason for the requested revocation and all factual information supporting the request.
- 3.5.3.2 *PCC Initiated*: Upon receipt of factual information from any source, and pursuant to these policies, PCC may request that the individual's certification be revoked.

- 3.5.3.3 When PCC receives information, from any source, that an individual may not meet the established standards as set forth in 3.5.1 of these policies, the Board will review the request and the supporting factual information to determine if the request for revocation meets the requirements of 3.5.1.
- (a) If the reason for the request does not meet the requirements for revocation the Board will notify the requestor.
  - (b) If the reason for the request does meet the requirements, but is not supported by adequate factual information, the Board will request further information from the initiator or conduct its own investigation of the matter.
  - (c) If the Board determines that an individual may have engaged in a misconduct listed in 3.5.1, the Board may conduct a revocation hearing.
  - (d) The Board will seek input from the affected individual, allowing him or her to provide, in writing, information for the Board's review. The individual has 14 days to respond.
  - (e) The Board in making a decision will consider mitigating and aggravating circumstances including, but not limited to the following:
    - (1) When the misconduct occurred in relation to the individual's service as a fire service professional (i.e., before, during, after);
    - (2) Whether the individual served time in prison/jail;
    - (3) Whether restitution was ordered, and if so, whether the individual met all obligations;
    - (4) Whether the individual has ever been on parole or probation. If so, the date on which the parole or probation period expired or is set to expire;
    - (5) Whether the individual has more than one conviction and if so, over what period of time;
    - (6) Whether the misconduct involved domestic violence;
    - (7) Whether the individual self-reported the misconduct;
    - (8) Whether the conduct involved dishonesty, fraud, deceit, or misrepresentation;
    - (9) Whether the conduct adversely reflects on the fitness of the individual to perform as a fire service professional;
    - (10) Whether the conduct makes the individual otherwise unfit to render effective service because of the agency's or public's loss of confidence that the individual possesses the core values integral to the fire service profession; and
    - (11) What the individual's physical or emotional condition was at the time of the conduct.
- 3.5.3.4 If after considering the factual data, the individual's written response, and any mitigating circumstances, the Board determines the requirements of 3.5.1 have been met, the Board will vote on revocation.
- (a) If less than a majority of the Board vote for revocation, the case will be deemed closed and the individual's certification(s) retained. The individual will be notified in writing, within 14 days, of the Board's decision.
  - (b) If a majority of the Board vote for revocation, the individual's certification(s) will be revoked. The individual will be notified in writing, within 14 days, of the Board's decision to revoke the individual's certification(s).
- 3.5.3.5 If the Board votes for revocation and the individual is a member of fire department, that individual's fire department will be notified in writing within 14 days.
- 3.5.3.6 All decisions by the Board concerning revocation of certification are final.



## **CHAPTER FOUR – CERTIFICATION**

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- Section 4-2: General Certification Policies**
- Section 4-3: Test Banks Policies**
- Section 4-4: Skill Assessment Policies**

### **Section 4-1: Purpose**

- 4.1.1 The purpose of this section is to establish policies and procedures for the PCC, Fire Fighter Certification program.
- 4.1.2 The general purpose of the Fire Fighter Certification program is to measure the level of knowledge, skills, and abilities possessed by fire fighters seeking certification and to attest that these individuals meet nationally recognized standards.

### **Section 4-2: General Certification Policies**

- 4.2.1 Under State of Oregon Revised Statutes (ORS), the Oregon Department of Public Safety Standards and Training (DPSST) has the authority to certify fire service personnel in the State of Oregon. DPSST has delegated its authority to certify under IFSAC to PCC through a letter of agreement.
- 4.2.2 PCC is the sole entity for awarding certification through the IFSAC accreditation system and does not delegate its certifying authority to any political subdivision, local government entity, or state government agency.
- 4.2.3 PCC is solely responsible for establishing certification policies and procedures. No individual, entity, or interest group is permitted to establish certification policies and procedures or interpret policies and procedures as established by PCC.
- 4.2.4 It is the policy of the PCC Fire Fighter Certification program that the accreditation process will not affect the current certification status of any individual.
- 4.2.5 Certification written and skills testing under the IFSAC accreditation system is only conducted under PCC's policies and procedures.
- 4.2.6 All applicants for certification, regardless of the level of certification sought, must meet the following criteria for certification:
  - 4.2.6.1 The applicant must be at least 18 years of age prior to testing for the requested level of certification.
  - 4.2.6.2 The applicant must be sponsored by a recognized Oregon emergency services organization or registered as a student in an Oregon post-secondary institution, as defined in these policies and procedures.
  - 4.2.6.3 The applicant must meet the required prerequisites for the requested level of certification.
  - 4.2.6.4 The applicant must complete all written and applicable skill testing, and any required retests, for the attempted level of certification within 12 months of application.

- 4.2.7 Certification testing will be made available to any individual who meets all the required criteria for certification, without regard to race, color, religion, ethnicity, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation.
- 4.2.8 Certification will only be granted to a candidate who successfully passes the certification examination process for the level of certification sought and who meets the required qualifications for the request level(s) of certification, including any applicable pre-requisites and/or co-requisites.
- 4.2.9 It is the policy and practice of PCC to certify personnel to the current edition of the National Fire Protection Association (NFPA) Standards and other standards as adopted by the IFSAC Certificate Assembly.
- 4.2.10 It is the policy and practice of PCC to update certification testing to current NFPA standards within three years of the official adoption, of a standard, by the NFPA.
- 4.2.11 For each level accredited, it is the policy of PCC to maintain written test banks and skill assessment sheets (where applicable) which test all JPRs, prerequisite knowledge, and prerequisite skills.
- 4.2.11.1 For each level accredited where the JPR format is not used, it is the policy of PCC to maintain written test banks and skill assessment sheets (where applicable) which test all competencies identified in the standard.
- 4.2.12 It is the policy and practice of PCC, where prerequisite requirements defined in other chapters and/or sections of an NFPA standard are required for qualification at the level sought, and those chapters and/or sections in and of themselves are not a level of certification accredited by the IFSAC Certificate Assembly for PCC to offer, the prerequisite requirements identified those chapters and/or sections shall be tested.
- 4.2.12.1 Where candidates hold certification through an IFSAC or ProBoard accredited entity for prerequisite requirements defined in other chapters and/or sections of an NFPA standard for qualification at the level sought, the certification may be accepted as meeting the prerequisite requirements through the reciprocity process (Chapter Ten: Reciprocity).
- 4.2.12.2 Where candidates hold a certification through an entity not accredited by IFSAC or Pro Board, that certification will not be accepted as meeting prerequisite requirements and the candidate shall test to meet the prerequisite requirement.
- 4.2.13 Once a certification level is attained, the individual remains current and retains that level of certification, without the necessity to recertify.
- 4.2.14 Certification can be revoked upon a vote of the Certification Appeals Board (Section 3-5: Revocation of Certification).
- 4.2.15 Certification study guides are available on-line at: <http://www.pcc.edu/programs/fire-protection/>.
- 4.2.16 It is the policy and practice of PCC, to utilize proctors for conducting all certification examinations.

### **Section 4-3: Test Banks Policies**

- 4.3.1 Test banks shall be made available to IFSAC site teams for review at the time of the site visit.
- 4.3.1.1 Test banks will only be available for review at PCC FPT offices.
- 4.3.1.2 Test banks will not be permitted to be removed from PCC FPT offices.

- 4.3.2 Certification written testing, for all levels of certification offered through PCC-FPT, is based on a process of random sampling in assessing the JPR and requisite knowledge for each level accredited. Random sampling will also be utilized where an NFPA Standard uses qualification competencies and not JPR format.
- 4.3.3 Written tests will be randomly generated from the test bank for the level and/or prerequisite chapters and/or sections to be tested.
- 4.3.3.1 Randomly selected written test items shall be of sufficient number to adequately cover the level and/or prerequisite chapters and/or sections being tested.
- 4.3.3.2 The following table contains information on test size for each chapter and certification level in addition to specifying how many questions relate to each chapter:

<b>Level:</b> Fire Fighter I (NFPA 1001-2019)	<b>Test Size:</b> 100	<b>Bank Size:</b> 271
<b>Level:</b> Fire Fighter II (NFPA 1001-2019)	<b>Test Size:</b> 100	<b>Bank Size:</b> 200
<b>Level:</b> Hazardous Materials Awareness (NFPA 1072-2017)	<b>Test Size:</b> 50	<b>Bank Size:</b> 103
<b>Level:</b> Hazardous Materials Operations (NFPA 1072-2017)	<b>Test Size:</b> 80	<b>Bank Size:</b> 192
Hazardous Materials Section 6.2 (NFPA 1072-2017)	<b>Test Size:</b> 10	<b>Bank Size:</b> 20
Hazardous Materials Section 6.6 (NFPA 1072-2017)	<b>Test Size:</b> 10	<b>Bank Size:</b> 31
<b>Level:</b> Fire Instructor I (NFPA 1041-2019)	<b>Test Size:</b> 100	<b>Bank Size:</b> 231
<b>Level:</b> Fire Officer I (NFPA 1021-2020)	<b>Test Size:</b> 100	<b>Bank Size:</b> 200

#### Section 4-4: Skill Assessment Policies

- 4.4.1 Certification skill testing, for all levels of certification offered through PCC-FPT, is determined by the certification level sought and is based on assessing the NFPA JPRs and requisite skills identified. Where an NFPA Standard uses qualification competencies rather than the JPR format, the competencies identified will be assessed.
- 4.4.2 For skill assessment of NFPA 1072, Operations Level Responder level including Section 6.2 and section 6.6, certification skill testing is based on assessment of the performance based core competencies identified.
- 4.4.2.1 Skill assessment of core competencies identified for Operations Level Responder including Section 6.2 and 6.6 will be randomly sampled in clusters from the skill sheets.
- 4.4.2.2 Each randomly selected skill sheet cluster shall consist of skill sheets for assessing a minimum 25% of the core competencies identified in chapter 5, a minimum 25% of the core competencies identified in section 6.2, and a minimum 25% of the core competencies identified in section 6.6.
- 4.4.2.3 Each randomly selected skill sheet cluster shall consist of skill sheets assessing a range of difficulty.

- 4.4.3 For skill assessment of NFPA 1001, Fire Fighter I and Fire Fighter II levels, certification skill testing is based on assessment of JPRs and requisite skills identified.
- 4.4.3.1 Skill assessment for Fire Fighter I and Fire Fighter II levels will be randomly sampled in clusters from the skill sheets for the level to be tested.
  - 4.4.3.2 Each randomly selected skill sheet cluster shall consist of skill sheets for assessing a minimum 25% of the JPRs and requisite skills identified for the level being tested.
  - 4.4.3.3 Each randomly selected skill sheet cluster shall consist of skill sheets assessing a range of difficulty.
- 4.4.4 For skill assessment of NFPA 1041, Instructor I level, certification skill testing is based on assessment of JPRs and requisite skills identified.
- 4.4.4.1 Skill testing for Instructor I shall utilize a skill sheet for assessing the learning environment where the presentation is to take place, i.e., there is a skill sheet for presentations in classroom, a laboratory, and an outside learning environment.
  - 4.4.4.2 Each instructional learning environment skill sheet shall assess 100% of the JPRs and requisite skills for Fire Instructor I level. Candidates must successfully pass
  - 4.4.4.3 To successfully pass an instructional learning environment skill sheet, all critical assessment items must be passed and 80% of the other assessment items scored must be passed. **NOTE:** Some assessment items are only scored when appropriate.
- 4.4.6 For skill assessment of NFPA 1021, Officer I level, certification skill testing is based on assessment of JPRs and requisite skills identified.
- 4.3.6.1 Skill assessment for Officer I will be randomly sampled in clusters from the skill sheets for the level to be tested.
  - 4.3.6.2 Each randomly selected skill sheet cluster shall consist of skill sheets for assessing a minimum 25% of the JPRs and requisite skills identified for the level being tested.
  - 4.3.6.3 Evaluation of skill assessment sheets for Officer I shall be performed using a testing rubric to determine if competence is achieved. The testing rubric will be utilized to determine a passing score. The rubric will contain evaluative criteria, quality definitions for those criteria at particular levels of achievement, and a scoring strategy to identify satisfactory (passing) completion of skills.

#### **Section 4-5: Knowledge Assessment Policies**

- 4.5.1 Certification knowledge testing, for all levels of certification offered through PCC-FPT, is determined by the certification level sought and is based on assessing the NFPA requisite knowledge identified. Where an NFPA Standard uses qualification competencies rather than the JPR format, the competencies identified that focus on knowledge will be assessed.
- 4.5.2 For certification of NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications, 2017 edition, levels required as prerequisites for certification of NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2019 edition levels, a 100 item written test is administered; 80 items assess Chapter 5, 10 items assess Section 6.2, and 10 items assess Section 6.6. Candidates are required to score at least 70% on the Chapter 5 items, 70% on the 6.2 items, and 70% on the 6.6 items in order to be awarded certification.

## CHAPTER FIVE – EXAMINATION PROCESS

### INDEX:

- Section 5-1: Purpose
- Section 5-2: Examination Policies
- Section 5-3: Notification of Certification Examination Results
- Section 5-4: Written Examination Policies
- Section 5-5: Skill Examination Policies
- Section 5-6: Certification Fee Structure

### Section 5-1: Purpose

- 5.1.1 The purpose of this section is to establish policies and procedures for the PCC, Fire Fighter Certification program examination process.
- 5.1.2 The general purpose of the examination process is to measure the level of knowledge, skills, and abilities, possessed by a candidate seeking certification, in an equal, fair, and nondiscriminatory manner.

### Section 5-2: Examination Policies

- 5.2.1 PCC will oversee administration of all examinations. All examinations will be conducted equally, fairly, and without discrimination based on PCC certification policies identified in Chapter 4.
- 5.2.2 PCC will make accommodation for disabilities within the limits of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101) and JPRs identified in the NFPA standard for the level of certification sought.
- 5.2.3 Testing and certification are only available for Oregon residents and employees sponsored by a recognized Oregon emergency services organization or registered as a student in an Oregon post-secondary institution as defined in these policies and procedures, regardless of the candidate's state of residence.
- 5.2.4 Certification testing will only be conducted in locations where suitable arrangements can be made for administering the written and/or skill test for the certification level to be tested.
- 5.2.5 A request for a certification examination to be administered outside PCC must meet the following requirements:
  - 5.2.5.1 Certification examination requests must be received at least **15 days** prior to the requested test date. Certification examination requests for locations outside PCC must be received at least **30 days** prior to the requested test date, unless certification examinations have been conducted previously at the location, in which case requests must be received at least **15 days** prior to the requested test date.
  - 5.2.5.2 A certification examination request must include a statement regarding the level of certification sought to be tested.
  - 5.2.5.3 A certification examination request must include a request for both written and, when applicable, skills examination.

- 5.2.5.4 A certification examination request must include a statement of ability to conduct all skill assessments identified in the NFPA JPRs for the level of certification sought.
- 5.2.5.5 When requested to provide certification testing outside PCC, PCC will certify the location prior to scheduling the examination. Certification of the location shall be based on PCC policies and procedures found in *Chapter 9: Facilities and Equipment Certification*.
- 5.2.6 PCC will notify the requesting department/organization/institution whether or not they are approved for testing at least 15 days prior to the requested examination date.
- 5.2.7 Testing events will be scheduled as required. Examination dates and registration cut-off dates will be posted on PCC's web site.
  - 5.2.7.1 Upon request from IFSAC Administration, PCC will provide the date, time, and location of any certification testing.
- 5.2.8 PCC will publish written material for each accredited level regarding the standard and edition the certification examination is based on, prerequisites, written and skills test descriptions, preparation for examination, types of test items used in written tests, study references, and skills test criteria. The material shall be available on PCC's web site and, by request, through the U.S. Mail.
- 5.2.9 Candidate applications must be received by the posted registration cut-off date. **NO walk-in** applications will be accepted for examinations.
- 5.2.10 Applicants will be notified at least 15 days prior to the requested examination date as to their acceptance for examination.
- 5.2.11 An official, picture, ID is required for admittance to both written and skill certification examination events.
- 5.2.12 Where applicable, a sealed testing administration kit will be sent to the assigned Lead Evaluator prior to the testing event.
  - 5.2.12.1 All testing materials will be sent by a shipping method capable of tracking the location of the kit.
- 5.2.13 Security of the test items and skill event assessment sheets is the responsibility of PCC until the examination kit is received by the Lead Evaluator. After the kit is received, the Lead Evaluator becomes responsible for maintaining security until the kit is returned to PCC.
  - 5.2.13.1 If testing materials are shipped back to PCC, the shipping method must be capable of tracking the location of the kit.
- 5.2.14 Written tests **ARE NOT** to be reproduced in the field unless approval is received from PCC.
- 5.2.15 PCC will periodically visit test sites to ensure compliance with testing guidelines and policies.
- 5.2.16 PCC will allow a designated representative of the Certificate Assembly Board of Governors to observe any certification examination, when provided at least 48 hours' notice prior to the scheduled examination to be observed.
- 5.2.17 Lead Evaluators and Skill Evaluators are responsible to ensure cheating does not occur during certification examinations.

- 5.2.18 Candidates that fail the written and/or skills assessment components of the certification process must retake the component or components (written and/or skills assessment) failed.
- 5.2.18.1 Candidates are permitted one opportunity to retest each component.
- 5.2.19 Candidates that fail either the written or skills assessment retest will be considered to have failed the certification process.
- 5.2.19.1 Candidates that fail the certification process must wait one year from the time of the first examination attempt before reapplying for certification at the level failed.

### **Section 5-3: Notification of Certification Examination Results**

- 5.3.1 Examination results (written and/or skill) will be mailed to the candidate within 20 working days following the examination event.
- 5.3.2 Results **will not** be released by telephone or e-mail.
- 5.3.3 For results to be released to the candidate's fire chief or training officer, the candidate must complete a PCC "*Waiver to Release Results*" form. If a completed and signed *Waiver to Release Results* is on file, the results will be mailed as indicated on the form. The only information released will be if the candidate received certification or not. No scores or pass/fail results will be release.

### **Section 5-4: Written Examination Policies**

- 5.4.1 Written examinations shall be of a length to adequately assess the candidate's knowledge for the level for which the candidate is seeking.
- 5.4.1.1 The test size, for each level for which PCC FPT is accredited, is identified in the guidebook for the accredited level.
- 5.4.2 A score of 70% or higher is required on written examinations to pass.
- 5.4.3 A score of 69% or less is considered a failing score.
- 5.4.4 In the event a candidate scores 69% or less on the written examination, on the first attempt, the candidate will be permitted one retest (second test) to successfully complete the written examination (score a 70% or higher).
- 5.4.5 It is the policy of PCC to maintain multiple versions of each written test for each level accredited.
- 5.4.6 Retest procedures for written examinations:
- 5.4.6.1 Candidates that fail the initial written examination are responsible for contacting PCC FPT to schedule a retest.
- 5.4.6.2 Candidates that do not successfully complete the initial written test will be charged a retest fee (see **Section 5.6: Certification Fee Structure**).
- 5.4.6.3 The retest (second test) must be taken within 12 months of the original written examination test date.
- 5.4.6.4 Failure to retest within 12 months of the original testing (written or skill) will be deemed failure of the certification process and the candidate must begin the entire certification process anew.

- 5.4.6.5 Candidates taking a retest (second test) shall be tested using a different test than the test originally failed.
- 5.4.6.6 Candidates that score of 69% or less on the retest (second test) will be considered to have failed the certification process.
- 5.4.7 Candidates that fail the certification process must wait six months from the date of the second failed attempt before reapplying for certification.
- 5.4.8 Written examinations shall only be scored by PCC FPT Certification Program personnel using Scantron® electronic scoring equipment.
  - 5.4.8.1 Any test with a failing score will be checked by hand scoring to verify the test score.
- 5.4.9 Candidates scheduled to attend an examination event and who fail to show for the testing/retesting, will be scored as failing the test. The only exceptions are as follows:
  - 5.4.9.1 Exceptions to no show policy:
    - (a) Candidate calls PCC FPT and cancels at least 24 hours in advance.
    - (b) Candidate provides documentation of illness or injury with a physician's note within 7 days following the missed examination.
    - (c) Candidate provides documentation of family emergency or department conflict with a letter of explanation within 7 days' following the missed examination.
- 5.4.10 Once the testing begins, the test is considered closed and no late arriving candidates will be admitted. Late arriving candidates will be scored as failing the test.
- 5.4.11 If a candidate or candidates is called out of the test due to an emergency, the candidate or candidates **will not** be permitted to continue the test upon return. The test will not be scored and will not count as the first attempt. The candidate must reschedule to take the test.
  - 5.4.11.1 If a candidate is called out of the test because of an emergency, and the candidate has completed the majority of the test, the candidate can request the test be scored. If the candidate scores 69% or less on the incomplete test, it will be recorded as failing and count as the first attempt.

## Section 5-5: Skills Examination Policies

- 5.5.1 At least 25% of the JPRs for an accredited level shall be assessed during the skills examination.
- 5.5.2 PCC FPT uses skill event assessment sets to evaluate candidate skills.
  - 5.5.2.1 Skills assessment sets are created by arranging a set of skills representing a diverse range skill. Each skill assessment set is assigned a skill assessment set number.
  - 5.5.2.2 Skill event assessment sets shall include at least 25% of the skills identified for an accredited level and shall provide a representative sample of skills with a diverse range of difficulty.
  - 5.5.2.3 There shall be at least two unique skill assessment sets for each level accredited.
- 5.5.2 All certification skill examinations shall be graded on a pass/fail basis.
- 5.5.3 Skill event assessment is based on “critical” and “non-critical” step assessment.
  - 5.5.3.1 All “critical steps” (identified in BOLD type) and a majority of the “non-critical steps” (identified in ITALICS type) are required to be “passed” to receive a passing mark for a skill assessment event.



- 5.5.4 All skill assessments evaluated must be passed before the candidate is considered to have passed the skills assessment portion of the certification examination.
- 5.5.5 Each candidate will be provided skill assessment sheets for each skill to be tested.
- 5.5.6 Candidates will be given two opportunities (1<sup>st</sup> attempt and 2<sup>nd</sup> attempt) to pass each skill event in the skills assessment portion of the certification examination.
- 5.5.7 Candidates that fail both opportunities (1<sup>st</sup> attempt and 2<sup>nd</sup> attempt) are considered to have failed the first skill assessment (initial test).
- 5.5.8 Retest procedures for skill examinations:
- 5.5.8.1 Candidates that fail two or fewer skill assessment events during the first skill assessment (initial test) are required to retest the failed skill events and a corresponding number of new, randomly selected, skill events.
- 5.5.8.2 Candidates that fail three or more skill events during the first skill assessment (initial test) are required to retest using an entirely new, randomly selected, skill event assessment set.
- 5.5.8.3 Candidates that fail the first skill assessment (initial skill test) are responsible for contacting PCC FPT to schedule a retest.
- 5.5.8.4 Candidates that do not successfully complete the skills assessment portion of the first skill assessment (initial test) will be charged as follows:
- For a retest of up to two skill stations, a fee per station will be charged (see **Section 5.6: Certification Fee Structure**);
  - For retest requiring three or more stations, a fee will be charged for the entire retest (see **Section 5.6: Certification Fee Structure**).
- 5.5.8.5 The skill retest (second test) must be taken within 12 months of the original testing (written or skill) examination test date.
- 5.5.8.6 Failure to retest within 12 months of the original testing (written or skill) will be deemed failure of the certification process and the candidate must begin the entire certification process anew.
- 5.5.8.7 Candidates that fail any station during the skills retest (second test) will be considered to have failed the certification process.
- 5.5.9 Candidates that fail the certification process must wait six months' from the date of the second failed attempt before reapplying for certification
- 5.5.10 Initial skill assessment evaluation:
- 5.5.10.1 Candidates will be provided two attempts to pass each skill assessment event.
- 5.5.10.2 Candidates that fail the first attempt during the initial skill assessment will be provided a second attempt to pass the skill assessment event.
- 5.5.10.3 The second attempt will be evaluated by a different evaluator that is unaware of the reason for the first attempt failure.
- 5.5.10.4 Candidates that fail the second attempt will be considered to have failed that skill assessment event for the first time.
- 5.5.10.5 Candidates that fail one or more skill assessment events during the initial skill assessment test will be considered to have failed the initial skills assessment portion of the certification examination and are required to schedule a retest.

- 5.5.10.6 Following skill assessment evaluation, candidates are to wait in a separate area or in a room continuously monitored by an evaluator until all candidates have completed skill testing.
- 5.5.11 Retest procedures when two or fewer skill events are failed during the initial skill event assessment:
- 5.5.11.1 Candidates that fail two or fewer skill events during the initial skill assessment test will be provided one (1) attempt to pass each of the failed skill events from the initial skill assessment test.
  - 5.5.11.2 Candidates that pass the one attempt provided for the previously failed skill event are required to pass an additional, randomly selected, skill event for each previously failed skill event. The randomly selected skill event(s) will be of similar difficulty, i.e., if an inspection and maintenance skill were failed initially, an inspection and maintenance skill will be randomly selected. If a fire attack skill were failed initially, a fire attack skill will be randomly selected.
  - 5.5.11.3 Candidates will be allowed two (2) attempts to pass each of the additional randomly selected skill event.
  - 5.5.11.4 Candidates that pass each of the previously failed skill events and the additional randomly selected skill events shall be considered to have passed the skills assessment portion of the certification examination.
  - 5.5.11.5 Candidates that fail a skill event during the retest, either the previously failed skill(s) retest or the additional randomly selected skill(s) will be considered to have failed the certification process.
- 5.5.12 Retest procedures when three or more skill events are failed during the initial skill event assessment:
- 5.5.12.1 Candidates that fail three or more skill events during the initial skill assessment test are required to pass an entirely new, randomly selected, skill event assessment set.
  - 5.5.12.2 Candidates will be provided two attempts to pass each skill assessment event.
  - 5.5.12.3 Candidates that fail both attempts during any one skill event will be considered to have failed that skill assessment event.
  - 5.5.12.4 Candidates that fail a skill assessment event during the retest will be deemed to have failed the certification process.
- 5.5.13 Candidates that fail the certification process must wait six months' from the date of the second failed attempt before reapplying for certification.
- 5.5.14 Candidates who are scheduled to attend a test or retest, and do not show up for the test, will be scored as failing the test.
- 5.5.14.1 Exceptions to no show policy:
    - (a) Candidate calls PCC FPT and cancels at least 24 hours in advance.
    - (b) Candidate documents illness or injury with a physician's note within 7 days following the missed examination.
    - (c) Candidate documents family or work emergency within 7 days following the missed examination.

## Section 5-6: Certification Fee Structure

5.6.1 PCC uses the following fee structures for Certification:

5.6.2 Individual Initial Test Application Fees:

- 5.6.2.1 Fire Fighter I, written test - \$14.00
- 5.6.2.2 Fire Fighter I, skills test - \$207.00
- 5.6.2.3 Fire Fighter I, written & skills tests combined - \$221.00
- 5.6.2.4 Fire Fighter II, written test - \$14.00
- 5.6.2.5 Fire Fighter II, skills test - \$136.00
- 5.6.2.6 Fire Fighter II, written & skills tests combined - \$150.00
- 5.6.2.7 Hazardous Materials Awareness Level Personnel, written test - \$11.00
- 5.6.2.8 Hazardous Materials Operations Level Responders, written test - \$14.00
- 5.6.2.9 Hazardous Materials Operations Level Responders, skills test - \$52.00
- 5.6.2.10 Hazardous Materials Awareness Level Personnel and Hazardous Materials Operations Level Responders, written & skills tests combined - \$77.00
- 5.6.2.11 Hazardous Materials Operations Level Responders, written & skills tests combined - \$66.00
- 5.6.2.12 Instructor I, written test - \$14.00
- 5.6.2.13 Instructor I, skills test - \$50.00
- 5.6.2.14 Instructor I, written & skills tests combined - \$64.00
- 5.6.2.15 Officer I, written test - \$14.00
- 5.6.2.16 Officer I, skills test - \$25.00
- 5.6.2.17 Officer I, written & skills tests combined - \$39.00
- 5.6.2.18 Fire Apparatus Driver/Operator: Apparatus Equipped with Fire Pump, written test - \$14.00
- 5.6.2.19 Fire Apparatus Driver/Operator: Apparatus Equipped with Fire Pump, skills test - \$136.00
- 5.6.2.20 Fire Apparatus Driver/Operator: Apparatus Equipped with Fire Pump, written & skills tests combined - \$150.00

5.6.3 Individual Retest Fees:

- 5.6.3.1 Fire Fighter I, written retest – \$10.00
- 5.6.3.2 Fire Fighter I, skills retest for up to two skills - \$20.00 per retest skill
- 5.6.3.3 Fire Fighter I, skills retest requiring entire new set of skills - \$150.00
- 5.6.3.4 Fire Fighter II, written retest - \$10.00
- 5.6.3.5 Fire Fighter II, skills retest for up to two skills - \$20.00 per retest skill
- 5.6.3.6 Fire Fighter II, skills retest requiring entire new set of skills - \$100.00
- 5.6.3.7 Hazardous Materials Awareness Level Personnel, written retest - \$10.00
- 5.6.3.8 Hazardous Materials Operations Level Responders, written retest - \$10.00
- 5.6.3.9 Hazardous Materials Operations Level Responders, skills retest for one skill - \$20.00

- 5.6.3.10 Hazardous Materials Operations Level Responders, skills retest requiring entire new set of skills - \$42.00
  - 5.6.3.11 Fire Instructor I, written retest - \$10.00
  - 5.6.3.12 Fire Instructor I, skills retest - \$35.00
  - 5.6.3.13 Fire Officer I, written retest - \$10.00
  - 5.6.3.14 Fire Officer I, skills retest - \$25.00
  - 5.6.3.15 Fire Apparatus Driver/Operator – Apparatus Equipped with Fire Pump, written retest - \$10.00
  - 5.6.3.16 Fire Apparatus Driver/Operator – Apparatus Equipped with Fire Pump, skill retest - \$20.00
  - 5.6.3.17 Fire Apparatus Driver/Operator – Apparatus Equipped with Fire Pump, skills retest requiring entire new set of skills - \$100.00
- 5.6.4 Organization Invoiced Testing Fees: Includes Retests if conducted in conjunction with an initial certification test.
- 5.6.4.1 Combined Hazardous Materials Awareness & Operations:
    - 1-4 Candidates - \$160.00 flat fee
    - 5 candidates - \$40.00 per candidate.
    - 6-10 Candidates - \$35.00 per candidate
    - 11-15 Candidates - \$30.00 per candidate
    - 16-20 Candidates - \$25.00 per candidate
    - 21-25 Candidates - \$22.00 per candidate
  - 5.6.4.2 Fire Fighter I:
    - 1-4 Candidates - \$160.00 flat fee
    - 5 candidates - \$40.00 per candidate
    - 6-10 Candidates - \$35.00 per candidate
    - 11-15 Candidates - \$30.00 per candidate
    - 16-20 Candidates - \$25.00 per candidate
    - 21-25 Candidates - \$22.00 per candidate
  - 5.6.4.3 Fire Fighter II:
    - 1-4 Candidates - \$160.00 flat fee
    - 5 candidates - \$40.00 per candidate
    - 6-10 Candidates - \$35.00 per candidate
    - 11-15 Candidates - \$30.00 per candidate
    - 16-20 Candidates - \$25.00 per candidate
    - 21-25 Candidates - \$22.00 per candidate

- 5.6.4.4 Fire Apparatus Driver/Operator – Apparatus Equipped with Fire Pump:
  - 1-4 Candidates - \$160.00 flat fee
  - 5 candidates - \$40.00 per candidate
  - 6-10 Candidates - \$35.00 per candidate
  - 11-15 Candidates - \$30.00 per candidate
  - 16-20 Candidates - \$25.00 per candidate
  - 21-25 Candidates - \$22.00 per candidate
- 5.6.4.5 Fire Instructor I:
  - 1-4 Candidates - \$160.00 flat fee
  - 5 candidates - \$40.00 per candidate
  - 6-10 Candidates - \$35.00 per candidate
  - 11-15 Candidates - \$30.00 per candidate
  - 16-20 Candidates - \$25.00 per candidate
  - 21-25 Candidates - \$22.00 per candidate
- 5.6.4.6 Fire Officer I:
  - 1-4 Candidates - \$160.00 flat fee
  - 5 candidates - \$40.00 per candidate
  - 6-10 Candidates - \$35.00 per candidate
  - 11-15 Candidates - \$30.00 per candidate
  - 16-20 Candidates - \$25.00 per candidate
  - 21-25 Candidates - \$22.00 per candidate
- 5.6.5 Organization Invoiced Retesting Fees: When only conducting retests.
  - 5.6.5.1 Retest for up to 25 candidates – \$50.00 (includes written and/or skill retests)
- 5.6.6 Reciprocity Evaluation Fees:
  - 5.6.6.1 Reciprocity Evaluation - \$25.00 per request  
**Note:** If two levels are requested on one date, the fee is \$25.00, i.e., one request. If one level is requested on one date and another level is requested on another date, the fee is \$50.00, i.e., two requests (\$25.00 for the first request and \$25.00 for the second request).

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## **CHAPTER SIX – LEAD EVALUATORS AND SKILL EVALUATORS**

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- Section 6-6: Guidelines for Test Administration**
- Section 6-7: Lead Evaluator and Skill Evaluator Evaluation**
- Section 6-8: Lead Evaluator/Skill Evaluator Training**

### **Section 6-1: Purpose**

- 6.1.1 The purpose of this section is to establish policies and procedures for Lead Evaluators and Skill Evaluators in the PCC, Fire Fighter Certification program.
- 6.1.2 The general purpose of Lead Evaluators and Skill Evaluators is to provide trained and nonbiased personnel for the administration of written and skills examination components of the certification process.

### **Section 6-2: Responsibilities**

- 6.2.1 It is the Lead Evaluator’s responsibility to make certain all paperwork for a testing event is in order before the event begins, all necessary equipment and props are ready for the event, determine if there are any potential cases where a Lead Evaluator/Skill Evaluator should recuse their self from assessing a candidate or from the entire process, and all paperwork is submitted to PCC FPT within 5 days following an event.
  - 6.2.1.1 The Lead Evaluator is responsible for making the on-site determination as to the resolution of any conflicts arising during a certification examination event.
- 6.2.2 The Lead Evaluator is responsible for supervising the administration of written and/or skills examinations, including test security, submittal of all records and reports, and ensuring all certification procedures are followed.
- 6.2.3 A Skill Evaluator is responsible for assessing the assigned psychomotor skill event, as a component of the certification examination process. Skill Evaluators function under the direction of the Lead Evaluator.

### **Section 6-3: General Guidelines for Lead Evaluators and Skill Evaluators**

- 6.3.1 To qualify and maintain qualification as a Lead Evaluator and/or Skill Evaluator, personnel must meet the following criteria:
- (a) Be certified at the level being evaluated,
  - (b) Have attended PCC FPT evaluator training within the past two years,
  - (c) To be qualified as a lead evaluator, the person must serve a minimum of two times as a skill evaluator, and
  - (d) Shall be evaluated periodically as described in section 6.7.
- 6.3.2 Lead Evaluators and Skill Evaluators for certification examinations must be selected from the qualified evaluator list. Lead Evaluators and Skill Evaluators are not eligible to serve when any of the following occur:
- (a) The evaluator has more than a casual knowledge of the individuals to be tested;
  - (b) The evaluator instructed any portion of the course candidates took to prepare for the certification examination; or
  - (c) The evaluator is aware of any situation that could pose an ethical dilemma.
- 6.3.3 Anytime policy and/or procedure changes are made, Lead Evaluators and/or Skill Evaluators will be notified in writing and updates for manuals will be provided.
- 6.3.4 The Lead Evaluator and/or Skill Evaluator must recuse their self from the evaluation of any candidate when the candidate is more than a mere acquaintance, for example, the Lead Evaluator/Skill Evaluator went through a fire academy with the candidate or the candidate was enrolled in a course in which the Lead Evaluator/Skill Evaluator was enrolled.
- 6.3.5 All Lead Evaluators and Skill Evaluators have the responsibility for ensuring the objectivity and integrity of the certification examination process.
- 6.3.6 All Lead Evaluators and Skill Evaluators must follow established policies and procedures, including written and skill test administration instructions, when conducting a certification examination.

### **Section 6-4: Criteria for Lead Evaluators**

- 6.4.1 All Lead Evaluators are required to comply with all rules, guidelines, policies, and procedures in place for the examination or examinations being administered.
- 6.4.2 Lead Evaluators are responsible for maintaining test security throughout the certification examination process.
- 6.4.3 Lead Evaluators are responsible for preventing cheating during the certification examination process and are authorized to take any steps necessary to prevent cheating from occurring.
- 6.4.4 Lead Evaluators are responsible for resolving on-site appeals made during the certification examination process.
- 6.4.5 Lead Evaluators are responsible for certifying the facilities and equipment to be used for certification.
- 6.4.6 Lead Evaluators are responsible for establishing safety protocols for all certification skill event examinations.
- 6.4.7 Lead Evaluators are responsible for reading all written and skills testing instructions to the candidates for the test being administered.



### **Section 6-5: Criteria for Skill Evaluators**

- 6.5.1 All Skill Evaluators are required to comply with all rules, guidelines, policies, and procedures in place for the examination or examinations being administered.
- 6.5.2 Skill Evaluators are responsible for preventing cheating during the skills examination. Skill Evaluators may take any steps necessary to prevent cheating from occurring.
- 6.5.3 Skill Evaluators are not permitted to explain how to perform a skill event. If asked by a candidate for clarification, the Skill Evaluator can repeat the “*Read to Candidate*” directions and/or scenario identified on the skill event sheet for the skill being assessed.
- 6.5.4 Candidates retesting a skill assessment, will be assessed by a Skill Evaluator other than the one who previously assessed the candidate.

### **Section 6-6: Guidelines for Test Administration**

- 6.6.1 Prior to the certification examination, the Lead Evaluator shall verify that the material is correct for the level to be tested and that there are sufficient materials for administering the test.
- 6.6.2 The Lead Evaluator shall certify the facility and equipment to be used for administering the certification examination (see Chapter Nine: Facilities and Equipment Certification).
- 6.6.3 Once all test candidates are present, the Lead Evaluator must determine if there is any potential conflict of interest or ethical issue with any of the assigned Skill Evaluators. Refer to 6.3.2.
- 6.6.4 All written examinations for Certification are to be conducted according to the test administration guidelines for the level(s) being tested.
- 6.6.5 All skills examinations for Certification are to be conducted according to the test administration guidelines for the level(s) being tested.
- 6.6.6 Failure to follow test administration policies:
  - 6.6.6.1 An Evaluator that fails to follow test administration guidelines will receive a written warning for the first offense and will be placed on probation for 6 months.
  - 6.6.6.2 An Evaluator that fails to follow test administration guidelines while on probation will be removed from the certified evaluator list for one year.
  - 6.6.6.3 An Evaluator that knowingly violates test administration guidelines will be permanently banned from the qualified evaluator list and will have all certifications permanently revoked.

### **Section 6-7: Lead Evaluator and Skill Evaluator Evaluation**

- 6.7.1 All Lead Evaluators and Skill Evaluators shall be evaluated periodically or as determined by the certification manager.
- 6.7.2 Lead Evaluator and Skill Evaluator evaluations shall be conducted using the Lead Evaluator and Skill Evaluator Evaluation form. All evaluations shall be recorded by the candidates on Scantron® Forms.

- 6.7.3 Each Lead Evaluator and Skill Evaluator shall be evaluated separately.
- 6.7.4 After completing the evaluation form, candidates shall place the Scantron® Forms in the envelope provided. The last candidate to complete the survey shall seal the envelope.
- 6.7.5 Lead Evaluators and Skill Evaluators **ARE NOT** to handle evaluations after candidates have completed them.
- 6.7.6 If there are obvious signs of tampering or the seal on the envelope has been broken before the certification kit has been returned to PCC FPT, the evaluations will be ruled invalid and the Lead Evaluator and Skill Evaluators that conducted the testing will be scored as receiving ZERO.
- 6.7.7 The results of the evaluation survey will be given to the individual Evaluators within 30 days.
- 6.7.8 Lead Evaluators and Skill Evaluators that receive an evaluation of two or less out of five on two evaluations within one calendar year shall be removed from the qualified list for one year and are required to attend training again before being reinstated.
- 6.7.9 Lead Evaluators and Skill Evaluators removed from the qualified list two times within a 5 year period shall be permanently barred from serving as a Lead Evaluator or Skill Evaluator.
- 6.7.10 Each person's results will be maintained in their personnel file for five years.

### **Section 6-8: Lead Evaluator/Skill Evaluator Training**

- 6.8.1 Lead Evaluators and Skill Evaluators shall participate in certification test administration training at least once every two years.
- 6.8.2 Lead Evaluator and Skill Evaluator training shall include the following:
  - (a) Certification policies and procedures
  - (b) Written test administration procedures
  - (c) Skill test administration procedures
  - (d) Skill test assessment practicum exercise
  - (e) Record keeping requirements
  - (f) Ethics
- 6.8.3 Changes to certification policies and procedures, written test administration procedures, and/or skill test administration procedures will be sent to Lead Evaluators and Skill Evaluators by e-mail.

## CHAPTER SEVEN – REQUEST FOR ACCOMMODATIONS

### INDEX:

- Section 7-1: Purpose
- Section 7-2: Responsibilities
- Section 7-3: Guidelines for Requesting Accommodations

### Section 7-1: Purpose

- 7.1.1 The purpose of this section is to establish policies and procedures for accommodating candidates requiring accommodations in the certification examination process.

### Section 7-2: Responsibilities

- 7.2.1 PCC FPT is responsible for making all reasonable accommodations necessary to enable the candidate to take written and/or skills examinations.
- 7.2.2 Lead Evaluators and Skill Evaluators are responsible for following the accommodations as directed by PCC FPT.

### Section 7-3: Guidelines for Requesting Accommodations

- 7.3.1 Candidates may make a request for accommodations for certification examinations.
- 7.3.2 Candidates must make the request for accommodations in writing to PCC FPT at least 14 days prior to the certification examination for which accommodations are being requested.
- 7.3.3 Requests for accommodations must be accompanied by documentation from the candidate's physician or PCC's office of Disability Services.
- 7.3.4 Candidates requesting accommodations must meet all other requirements and prerequisites for the level of certification being requested.
- 7.3.5 PCC FPT will make accommodations within the limits of the Job Performance Requirements (JPR) identified in the National Fire Protection Association (NFPA) professional qualifications for the level of certification being requested, e.g., if the NFPA JPR indicates the job requires a person to climb a ladder, the candidate will be required to climb a ladder.
- 7.3.6 If the request is approved, the candidate will be notified in writing as to the accommodations that will be permitted.

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## CHAPTER EIGHT – CERTIFICATES AND SEALS

### INDEX:

- Section 8-1: Purpose
- Section 8-2: Responsibilities
- Section 8-3: Distribution of Certificates

### Section 8-1: Purpose

- 8.1.1 The purpose of this section is to establish policies and procedures for creating certificates and registering IFSAC numbered seals.

### Section 8-2: Responsibilities

- 8.2.1 Upon satisfactory completion of the certification examination process, PCC FPT is responsible for creating the certificate.
- 8.2.2 PCC FPT is responsible for affixing a numbered and registered IFSAC seal to the certificate.

### Section 8-3: Certificates

- 8.3.1 Certificates of certification shall include the following:
  - (a) PCC & IFSAC Logos
  - (b) Portland Community College
  - (c) Candidate name
  - (d) Level of Certification
  - (e) NFPA Standard chapter and/or section and edition
  - (f) Date certification awarded
  - (g) IFSAC seal with registry number as issued by IFSAC
  - (h) IFSAC certification manager electronic signature

### Section 8-4: Distribution of Certificates

- 8.4.1 Certificates will be mailed to successful candidates within 30 days following completion of both written and skills examinations.
- 8.4.2 Certificates may be picked up in person by the successful candidate at the PCC FPT office on Cascade Campus 14 days following completion of both written and skills examinations. The candidate must provide photo identification to pick up a certificate.
- 8.4.3 A copy of the certificate with the seal affixed will be maintained in the applicant's file.

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## **CHAPTER NINE – FACILITIES AND EQUIPMENT CERTIFICATION**

### **INDEX:**

- Section 9-1: Purpose**
- Section 9-2: Responsibilities**
- Section 9-3: Certification of Facilities and Equipment**
- Section 9-4: Suspension of Testing**

### **Section 9-1: Purpose**

- 9.1.1 The purpose of this section is to establish policies and procedures for the certification of facilities and equipment to be used in the administration of written and skills certification examinations.

### **Section 9-2: Responsibilities**

- 9.2.1 The Lead Evaluator is responsible for certifying the facilities provide adequate, safe, and secure space for administration of the testing to be conducted.
- 9.2.2 The local entity sponsoring the certification examination is responsible for certifying the facilities and equipment meet all applicable NFPA safety and health standards, OR-OSHA requirements, and applicable local codes/ordinances.
- 9.2.2.1 When facilities and/or equipment do not comply with applicable requirements, the local entity is responsible for providing documentation indicating where noncompliance occurs. The local entity should document noncompliance with any of the following:
- (a) local entity policies and procedures
  - (b) compliance with OR-OSHA, Environment Protection Agency (EPA), and/or Family Educational Rights and Privacy Act (FERPA)
  - (c) Equal Employment Opportunity Act
  - (d) Affirmative Action Policies
  - (e) Americans with Disabilities Act
  - (f) Age Discrimination in Employment Act
- 9.2.3 The Lead Evaluator is responsible for determining if all protective clothing and SCBA to be used during skills examination meet or exceed all relevant NFPA standards.

### **Section 9-3: Certification of Facilities and Equipment**

- 9.3.1 All facilities shall be assessed prior to a certification examination to ensure compliance the following:
  - 9.3.1.1 Compliance with applicable NFPA standards and OR-OSHA requirements
  - 9.3.1.2 Sufficient and appropriate space for testing (skills and/or written)
- 9.3.2 All equipment shall be assessed prior to certification skills examination to ensure the following:
  - 9.3.2.1 Equipment is appropriate for skills testing and safe to use
  - 9.3.2.2 Sufficient quantity for testing
- 9.3.3 Failure to achieve certification of facilities and equipment will result in cancellation of the certification examination (skills and/or written).
- 9.3.4 Each candidate's personal protective equipment (PPE), including protective clothing, SCBA, and Personal Alert Safety System (PASS), required for the certification skills examination shall be assessed prior to the examination to ensure they comply applicable NFPA standards, function properly, and are serviceable, i.e., no tears, no holes, proper fit, et cetera.
- 9.3.5 A candidate whose PPE is deemed unsatisfactory will not be permitted to participate in the certification skills examination component.
  - 9.3.5.1 A candidate whose PPE is deemed unsatisfactory for the skills examination component will be permitted to participate in the written examination component.
  - 9.3.5.2 Any candidate who is not permitted to participate in the certification skills examination due to unsatisfactory PPE must reschedule for another examination as soon as possible.
  - 9.3.5.3 No additional fee will be charged for rescheduling due to unsatisfactory PPE.
- 9.3.6 If a candidate's PPE is damaged during the testing process and deemed unsatisfactory to continue the skills examination process must reschedule for another examination as soon as possible.
  - 9.3.6.1 Any candidate who must reschedule as a result of damage to PPE incurred during the skills examination will only be required to complete the number of skill events, randomly selected, and not completed during the skills examination where the PPE was damaged.
  - 9.3.6.2 No additional fee will be charged for rescheduling due to PPE damaged during skills testing.

### **Section 9-4: Suspension of Testing**

- 9.4.1 The Lead Evaluator has the authority to suspend an examination event for any of the following reasons:
  - (a) Safety issues with equipment that arise after testing begins.
  - (b) Safety hazards not present when testing began.
  - (c) Weather related safety concerns.



- 9.4.2 If an examination is suspended, candidates that have not completed the examination prior to suspension of testing will be rescheduled for another examination event as soon as possible and at no expense.
- 9.4.2.1 Candidates testing as a result of suspension of testing will only be required to complete the number of skill events not completed prior to suspension of testing. For example, if a candidate only needs to complete one skill, the candidate will only be required to complete one skill during the next examination. That skill must be different from the ones completed prior to suspension of testing.
- 9.4.2.2 If a candidate failed a skill event prior to suspension of testing, the candidate will be required to retest the failed skill (candidate will be provide one attempt) plus one randomly selected skill. In addition, the candidate will be required to complete the number of skills not tested as a result of suspension of testing. These skills will be randomly selected.

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## CHAPTER TEN – RECIPROCITY

### INDEX:

Section 10-1: Purpose

Section 10-2: Responsibilities

Section 10-3: Reciprocity

### Section 10-1: Purpose

10.1.1 The purpose of this section is to establish policies and procedures for awarding reciprocity to candidates certified by entities other than PCC FPT.

### Section 10-2: Responsibilities

10.2.1 PCC FPT is responsible for determining reciprocity on an individual case-by-case basis.

10.2.2 The candidate is responsible for submitting all required applications and documentation to PCC FPT for use in determining if reciprocity will be awarded.

### Section 10-3: Reciprocity

10.3.1 PCC FPT will only grant reciprocity for those levels which PCC FPT is accredited.

10.3.2 Reciprocity will only be granted for certification levels issued through an IFSAC or Pro Board accredited entity and where written and (where applicable) skills testing were performed in granting the original certification for which the candidate is seeking reciprocity.

10.3.3 Candidates seeking reciprocity to meet prerequisite requirements in order to obtain certification must submit a Request for Reciprocity application with all required documentation before PCC will award certification for any level for which prerequisite certification is required.

10.3.4 Candidates seeking reciprocity shall fulfill the following requirements:

- (a) Candidates must be a current resident of Oregon, member of an Oregon fire department/district/agency, or student in an Oregon public institution of high education.
- (b) Submit a completed Request for Reciprocity.
- (c) Pay a non-refundable processing fee for *Evaluation of Reciprocity* (see *Section 5.6: Certification Fee Structure*).
- (d) Provide proof of certification from an IFSAC or Pro Board accredited entity and proof it was awarded within the past five (5) years.
- (e) A copy of the IFSAC and/or Pro Board certificates for each level being requested (to include **all** prerequisite levels not already in the PCC database system). All certificates **must** have a legible IFSAC and/or Pro Board seal and number on them. *Certificates issued by the accredited entity under their reciprocity provision (secondary certificates) will not be accepted.*

10.3.5 After reviewing the Request for Reciprocity application, PCC FPT will notify the candidate regarding the results of the application. If reciprocity is granted, a letter will be issued to the candidate verifying reciprocity.

- 10.3.6 A separate Request for Reciprocity application and application fee (see *Section 5.6: Certification Fee Structure*) is required each time a candidate seeks reciprocity.
- 10.3.7 PCC FPT will not issue a PCC FPT certificate of certification for any level attained through the reciprocity process and will not affix an IFSAC seal or number to the reciprocity letter.
- 10.3.8 PCC FPT will not accept for reciprocity certificates of certification that are outside the recertification date as identified on the certificate. Certificates of certification within the certification date identified on the certificate will be accepted for reciprocity.
- 10.3.9 Falsifying of documents submitted as part of the reciprocity application process will result in denial of reciprocity and the candidate will be permanently barred from the certification process.

## CHAPTER ELEVEN – CERTIFICATION APPEALS PROCESS

### INDEX:

**Section 11-1: Purpose**

**Section 11-2: Responsibilities**

**Section 11-3: Appeals Policies and Procedures**

### Section 11-1: Purpose

11.1.1 The purpose of this section is to establish policies and procedures for the certification appeals process.

### Section 11-2: Responsibilities

11.2.1 The Lead Evaluator is responsible for on-site decisions.

11.2.2 The PCC FPT certification program manager is responsible for appeals not resolved on-site, appeals arising from the application process, and appeals arising from the certification process.

11.2.3 The PCC Certification Appeals Board is responsible for appeals not resolved by the PCC FPT certification program manager.

### Section 11-3: Appeals Policies and Procedures

11.3.1 Issues that arise during the testing process will be addressed by the Lead Evaluator.

11.3.1.1 Candidates that wish to appeal the decision of a Skill Evaluator shall make the appeal verbally to the Lead Evaluator.

11.3.1.2 Decisions by the Lead Evaluator made during the testing process are final.

11.3.2 Appeals of decisions made as a result of the application process or the certification examination process must be made in writing within 30 days of the date of certification examination.

11.3.3 All appeals, with the exception of those made on-site, must include the following:

- (a) Name of person initiating request for appeal
- (b) Examination date
- (c) Type of examination
- (d) Reason for the appeal

11.3.4 The PCC FPT certification program manager will make a decision within 14 days on the appeal based on a review of the candidates written appeal, report by the Lead Evaluator for the examination being appealed (where applicable), and any relevant documentation.

11.3.5 The PCC FPT certification program manager will notify the candidate by letter sent through the United States Postal Service of the decision within 14 days of the filing of the appeal.

- 11.3.6 If the candidate disagrees with the decision of the PCC FPT program manager, the candidate may appeal to the Board.
- 11.3.6.1 Appeals to the Board must be submitted in writing, within 14 days of when the decision by the PCC FPT certification program manager was handed down.
  - 11.3.6.2 The Board will make a decision based on the policies and procedures as identified in this document. (*Chapter 3: Certification Appeals Board*)
  - 11.3.6.3 All decisions pertaining to certification testing by the Board are final.
  - 11.3.6.4 The candidate will be notified by letter sent through the United States Postal Service of the Board decision within 14 days following the Board meeting where the decision was decided.
- 11.3.7 Decisions by the Certification Appeals Board will be reviewed by the PCC FPT certification program manager. Where it is determined corrections or revisions are required in policies, procedures, test banks, or skill sheets, the certification program manager will take steps immediately to correct the problem.

## **CHAPTER TWELVE – CANDIDATE AND STATISTICAL RECORDS**

### **INDEX:**

- Section 12-1: Purpose**
- Section 12-2: Responsibilities**
- Section 12-3: Candidate Records**
- Section 12-4: Statistical Records**

### **Section 12-1: Purpose**

- 12.1.1 The purpose of this section is to establish policies and procedures for recording and keeping documents associated with the certification process.

### **Section 12-2: Responsibilities**

- 12.2.1 PCC FPT is responsible for maintain all records associated with the certification process.
- 12.2.2 IFSAC Administration is responsible for maintaining the certification registry.

### **Section 12-3: Candidate Records**

- 12.3.1 It is the policy of PCC FPT to maintain an electronic summary record for each candidate that includes the following information:
- (a) Name
  - (b) Birth date
  - (c) Candidate identifier number
  - (d) Address
  - (e) Candidate certification records, including test date for each level attempted and date of certification for each level where certification was awarded, and IFSAC seal number for each level where certification was awarded
  - (f) Equivalency and Reciprocity decisions (if applicable)
  - (g) Appeal decisions (if applicable)
- 12.3.2 It is the policy of PCC FPT to send IFSAC Administration the following candidate information. The information shall be sent annually during July.
- (a) List of names of candidates tested since previous report
  - (b) International Registry Tracking Identifier for each candidate tested (see 12.3.3)
  - (c) Certification level records
  - (d) IFSAC Seal Number for each candidate certified at each level
  - (e) Date of certification for each candidate at each level

### 12.3.3 International Registry Tracking Identifier System

#### 12.3.3.1 International registry tracking identifier system effective July 1, 2017

- A. PCC will use the individuals birth date in the following format: MMDDYYYY
- **Example:** for an individual with a birth date of March 2, 1995, the identifier would be entered as follows: **“03021995”**

#### 12.3.3.2 International registry tracking identifier system prior to July 1, 2017

- A. If the individual has four or more letters in their last name, the system is as follows:
- (a) First letter of the individual’s first name
  - (b) First four letters of the individual’s last name
  - (c) Individual’s birth date in the following format: MMDDYYYY
    - **Example:** for an individual named Paul Smith with a birth date of March 2, 1975, the identifier would be entered as follows: **“psmit03021975”**
- B. If the individual has fewer than four letters in their last name, the system is as follows:
- (a) First letter of the individual’s first name
  - (b) All letters of the last name with “o” (**not zero**) completing the four letters
  - (c) Individual’s birth date in the following format: MMDDYYYY
    - Example For Two Letter Last Name: for an individual named Paul Ha with a birth date of March 2, 1975, the identifier would be entered as follows: **“phaoo03021975”**
    - Example For Three Letter Last Name: for an individual named Paul Poe with a birth date of March 2, 1975, the identifier would be entered as follows: **“ppoeo03021975”**

#### 12.3.4 Candidate summary records are kept indefinitely.

##### 12.3.4.1 Candidate summary records are kept on PCC’s cloud-drive and backed up each day by PCC.

#### 12.3.5 The Firefighter Certification Program shall follow the Family Educational Rights and Privacy act, Oregon State Statutes, and PCC policies with regard to records.

## Section 12-4: Statistical Records

#### 12.4.1 The following statistical information will be generated and maintained:

##### 12.4.1.1 Written Examination:

- (a) Level of testing
- (b) Date of testing
- (c) Location of testing
- (d) Number of candidates tested
- (e) Number of candidates passed
- (f) Number of candidates failed
- (g) Median average score
- (h) High score and low score
- (i) Test used



12.4.1.2 Skills Examination:

- (a) Level of testing
- (b) Date of testing
- (c) Location of testing
- (d) Number of candidates tested
- (e) Number of candidates passed
- (f) Number of candidates failed
- (g) Number of skills evaluated

12.4.2 Statistical records are kept for three (3) years.

12.4.2.1 Test event records are kept on PCC's H-drive and backed up each day.

## CHAPTER THIRTEEN – TEST BANKS

### INDEX:

**Section 13-1: Purpose**

**Section 13-2: Responsibilities**

**Section 13-3: Written Test Banks**

**Section 13-4: Validity and Reliability of Test Banks**

**Section 13-5: Test Item Challenges**

### Section 13-1: Purpose

13.1.1 The purpose of this section is to establish policies and procedures for maintaining test banks.

### Section 13-2: Responsibilities

13.2.1 PCC FPT is responsible for keeping and maintaining secure written test banks.

13.2.2 The Lead Evaluator is responsible for maintaining security of the written test when in his/her possession as part of the certification examination process.

### Section 13-3: Written Test Banks

13.3.1 PCC FPT will maintain a test bank for each IFSAC certification level for which PCC FPT is accredited.

13.3.2 PCC will identify the standard and edition being tested for each level accredited.

13.3.3 Test banks shall test the same standard and edition as the accredited level.

13.3.4 Test banks will be revised as needed to comply with changes to NFPA standards.

13.3.5 PCC FPT will use commercially available test bank software for creating written exams.

13.3.6 PCC FPT will evaluate all test banks for validity and reliability before using them in the certification process.

13.3.7 PCC FPT will keep several examination versions for each test bank that are randomly created by the test bank software for each IFSAC certification level PCC FPT is accredited.

13.3.8 When a commercially available test bank is used, PCC FPT will create or edit test items to cover any areas of the NFPA standard the test bank does not address.

13.3.9 Each test bank shall not have less than one test item for each requisite knowledge statement identified in the NFPA standard for each IFSAC certification level for which PCC FPT is accredited.

13.3.10 To the extent practical, all components listed under requisite knowledge for each NFPA JPR, or as a cognitive competency where the JPR format is not used, shall be measured through objective written testing. This shall be done for each certification level for which PCC FPT is accredited.

- 13.3.11 Each test bank shall contain twice the number of test items as will be tested.
- 13.3.12 Each randomly selected test shall include the standard and edition being tested.
- 13.3.13 Test Security:
- 13.3.13.1 Access to the test bank shall be limited to the certification program manager and program administrative assistant through password protection.
  - 13.3.13.2 All test banks shall only be maintained in PCC's secure computer file storage and only accessible to the certification program manager and program administrative assistant through password protection.
  - 13.3.13.3 Storage of test development materials and associated electronic storage devices shall only be maintained in a locked file cabinet in the certification program manager's office.
  - 13.3.13.4 Access to the tests banks shall use a password system, e.g., a password must be used to access the computer to access the test banks.
  - 13.3.13.5 All hard copy tests shall be kept in a locked file cabinet unless the test is in use or under review by authorized personnel. Access to the file cabinet is limited to the certification program manager and the program administrative assistant.
  - 13.3.13.6 One copy of each outdated test used as part of the certification process shall be kept on file, in a locked file cabinet, for a period of three (3) years.
  - 13.3.13.7 Extra tests and tests over three (3) years old shall be shredded for disposal.
  - 13.3.13.8 Outdated versions of each test bank shall be maintained and password protected for a period of three (3) years. After three (3) years, the test bank shall be deleted.

#### **Section 13-4: Validity and Reliability of Test Banks**

- 13.4.1 All test items in the test banks shall be referenced to both the applicable NFPA standard and the reference manual adopted by PCC FPT.
- 13.4.2 All test items shall be reviewed by subject matter experts to insure they, in fact, test the applicable NFPA standard (validity).
- 13.4.3 Test scores and test items shall be reviewed after each test to assess the validity and reliability of the test.
- 13.4.3.1 Test items found to be inconsistent with recommend test item construction practices shall be revised or removed from the test bank.
  - 13.4.3.2 Test items found to be "not valid" based on the NFPA standard, shall be revised or removed from the test bank.
- 13.4.4 All written tests and test items shall be evaluated to measure consistency in assessment (reliability). This shall include average, high, and low score for the test.
- 13.4.5 All written test items on each test shall be assessed to determine how many test takers scored incorrectly for each test item. The number of test takers that scored incorrectly shall be compared to the number of test takers.

13.4.6 PCC will maintain the following from each test:

- (a) Number of persons taking the test
- (b) Distribution of test scores (high and low score)
- (c) Average test score

### **Section 13-5: Test Bank Review Procedures**

13.5.1 Test items in the test banks shall be reviewed by at least two subject matter experts prior to implementing a new certification level testing process, adopting a new test bank for an existing accredited level, whenever a new edition of an existing NFPA standard is released for an accredited level, and whenever a new textbook or a new edition of the textbook is adopted.

13.5.2 When reviewing a test bank, reviewers shall check for each of the following criteria:

- a) Is the test item stem grammatically correct and all words spelled correctly?
- b) Is the test item stem written clearly?
- c) Does the test item follow the general guidelines for test item construction?
- d) Is the correct answer marked?
- e) Are the distractors grammatically correct and spelled correctly?
- f) Are the distractors appropriate?
- g) Is the test item correlated to the correct JPR?
- h) Is the test item referenced to the correct page?
- i) Is the test item constructed at the appropriate taxonomy level?

13.5.3 Test item validity and reliability shall be analyzed by subject matter experts. Test item validity and reliability will be analyzed as follows:

- a) Test items will be analyzed to ensure they validly measure what they purport to measure.
- b) Test items will be analyzed to ensure they validly measure local practices and requirements.
- c) Following the administration of each written test, test items will be analyzed to ensure they reliably measure what they purport to measure.

13.5.4 Test instrument validity and reliability shall be analyzed by subject matter experts. Test instrument validity and reliability will be analyzed as follows:

- a) Test instrument will be analyzed to ensure they validly measure what they purport to measure.
- b) Following the administration of each test instrument, it will be analyzed to ensure it reliably measured what it purported to measure.

### **Section 13-6: Test Item Challenges**

13.6.1 A candidate can challenge any test item included in the test.

13.6.2 Challenges to test items must be submitted in writing before the candidate leaves the testing area.

13.6.3 Challenges must include the following:

- (a) Name of person submitting the challenge.
- (b) Test item number for the item or items being challenged.
- (c) Rationale for the challenge.

13.6.4 Challenges to a test item or items will be reviewed by the certification manager for resolution.

13.6.5 A candidate can appeal the decision by the certification manager, with regard to resolution of the challenge, to the certification board.

13.6.6 Decisions by the certification board, with regard to a challenge, are final.

**Section 13-7: Test Item Deficiencies**

- 13.7.1 Written tests found to have an incorrectly marked test key shall have the test key corrected and all tests regraded using the corrected test key.
- 13.7.2 Where a written test item is found to be poorly designed, not valid, or not reliable, the candidate shall be given the benefit of the doubt and awarded credit for the test item.
  - 13.7.2.1 Test items found to be poorly designed, not valid, or not reliable, shall be corrected in the test bank to resolve the deficiency or removed from the test bank.

## CHAPTER FOURTEEN – SKILL ASSESSEMENTS

### INDEX:

**Section 14-1: Purpose**

**Section 14-2: Responsibilities**

**Section 14-3: Skill Test Sheets**

**Section 14-4: Validity and Reliability of Skill Sheets**

### Section 14-1: Purpose

14.1.1 The purpose of this section is to establish policies and procedures for maintaining skill assessment sheets.

### Section 14-2: Responsibilities

14.2.1 PCC FPT is responsible for keeping and maintaining skill assessment sheets for all accredited levels.

14.2.2 The Lead Evaluator is responsible for maintaining test security during skills assessment portion of the certification examination process.

### Section 14-3: Skill Test Sheets

14.3.1 PCC FPT will maintain skill sheets for each IFSAC certification level for which PCC FPT is accredited, where skill assessment is required.

14.3.1.1 Skill sheets will be maintained electronically using PCC's H-drive. PCC backs up H-drive at the end of each day.

14.3.2 All skill sheets shall be reviewed, regardless if they are acquired through another source, such as IFSTA or another certifying entity, by at least two subject matter experts prior to implementing a new certification level testing process, whenever a new skill test is created for an existing accredited level, whenever a new edition of an existing NFPA standard is released for an accredited level, and whenever local practices are implemented or revised.

14.3.2.1 At least two PCC FPT certification staff will meet semiannually to determine which current accredited levels, if any, need to have skill sheets reviewed.

14.3.3 All skill sheets shall be created or revised by a subject matter expert (SME) to ensure compliance with all relevant NFPA standards and local protocols.

14.3.3.1 The SME will review the skill sheets identified by PCC FPT certification staff as needing to be reviewed.

- 14.3.3.2 Any skill sheet created or revised shall be reviewed by PCC FPT certification staff for the following:
- a) Is each skill sheet grammatically correct and all words spelled correctly?
  - b) Is each skill sheet written clearly?
  - c) Do the steps in the skill assessment follow a logical order?
  - d) Does each skill sheet follow the general guidelines established by PCC FPT for skill sheet construction?
  - e) Does each skill sheet address relevant safety standards?
  - f) Is the skill sheet correlated to the correct JPR?
  - g) Are all JPR and requisite skills included in the skill sheet or accounted for in other skill sheets?
- 14.3.3.3 Any new or revised skill sheet shall be pilot tested prior to use in certification testing. Pilot testing may be done as part of a class or by having a staff member perform the skill.
- 14.3.4 To the extent practical, all components listed under the JPR and requisite skill for the JPR, or as a performance competency where the JPR format is not used, shall be measured through performance skill testing. This shall be done for each certification level for which PCC FPT is accredited, where skill assessment is required.
- 14.3.5 Where NFPA standards are not written in JPR format for an accredited level, PCC FPT will, to the extent practical, measure identified psychomotor skills through objective performance evaluation.
- 14.3.6 One copy of each outdated skill sheet used as part of the certification process shall be kept on file, for a period of three (3) years.
- 14.3.6.1 Outdated skill sheets will be maintained electronically using PCC's H-drive. PCC backs up H-drive at the end of each day.

#### **Section 14-4: Validity and Reliability of Skill Sheets**

- 14.4.1 PCC FPT will analyze all skill sheets for validity and reliability before using them in the certification process.
- 14.4.1.1 The analysis will include the following:
- a) They will be analyzed to ensure they validly measure what they purport to measure.
  - b) They will be analyzed to ensure they validly measure local practices and requirements.
  - c) Following the administration of each skill test, the results will be analyzed to ensure the skill test reliably measured what it purport to measure.
- 14.5.3 Skill assessment validity and reliability shall be analyzed by PCC FPT certification staff following each skill test. Skill assessment validity and reliability will be analyzed as follows:
- a) Skill assessment will be analyzed to ensure it validly measured what it purported to measure.
  - b) Skill assessment will be analyzed to ensure it validly measured local practices and requirements.
  - c) Following the administration of each skill test, it will be analyzed to ensure it reliably measured what it purport to measure.

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## **CHAPTER FIFTEEN – NOTIFICATION OF TESTING**

### **INDEX:**

**Section 15-1: Purpose**

**Section 15-2: Responsibilities**

**Section 15-3: Notification Procedures**

### **Section 15-1: Purpose**

15.1.1 The purpose of this section is to establish policies and procedures for providing notification of certification examinations, including notice to prospective candidates and IFSAC.

### **Section 15-2: Responsibilities**

15.2.1 PCC FPT is responsible for providing notice of scheduled certification examination events. This notice shall occur through the PCC web site.

15.2.2 PCC FPT is responsible for providing IFSAC a list of scheduled testing events, including dates, location, level, and contact information.

### **Section 15-3: Notification Procedures**

15.3.1 PCC FPT will maintain a schedule, on-line, indicating the date, location, and levels of certification to be tested for all certification examination events.

15.3.1.1 Entities requesting a certification examination must submit an Application for Examination at least three (3) months prior to the examination date desired.

15.3.2 On an annual basis or when requested by IFSAC Administration, PCC FPT will provide IFSAC Administration with a schedule indicating upcoming certification examinations. The list shall include dates, level or levels to be tested, and Lead Evaluator contact information.

15.3.2.1 With 48 hours' notice, PCC FPT will permit a representative of the Certificate Assembly Board of Governors to observe any certification examination process.

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## **CHAPTER SIXTEEN – CODE OF ETHICS**

### **INDEX:**

- Section 16-1: Purpose**
- Section 16-2: Responsibilities**
- Section 16-3: Code of Ethics**
- Section 16.4: Sanctions**

### **Section 16-1: Purpose**

- 15.1.1 The purpose of this section is to establish a Code of Ethics for the Portland Community College, Fire Protection Technology Program, Fire Fighter Certification System.

### **Section 16-2: Responsibilities**

- 15.2.1 Every person certified within this system and every participant in the operation of the certification program is responsible for representing and conducting themselves in a professional and ethical manner as a member of the Oregon Fire Service.

### **Section 16-3: Code of Ethics**

- 16.3.1 Recognize that I serve in a position of public trust that imposes responsibility to use publicly owned resources effectively and judicially.
- 16.3.2 I will not use my public position to obtain advantages or favors for friends, family, personal business ventures, or myself.
- 16.3.3 Conduct both my personal and official life so as to inspire the confidence of the public.
- 16.3.4 Regard it my duty to know my work thoroughly and continually strive to learn more about my profession.
- 16.3.5 Make no claim to professional qualification which I do not possess.
- 16.3.6 Use information gained from my position only for the benefit of those I am entrusted to serve and never for personal benefit.
- 16.3.7 Avoid situations whereby my decisions of influence may have an impact on personal financial interests.
- 16.3.8 Seek no favor and accept no form of personal reward for influence or official action.
- 16.3.9 Carry out policies established by PCC, my organization, and elected officials to the best of my abilities.
- 16.3.10 Refrain from financial investments or business that conflicts with, or are enhanced by, my official position.

- 16.3.11 Put aside any personal opinions, biases, and beliefs when interacting with the community I serve.
- 16.3.12 I will not cheat or plagiarize, or participate in cheating or plagiarism.
- 16.3.13 Furnish false information with the intent to deceive any organization, person, or agency.
- 16.3.14 Forge, alter, or misuse documents or records whether in written or electronic form.
- 16.3.15 Use or access without authorization files, data, or equipment.
- 16.3.16 I will not abuse, harass, intimidate, or threaten by any means a candidate, staff member, visitor, invited guest, or member of the public I serve.
- 16.3.17 I will not steal, misuse, or maliciously damage PCC or private property entrusted to me.
- 16.3.18 I will follow published policies and procedures.

#### **Section 16-4: Sanctions for Violation of the Code of Ethics**

- 16.4.1 Removal from participation in the certification program on a temporary or permanent basis.
- 16.4.2 Revocation of certification on a temporary or permanent basis.