

# **POLICIES AND PROCEDURES**



## **WYOMING FIREFIGHTERS CERTIFICATION PROGRAM**

**DEPARTMENT OF FIRE PREVENTION  
AND ELECTRICAL SAFETY**

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## EVERYONE GOES HOME®

FIREFIGHTER LIFE SAFETY INITIATIVES

### 16 Firefighter Life Safety Initiatives

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility. **\*From top to bottom the culture of the fire service must change. You can change your behavior today. Lead by example and make a difference – be an agent of change.**
2. Enhance the personal and organizational accountability for health and safety throughout the fire service. **\* Each fire service organization must promote safe practices; each individual must have the tools to be safe and adhere to safe practices at ALL TIMES.**
3. Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities. **\* Learn the concept of “Risk Management,” ensure everyone understands the difference between acceptable risk and an unacceptable risk. Develop and implement a system to pre-identify unacceptable risk. GO and NO GO.**
4. All firefighters must be empowered to stop unsafe practices. **\* Firefighters must be allowed to identify and report unsafe practices. Be aware of safe practices and look for unsafe ones.**
5. Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform. **\* Seek state and national certifications at all levels available to your department. Support refresher training, promote teaching new methods and improve skills which are used infrequently.**
6. Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform. **\*Departments should establish and enforce SOP’s which support wellness. Adopt a “heart healthy” life style.**
7. Create a national research agenda and data collection system that relates to the initiatives. **\* Encourage your department to participate in WFIRS. Support data gathering at your department.**
8. **\*Utilize available technology wherever it can produce higher levels of health and safety.**
9. Thoroughly investigate all firefighter fatalities, injuries, and near misses. **\*Implement investigation without delay.**
10. **\* Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement.**
11. National standards for emergency response policies and procedures should be developed and championed. **\* National standard for emergency response policy and procedures should be developed. At the local level – help adopt safe driving rules and enforce them – “arrive alive.”**
12. National protocols for response to violent incidents should be developed and championed. **\* Fire and EMS workers deserve to have policies which will reduce their exposure to all threats of violence.**
13. Firefighters and their families must have access to counseling and psychological support. **\* Firefighting is a high risk occupation, which can put firefighters and their families under extreme stress. They deserve access to mental health care.**
14. Public education must receive more resources and be championed as a critical fire and life safety program. **\* Public education is a responsibility of all fire service personnel. It should not be reserved for one week in October. Make communicating the fire prevention message to the community a priority.**
15. Advocacy must be strengthened for the enforcement of fire code. **\* Make sure all firefighters understand how sprinkler systems operate and the value they bring to reducing Line of Duty Death.**
16. Safety must be a primary consideration in the design of apparatus and equipment. **\* Encourage your department to make safety the highest priority in equipment and apparatus purchases – as high as design and price.**



### **16 Firefighter Life Safety Initiatives**

The 16 initiatives, listed on the preceding page, address the 6 root causes of firefighter injuries, close calls, and Line of Duty Death.

1. **Ineffective policies and procedures.**
2. **Ineffective decision making.**
3. **Lack of preparedness.**
4. **Ineffective leadership.**
5. **Lack of personal responsibility.**
6. **Extraordinary and unpredictable circumstances.**

**For more information on the  
Courage to be safe .... So everyone goes home program**

**Contact the Department of Fire Prevention**

**Training Division**

**At 307-777-7288**

**Or**

View the Courage to be Safe Drills on our website at: <http://wyofire.state.wy.us>

## INTRODUCTION

In 1963 legislation was enacted which established the Wyoming Department of Fire Prevention.

Wyo. State § 35-9-107(a) (iii) (E). Coordination, development and implementation of training programs designed to assist firefighters in all phases of fire prevention and suppression activities except the wild land and forestry division fire control programs implemented by the state forester.

The State Fire Marshal formed the State Fire Service Training Advisory Committee in 1980. The purpose of the Committee was to review and recommend programs for training and education, which were to be developed and delivered to Wyoming firefighters. Members of the Committee were appointed by the State Fire Marshal to represent volunteer, rural, and paid fire departments, the Department of Fire Prevention and Electrical Safety, the Community College Council, the Wyoming Association of Municipalities, and the Department of Education.

Today the Committee is known as the Wyoming Firefighter Certification Committee. This Committee is comprised of members of volunteer, rural, and paid fire departments, the DFPEs, the Wyoming Forestry Department and a Community College emergency service program.

The Wyoming Firefighters Policy and Procedures manual has been prepared by the Department of Fire Prevention and Electrical Safety, reviewed and approved by the Wyoming Firefighters Certification Committee, and is dedicated to those Wyoming Firefighters who gave their lives in the Line of Duty.

The policies and procedures to certify within the Wyoming Firefighters Voluntary Certification Program are contained in this manual. Questions, clarification, or interpretation of the guidelines should be addressed in writing to:

Department of Fire Prevention & Electrical Safety  
Herschler Building 1 West  
112 West 25<sup>th</sup> Street  
Cheyenne, Wyoming 82002  
PH: (307) 777-7288  
<http://wyofire.state.wy.us>

**SECTION 1: DEFINITIONS**

The following definitions apply only to these regulations and **DO NOT** in any way apply to the rules, regulations, practices, or procedures of local Fire Departments or other participating agencies.

- 1.1 AGENCY - refers to the Department of Fire Prevention & Electrical Safety.
- 1.2 ADMINISTRATOR - shall mean the person authorized by the head of an organization, public or private, to administer a program.
- 1.3 ADVISORY COMMITTEE - shall mean members of the Wyoming Firefighters Certification Committee.
- 1.4 ANNULMENT - an act, approved by the DFPES, to annul the certificate of a certified participant or tester.
- 1.5 ASSISTANT TESTER - a certification tester who is assigned to work under the direction of the Lead Tester.
- 1.6 AUTHORITY HAVING JURISDICTION(AHJ) – an organization, office or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, and installation, or a procedure.
- 1.7 CANDIDATE - firefighter actively pursuing certification.
- 1.8 CERTIFICATE - written document from the certification agency confirming the competence of an individual.
- 1.9 CERTIFICATION COMMITTEE - group of 11 individuals appointed by the DFPES Director to recommend and implement policies related to the certification program
- 1.10 CERTIFICATION COORDINATOR - member of DFPES staff who schedules and oversees state wide testing
- 1.11 CERTIFICATION TESTER - any person administering written and/or skills examinations for the DFPES.
- 1.12 CERTIFYING AGENCY - refers to the DFPES.
- 1.13 CERTIFIED - shall mean candidates who have met the professional firefighter standard as approved by the Wyoming Firefighters Certification Committee and the DFPES.
- 1.14 CHAIRPERSON - the presiding officer of the Wyoming Firefighters Certification Committee (WFCC).
- 1.15 CHIEF - shall mean the head of a Fire Department.
- 1.16 COMPETENCE - shall mean to possess knowledge, skills, and judgment according to the approved standard(s) needed to satisfactorily and safely perform indicated objectives, as determined by the DFPES.
- 1.17 COURSE - is any grouping of classes or series of lessons or lectures combined to attain a particular education or fire service training.
- 1.18 DEMONSTRATE - is to show by actual use, illustration, simulation, or explanation.

- 1.19 DENIAL - an act, approved by the Certification Committee, to deny certification to a candidate.
- 1.20 DFPES - Department of Fire Prevention and Electrical Safety.
- 1.21 EXAMINATION - method or procedure to assess an individual's knowledge, skills and abilities. Such procedures may involve written or oral responses, or by observation of the candidate performing tasks.
- 1.22 EVALUATION - process that assesses a person's fulfillment of the requirements for certification level.
- 1.23 EXPIRED - any certification that has not been renewed before the end of the certification period.
- 1.24 FEEDBACK REPORT - report provided to each candidate completing the written examination. This report provides pass/fail information, the number of questions missed, and the NFPA and curriculum reference for the questions missed.
- 1.25 FIREFIGHTER - a member of a fire department or fire service affiliated organization.
- 1.26 FIREFIGHTER I - person at the first level of progression, who has demonstrated the knowledge and skills to function as an integral member of a firefighting team under direct supervision in hazardous conditions.
- 1.27 FIREFIGHTER II - person at the second level of progression, who has demonstrated the skills and depth of knowledge to function under general supervision.
- 1.28 FIRE DEPARTMENT - organization providing rescue, fire suppression, and related activities. The term shall include any public or private organization of the state, city, county, special district, or federal government whose primary activity is fire prevention/suppression or fire service training and education.
- 1.29 HEAD OF THE DEPARTMENT - shall mean the Fire Chief/Head of the Department, Administrator, or Fire Warden.
- 1.30 IDENTIFY - is to physically select, indicate, or explain verbally or in writing, using the standard terms recognized by the fire service.
- 1.31 IFSTA MANUAL - shall mean the appropriate International Fire Service Training Association Publication.
- 1.32 IFSAC - the International Fire Service Accreditation Congress is an accrediting organization that accredits certification systems.
- 1.33 JOB PERFORMANCE REQUIREMENTS (JPR) - a statement that describes a specific job task, lists the items necessary to complete the task, & defines measurable or observable outcomes and evaluation areas for the specific task.
- 1.34 LEAD TESTER - a certification tester who is responsible for Assistant Testers and for administering the state certification examination.
- 1.35 NFPA - shall mean the National Fire Protection Association.
- 1.36 PERSONAL PROTECTIVE EQUIPMENT - full Personal Protective Clothing, plus a Self-Contained Breathing Apparatus (SCBA) and a Personal Alert Safety System (PASS) device.

- 1.37 PROTECTIVE CLOTHING - garments firefighters are normally required to wear while on emergency scene including turnout coat, protective trousers, firefighting boots, gloves, protective hood and helmet with eye protection.
- 1.38 PROBOARD - is an organization that accredits certification systems, also known as the National Board on Fire Service Professional Qualifications (NPQS).
- 1.39 PROCEDURE - series of actions, conducted in an approved manner and sequence, designed to achieve an intended outcome.
- 1.40 PARTICIPATING AGENCY - shall mean any agency, public or private which has been accepted to participate in the certification program.
- 1.41 POLICY AND PROCEDURES - formal guidelines promulgated by the DFPES and the WFCC concerning the methods, procedures and processes for implementing.
- 1.42 PREREQUISITE REQUIREMENTS - necessary psychomotor (manipulative) and/or cognitive (written) skill requirements from preceding or co-certification levels.
- 1.43 PRIMARY AGENCY - candidates department of record.
- 1.44 MANIPULATIVE OBJECTIVE - specific and measurable statement describing the skill to be accomplished.
- 1.45 REQUISITE KNOWLEDGE - fundamental knowledge one must have in order to perform a specific skill.
- 1.46 REQUISITE SKILLS - essential skills one must have in order to perform a specific skill.
- 1.47 REVOCATION - an act, approved by the DFPES, to revoke the certification of a certified participant.
- 1.48 RECIPROCITY - the mutual exchange of privileges of certification.
- 1.49 SAFELY - shall mean to perform the objective without endangering, or injuring oneself, equipment, or others.
- 1.50 SKILL SETS - written format that outlines the Job Performance Requirements (JPR) a firefighter must demonstrate.
- 1.51 SKILL SPOT CHECK - skills examination administered by an approved DFPES Certification Tester.
- 1.52 SUSPENSION - an act, approved by the DFPES, to suspend the certification of a certified firefighter.
- 1.53 SWIFTLY - shall mean the maximum allowable time, as determined by the DFPES, which it takes to satisfactorily perform the objective defined.
- 1.54 TASK - a specific job.
- 1.55 TEAM - two or more individuals who have been assigned a common task and are in proximity to and in direct communications with each other, coordinate their activities as a work group, and support the safety of one another.

- 1.56 WFCC - shall mean the Wyoming Firefighter Certification Committee.
- 1.57 WITH COMPETENCE - shall mean to possess knowledge, skills, and judgment according to an approved standard(s) needed to satisfactorily and safely perform indicated objectives, as determined by the Certification Tester.

## **SECTION 2: MISSION AND GOALS**

- 2.1 Promote and develop the fire service in the State of Wyoming.
- 2.2 Improve the performance and coordination of fire suppression and fire prevention activities through the development of minimum requirements for all fire service personnel.
- 2.3 Develop competent and reliable fire service personnel by establishing minimum training standards within the fire service in accordance with nationally recognized standards.
- 2.4 Establish and maintain a training system to ensure certification for all fire service personnel who satisfactorily fulfill qualification requirements irrespective of departmental affiliation.
- 2.5 Establish and implement a voluntary certification program that will ensure complete impartiality and confidentiality and that it is designed in such a manner that will safeguard against misuse and abuse.
- 2.6 Establish statewide uniform testing procedures for a consistent means of evaluation.

## **SECTION 3: PRIVACY ACT**

- 3.1 The Social Security Number (SSN) is used as an identifier to match the candidate participating in certification with the correct master record. The use of the Social Security Number is necessary to correctly identify individuals who have identical names and whose identities can only be distinguished by the Social Security Number. The Social Security Number is required in order for the certification office to submit to The Pro Board certification record for each candidate certified.

## **SECTION 4: AMERICAN DISABILITY ACT**

- 4.1 The State of Wyoming and Department of Fire Prevention & Electrical Safety actively supports the Americans with Disability Act (ADA). Reasonable accommodations will be provided for anyone with disabilities requiring an interpreter or alternative format.

## **SECTION 5: ANTI – DISCRIMINATION POLICY**

- 5.1 The State of Wyoming Anti-Discrimination Policy is set forth in Executive Order No. 2000-4 and is followed by the DFPEs in all activities.

## **SECTION 6: ACCREDITATION BY THE PRO BOARD**

- 6.1 The Department of Fire Prevention and Electrical Safety is accredited by The Pro Board (NPQS) to certify fire service personnel to accepted national standards. This accreditation assures fire service personnel that programs and standards used within the certification program adhere to the most current recognized national standards. The assurances gained through the accreditation process provide credibility and prestige for every firefighter participating in the certification process. Firefighters certified through the Wyoming Firefighters Voluntary Certification program are recognized throughout the United States and the international community as qualified and the standards set forth by the National Fire Protection Association (NFPA).

## **SECTION 7: CERTIFICATION COMMITTEE**

- 7.1 The Wyoming State Fire Marshal shall govern the Wyoming Firefighters Certification Committee.
- 7.2 The Department of Fire Prevention and Electrical Safety (DFPES) Training Division will administer the State of Wyoming Firefighters Voluntary Certification Program.
- 7.3 The Wyoming Firefighters Voluntary Certification Program is under the auspices of the Wyoming Firefighters Certification Committee (WFCC), which consists of an eleven-member board.
- 7.4 The board shall consist of eight (8) members representing the fire service, one (1) member from the State Forestry Rural Training, one (1) representing a college with an emergency services program, and one (1) representing the State Fire Marshals Office.
- 7.5 Election of officers shall occur at the January meeting of the Committee, and thereafter each succeeding year. The committee shall elect, by a majority vote of members present, the following officers from its members: a chairperson and a vice chairperson. State employees shall not serve as officers.
- 7.6 The term for officers will be a three-year term, beginning from January 1 through December 31st of each year. The chairperson may not serve more than two consecutive terms.
- 7.7 Committee members may resign from the committee by submitting a letter of resignation to the director of the Department of Fire Prevention and Electrical Safety.
- 7.8 Applications for vacancies on the committee will be advertised on the State Fire Marshal's website, electronic email or mailed to each fire department. Vacancies will be filled by the State Fire Marshal, upon recommendation of the Wyoming Firefighters Certification Committee.
- 7.9 The Wyoming Firefighters Certification Committee will:
- a. Function as a liaison between the group represented and the DFPES.
  - b. The committee will serve in an advisory capacity to consider needs and plans of the DFPES Training Division.
  - c. Establish uniform minimum standards of certifications.
  - d. Ensure quality and uniformity in the certification system.

- e. Ensure testing and certification services are available to all candidates without regard to race, sex, and creed or ethnic origin. The certification program does not gather or require this information.
  - f. Establish written and skill examination procedures to determine whether a candidate meets the minimum standard qualifications set forth by the committee.
  - g. Report activities to the Fire Chief's Association.
  - h. Review appeals.
  - i. Revoke, suspend or deny certification.
  - j. Issue certificates to any candidate who presents evidence that the minimum Wyoming standards for certification have been met.
- 7.10 The committee shall meet a minimum of twice each year.
- 7.11 Two weeks notice of meetings will be given to all members by the chairperson.
- 7.12 A quorum of six (6) committee members must be present in order to transact business in the name of the committee.
- 7.13 It will be the responsibility of the chairperson to conduct the meetings; the vice chairperson will assume those responsibilities in his/her absence.
- 7.14 An administrative assistant from the DFPES will record minutes of all meetings. WFCC minutes shall be available on the State Fire Marshal's website <http://wyofire.state.wy.us> or by contacting the Certification Office.
- 7.15 Certification Committee meetings shall be conducted according to the current edition of the Robert's Rules of Order.
- 7.16 The chairperson may appoint other committees as deemed necessary. Input from those committees shall be directed to the chairperson of the Wyoming Firefighters Certification Committee, which is the liaison to the State Fire Marshal.

## **SECTION 8: CERTIFICATION OFFICE**

- 8.1 The Certification Office is responsible for the management and administration of the Wyoming Firefighters Voluntary Certification program, duties include:
- a. Establish procedures to ensure program security.
  - b. Establish procedures to ensure program integrity.
  - c. Provide direction and serve as point of contact regarding certification issues.
  - d. Develop and manage a process to ensure all testing is administered in a fair and secure manner and complies with the guidelines set forth by the WFCC.
  - e. Maintain a database of certification records in accordance with the State of Wyoming records retention requirements.
  - f. Ensure confidentiality of records.

- g. Process written and skills examinations.
- h. Verify completion of prerequisites and requirements.
- i. Issue certificates of certification.
- j. Report to the State Fire Marshal and the WFCC as requested.

## SECTION 9: REFERENCES AND STANDARDS

- 9.1 The National Fire Protection Association (NFPA) Standards are used as a guideline to establish firefighter certification qualifications.
- 9.2 To maintain accreditation the DFPES will update their program to the most current NFPA standard(s) within two (2) calendar years from the official date of adoption.
- 9.3 The DFPES publishes a certification standard for each level of certification offered. Certification standards contain pertinent information designed to assist candidates in preparing for the certification process. Certification standards may be downloaded by accessing the Wyoming State Fire Marshal's website at <http://wyofire.state.wy.us> or by contacting the Certification Office.

### 9.4 **List of Accredited Standards**

Firefighter I	NFPA 1001
Firefighter II	NFPA 1001
Apparatus Driver Operator: Pumper	NFPA 1002
Apparatus Driver Operator: Aerial	NFPA 1002
Hazardous Materials Awareness	NFPA 472
Hazardous Materials Operations	NFPA 472
Fire Officer I	NFPA 1021
Fire Service Instructor I	NFPA 1041

### **List of Other Standards for Certification**

Airport Firefighter	NFPA 1003
Fire Officer II III	NFPA 1021
Fire Inspector I II III	NFPA 1031
Fire Service Instructor II III	NFPA 1041
Origin and Cause Technician	NFPA 1033
Fire Investigator	NFPA 1033
Incident Safety Officer	NFPA 1521
Public Fire & Life Safety Educator I, II, III	NFPA 1035

## SECTION 10: CERTIFICATION REQUIREMENTS

- 10.1 All participating agencies and their participants shall follow the established certification policies and procedures set forth in this manual.
- 10.2 Each Authority Having Jurisdiction is responsible to ensure it meets the NFPA 1001 medical and physical fitness requirements.
- 10.3 Candidates must be members of a Wyoming Fire Department, fire service organization, recruitment program, fire service affiliated organization or approved education program.

- 10.4 Candidates must be a minimum age required by the Authority Having Jurisdiction.
- 10.5 Candidates applying for certification through their department or agency must have the approval of the Fire Chief/ Head of Department.
- 10.6 Participating agencies shall provide copies of applicable certification standards to their personnel for any level in which they are participating. Certification standards may be obtained by accessing the State Fire Marshal website at <http://wyofire.state.wy.us> or by contacting the Certification Office.
- 10.7 Candidates shall have two (2) years from their initial date of testing to complete the written and spot check skills examination. If the written and skills examinations are not completed within this time period, candidates shall be required to start the testing process over.
- 10.8 Experience, training and education credits and/or a combination of these areas may be used to determine eligibility for certification by the DFPES and WFCC.
- 10.9 Candidates of participating agencies meeting 10.8 shall be tested on the written and manipulative skills examination for each, prior to certification.
- 10.10 All candidates must meet or exceed the established cognitive and psychomotor performance objectives prior to certification.
- 10.11 Candidates may enter the certification process at any level providing all prerequisite requirements for that level are met, prior to certification.
- 10.12 Candidates not members of a Wyoming fire department, fire service organization, recruitment program, fire service affiliated organization or approved education program may attend a training program approved by the Wyoming Firefighters Certification Committee and receive Firefighter I certification.
- 10.13 Candidates of an approved Firefighter II training program who are not affiliated with a Wyoming fire department or Wyoming fire service organization will be issued a certificate of completion that will expire within two (2) years. Upon joining a Wyoming fire department or Wyoming fire service organization a Wyoming Firefighter II certification will be issued, when requested by the department or organization, if the certificate of completion has not expired.
- 10.14 A certified individual, who has been out of the fire service for three (3) years or more, may be required to provide proof to the Fire Chief/Head of the Department that he/she has maintained the level of certification. If this cannot be accomplished, the individual may be required to re-certify.
- 10.15 The Department of Fire Prevention and Electrical Safety is accredited by The Pro Board to certify fire service personnel to accepted national standards as outlined in Section 6 and Section 9.
- 10.16 The DFPES will provide dual certifications for Firefighter I and II, Apparatus Driver Operator-Pumper, Apparatus Driver Operator –Aerial, Hazardous Materials Awareness and Operations, Fire Service Instructor I and Fire Officer I.

- 10.17 Candidates certifying to the State of Wyoming certification requirements must meet the following requirements.
- a. Candidates must meet all prerequisites and requirements prior to certification.
  - b. Candidates must provide a completed training record for the level being certified to prior to certification.
  - c. Candidates must pass the written examination prior to certification.
  - d. The Fire Chief/Head of the Department must request certification and provide all documents for verification of completion of requirements as requested by the Certification Office.
- 10.18 Candidates certifying to the State of Wyoming Pro Board (NPQS) accredited certification requirements must meet the following requirements
- a. Candidates must meet requirements listed in 10.17 a, b, c.
  - b. Candidates must pass a “Spot Check” skills examination, conducted by a DFPES Certification Tester.
  - c. The Fire Chief/Head of the Department must request certification and provide all documents for verification of completion of requirements as requested by the Certification Office.
- 10.19 Incumbents will enter the certification process by “natural progression”; if an individual has already successfully completed and received the preceding accredited certification, that individual will then be able to enter the accreditation process at the next level.

## **SECTION 11: EXAMINATIONS**

- 11.1 Written examinations shall be conducted for the specified certification levels.
- 11.2 Certification Testers or approved individuals shall administer written examinations.
- 11.3 Test banks may be purchased from a test bank company or from an accredited entity that meet Pro Board criteria and performance standards. Test bank items shall be developed and reviewed by test construction experts. Additionally, test bank items shall be validated by a committee of subject matter experts comprised of the DFPES, Wyoming Firefighters Certification Committee and the Wyoming Fire Service.
- 11.4 Certification test banks shall be analyzed for validity and reliability.
- 11.5 Test questions found to be unreliable shall be corrected or removed from the test bank.
- 11.6 Test questions used for written examinations shall be referenced to the current manual(s) and standard(s) as approved for each level by the DFPES and WFCC.
- 11.7 Written examinations shall be randomly generated from the DFPES test banks.
- 11.8 Written examinations shall be randomly generated by the NFPA objective reference.
- 11.9 At least three (3) versions of the written examination shall be in-service for each level of certification being offered.
- 11.10 New versions of written examinations shall be generated annually, or if an examination is compromised or lost.

- 11.11 Old versions of written examinations shall be destroyed by the DFPES. This process is done by the DFPES staff only.
- 11.12 DFPES certification test banks and written examinations shall be maintained at all times with the highest level of security.
- 11.13 Paper copies of the test bank questions shall be locked in a secure location at the certification office, unless they are in use or under review by personnel approved by the DFPES and WFCC. All paper copies of the test banks will be returned to the certification office upon completion of the review.
- 11.14 Paper copies of the written examinations shall be locked and stored at the appointed location designated on each Certification Tester for Written Examinations Affidavit form and at the Certification Office.
- 11.15 Electronic copies of the test bank and written examinations shall be locked with a password or other security measures, which will deny unauthorized access.
- 11.16 Examination results shall be maintained by the Certification Office.
- 11.17 Hard copy examinations results are kept on file for a period of ninety (90) days after the issuance of a certificate. The results are then destroyed by the Certification Office staff, by shredding.
- 11.18 Electronic written examinations results are kept on file for two (2) years at the Certification office.
- 11.19 Written examinations shall not be reproduced outside the Certification Office.
- 11.20 Written examinations shall not be graded outside the Certification Office.
- 11.21 Minimum passing score for written examinations shall be 77%.
- 11.22 Approved Certification Testers are located throughout the state. Certification Testers are authorized by the DFPES and WFCC to administer written examinations to fire departments, fire service organizations or recruitment programs.
- 11.23 The Fire Chief/Head of the Department may contact testers in his/her area to administer the written examination at the convenience of both parties. A list of Certification Testers is available on the State Fire Marshals website at <http://wyofire.state.wy.us>. The Fire Chief/Head of the Department may also contact the Certification Office to schedule a written examination.
- 11.24 Written examination results are confidential and will not be given to any individual other than the candidate or the candidate's Fire Chief/Head of the Department.
- 11.25 The Fire Chief/Head of the Department of the participating agency will be mailed a copy of written examination results within five (5) working days after the examination is received by the DFPES.
- 11.26 Candidates who fail the written examination may retest not sooner than thirty (30) days from the date of the failed examination.

- 11.27 If a candidate presents himself or herself to the DFPES for testing, and needs reasonable accommodations for learning disabilities or other conditions affecting the candidate's ability to complete the written examination, accommodations will only be made for the written examination and may be in the form of: providing a reader to assist with the exam or by allowing additional time to complete a written examination. This request must come from the fire chief/head of the department thirty (30) days prior to the written examination: The accommodation form is located on the SFMO website at <http://wyofire.state.wy.us> click forms.
- 11.28 Manipulative skills examinations shall be conducted for appropriate certification levels.
- 11.29 The DFPES, through approved Certification Tester(s), will administer the manipulative spot – check skills selected and sent by the Certification Office. No substitutes are allowed.
- 11.30 Manipulative spot – check skills shall not be administered by Certification Testers who were involved in conducting the training for the candidate(s) or objective(s) tested.
- 11.31 Manipulative skills "Spot Check" examinations shall consist of 10% of the total skills for the level beginning tested or not less than three (3) skills, whichever is greater.
- 11.32 Manipulative skills for each examination shall be randomly generated. The DFPES and WFCC may approve other forms of manipulative skill examinations for certification levels.
- 11.33 Manipulative skills "Spot Check" examinations shall be requested by the Fire Chief/ Head of the Department using an "Examination Request" form. The form must be sent to the Certification Office thirty (30) days in advance of the requested date of testing.
- 11.34 A fee *may* be charged, as determined by the DFPES, for each level of certification examinations.
- 11.35 The candidate's agency will provide and bear any cost of equipment, apparatus and suitable facilities necessary to conduct the examinations.
- 11.36 Upon receipt of the "Examination Request" form from the participating agency, the DFPES will schedule the examination.
- 11.37 A Lead Certification Tester approved by the DFPES will be assigned to the participating agency to administer examinations.
- 11.38 Certification Testers will follow all examination procedures as defined by the DFPES.
- 11.39 Safety Officer(s) shall be provided by the agency being examined to provide for participant safety during manipulative skill examinations.
- 11.40 Candidates will be scored "pass" or "fail" according to DFPES approved manipulative skills "Performance Competencies".
- 11.41 Task performance examination results may be given to each participant privately at the conclusion of each examination period.
- 11.42 Candidates are given three (3) attempts to meet minimum manipulative skill requirements. (Two (2) attempts at the first test date and one (1) attempt no sooner than thirty – days (30) from the first test date.)
- 11.43 Candidates who fail the manipulative examination, on the first test date, (two attempts), must be re-tested on a manipulative skill from the section(s) in the standard in which they failed which

consist of the failed skill, plus one additional skill from the same area of the standard, no sooner than thirty (30) days from the date of the failed examination.

- 11.44 If candidates fail to pass the manipulative examination after three (3) successive examination attempts, then they have failed the examination process and may re-enter the examination process no sooner than one (1) year from the date of the last failed examination.
- 11.45 The DFPES and Wyoming Firefighters Certification Committee *may* approve a 4th attempt of the manipulative skill examination.
- 11.46 The DFPES must receive the request for a 4th attempt in writing from the participant and endorsed by the participant's Fire Chief / Head of Department no later than sixty (60) days from the date of the last failed examination.
- 11.47 A letter requesting the 4th attempt shall state why the participant is requesting a 4th attempt, including all information necessary for the Wyoming Firefighter Certification Committee to make a decision.
- 11.48 If equipment is found to be defective, inadequate, or incomplete during the manipulative spot-check skills examination, the candidate(s) testing will not be held accountable or documented as a failure. Rather the candidate(s) will begin again, with corrections made.
- 11.49 Test sites will be managed in a manner that is safe, appropriate for the type of test to be administered and according to the DFPES guidelines.
- 11.50 Testers shall be dressed in appropriate clothing for the type of test that is being conducted and have the necessary equipment to meet safety requirements for the skills being tested. At no time during testing is it acceptable for a tester to wear shorts, sandals, or open toe shoes. If appropriate, no department specific attire should be worn.
- 11.51 When Testers are working outdoors, appropriate clothing to meet inclement weather is acceptable.
- 11.52 Outdoor testing during inclement weather (thunder/lightening storms, snow or icy conditions) is a major safety concern. Testers should always be aware and alert to changing weather conditions and may adjust a test to maintain a safe testing environment. If a test is changed due to inclement weather the Certification Office should be notified as soon as possible.
- 11.53 In the event weather makes driving conditions dangerous for Testers, the test may be cancelled and rescheduled at the earliest possible date. Notification will be communicated to all agencies testing by the certification office and/or the Lead Tester as soon as possible. The hosting agency will be responsible for communicating the cancellation to all other agencies scheduled to take the test.
- 11.54 Tester shall arrive at the test site at least thirty (30) minutes prior to the scheduled test time to setup the site, conduct/participate in the pre-test briefing, and to ensure testing begins on time.
- 11.55 Test sites where a written and skills examination are being conducted, shall be done so those candidates taking a written examination shall be allowed to complete the examination without interruption.
- 11.56 It will be the responsibility of the Lead Tester to coordinate the test site to maximize the time, resources, testers, and candidates to provide a fair and equitable testing process, following all policies and procedures of the DFPES.

- 11.57 Lead Testers shall contact the department hosting the test, ten (10) days prior to testing, to ensure there are adequate resources available to conduct the assigned test.
- 11.58 The test box will be sent to the Lead Tester. The test box shall remain under the direct control of the Lead Tester for the event.
- 11.59 The test box shall be returned to the Certification Office within five (5) days.
- 11.60 All testing materials are inventoried after each usage to ensure all test booklets and testing equipment has been returned to the Certification Office.

## **SECTION 12: PARTICIPANT EXAMINATION CONDUCT**

- 12.1 During a written or manipulative skill examination, participants will be held to the highest degree of conduct. Cheating observed during any examination will not be tolerated.
- 12.2 If a Certification Tester observes cheating during an examination, the Lead Tester will remove the participant from the test. The participant will be informed of the observation and requested to leave the test site.
- 12.3 The Certification Tester will document the observation of cheating and return the testing material and the documentation to the Certification Office for review as soon as possible.
- 12.4 The DFPES will notify the participants' Chief /Head of the Department and the WFCC in writing of any such occurrence.

## **SECTION 13: GRADING/SCORING EXAMINATION**

- 13.1 All written examinations shall be graded by the DFPES.
- 13.2 Written examinations will not be graded in the field.
- 13.3 Written examination results will not be given to any individual other than the candidate or the candidates Fire Chief/Head of the Department.
- 13.4 The Fire Chief/ Head of the Department of the participating agency will be mailed a copy of written examination results within ten (10) working days after the examination is received by the DFPES.
- 13.5 DFPES will provide a *Feedback Report* to the candidate. This report provides pass/fail information, the number of questions missed, and the NFPA and curriculum reference for the questions missed.
- 13.6 Candidates are not limited in the number of times they may take the written examination.
- 13.7 Candidates shall be able to retest thirty (30) days from the date of the last written examination.
- 13.8 Skill examination results may be given to each participant privately at the conclusion of each examination period.
- 13.9 Candidates that have failed a third attempt manipulative examination will be notified of the failure by mail and made aware of the testing policy regarding third attempt failures.

**SECTION 14: EXAMINATION APPEALS**

- 14.1 Examinations may be appealed.
- 14.2 The candidate may appeal the Certification Tester's actions to the certification office for review by sending a letter of appeal. The DFPES Certification Coordinator will review.
- 14.3 After review of the Certification Tester's documentation and the appeal by the candidate, the Department of Fire Prevention and Electrical Safety has the following options:
  - a. Accept the actions of the Certification Tester and deny further testing of the candidate.
  - b. Accept the appeal of the candidate and allow the candidate to retest using a different test.
  - c. Refer the situation to the Certification Committee for discussion and action.
- 14.4 If further testing is denied, the candidate will be ineligible for testing from the date of the test for a period of one (1) year.
- 14.5 An official appeal must be in writing identifying:
  - a. Name of candidate.
  - b. Examination date.
  - c. Examination type (written or manipulative skills).
  - d. Basis for appeal.
- 14.6 Written examination questions must be challenged, in writing, by item number, on the date of the examination.
- 14.7 Appeals of manipulative examinations must be submitted to the DFPES within thirty (30) days from the date the examination.
- 14.8 Only the most recent examination may be appealed.
- 14.9 The DFPES must act on the appeal.
- 14.10 The Certification Committee must act on the appeal at its next scheduled meeting. DFPES must notify the candidates as to their decision in writing within thirty (30) days after the meeting.

**SECTION 15: CERTIFICATION TESTERS**

- 15.1 A Participating Agency shall use DFPES approved Certification Testers to administer certification examinations.
- 15.2 Certification Testers, for the Wyoming Firefighters Voluntary Certification program shall conduct themselves in a professional manner at all times.
- 15.3 To be a Certification Tester, a person must be currently affiliated with an agency approved by the DFPES and be certified at the level he/she is evaluating, or as approved by the DFPES or WFCC.
- 15.4 Applicants must submit a letter of recommendation from his/her Fire Chief/Head of the Department.

- 15.5 Applicants must attend and successfully complete the Certification Tester course as offered by the DFPES and approved by the WFCC.
- 15.6 Once an applicant has completed the prerequisites, and the Testers training course, he/she will be notified by the DFPES, of his/her status as a Certification Tester by letter.
- 15.7 Certification Testers shall attend up-dated training every two (2) years or as determined by the DFPES and WFCC.
- 15.8 Certification Testers must successfully complete three (3) manipulative examination test sites as an Assistant Tester before he/she will be considered as a Lead Tester, or as determined by the DFPES and WFCC.
- 15.9 Certification Testers must follow policy and procedures as specified in the Wyoming Firefighters Policy and Procedure Manual, the Certification Testers Manual and examination instructions for written and skills examinations.
- 15.10 The DFPES reserves the right to "walk-in" unannounced and observe certification testing in progress.
- 15.11 Certification Testers may be subject to disciplinary action by the DFPES for violation of Policies and Procedures.
- 15.12 Certification Testers shall be evaluated periodically or as determined by the DFPES or the WFCC. Evaluations shall be done by the DFPES or the WFCC.
- 15.13 Certification Testers are authorized by the DFPES to administer his/her departments written examinations.
- 15.14 Certification testers shall not participate in his/her department's spot check skills testing if he/she has been involved in the training of the candidates.
- 15.15 Certification Testers must coordinate all activities through the DFPES.
- 15.16 Certification Testers must return written examination answer sheets, skills booklets and training records to the DFPES Certification Office within five (5) days of the completion of the test.
- 15.17 Certification Testers shall be evaluated periodically or as determined by the DFPES or the WFCC. Evaluations shall be done by the DFPES or the WFCC.
- 15.18 Certification Testers will agree to test within a 100 – mile radius of his/her home.

## **SECTION 16: REQUEST FOR CERTIFICATION**

- 16.1 When a candidate has successfully completed all prerequisites and requirements for the standard being certified to, the participating agency must submit a "Request for Certification" form to the DFPES.
- 16.2 Candidates participating in certification must complete all requirements and prerequisites within two (2) years. This time is based on the date of the candidate's first examination. At the end of this period, test results will become void and no longer accepted if a request for certification has not been received.

**SECTION 17: CERTIFICATION ISSUANCE**

- 17.1 Candidates meeting or exceeding standards of written and manipulative skills behavioral performance objectives will be issued certificates and patches identifying them as certified at the level being requested.
- 17.2 All certificates and patches will be forwarded to the Chief/Head of the Department of the participating agency for distribution to personnel within thirty (30) days.
- 17.3 Certification seal numbers will be sent to Pro Board for entry into a national registry.
- 17.4 A certified candidate shall receive a certificate, and patch or rocker for the level(s) being certified as available. Fees for issuance of certificates, patches and rockers are provided by the State of Wyoming.
- 17.5 A fee *may* be charged for issuance of a certificate; duplicate or replacement of certificate; or a certification patch.

**SECTION 18: RECERTIFICATION**

- 18.1 Application for renewal of certification must be made to the DFPES Certification Office within thirty (30) days prior to the expiration date. Applications for renewal shall be submitted to the Certification Office not less than thirty (30) days, or more than sixty (60) days prior to the expiration date.
- 18.2 The DFPES will notify participating agencies of their certified personnel. Notification will be sent in January and August of each year.
- 18.3 The Fire Chief/Head of the Department must submit the required recertification form to the DFPES Certification Office stating the candidate has participated in the required number of training hours for the standard being renewed.
- 18.4 Records shall be maintained by the participating agency to verify recertification requirements have been met.
- 18.5 If a certified participant's certification has expired for six (6) months or longer without application for renewal being filed with the DFPES, the certified participant is not eligible for recertification.

**SECTION 19: CERTIFICATION REVOCATION, SUSPENSION, ANNULMENT, DENIAL**

- 19.1 The DFPES may revoke, suspend, annul, or deny the certification of any participant or Certification Tester who:
  - a. Makes any intentional material misstatement on application for certification.
  - b. Falsifies training records or signatures.
  - c. Intentionally misrepresents or violates DFPES Policy and Procedures.
  - d. Intentionally violates a Certification Testers' instructions to dishonestly pass an examination.
  - e. Cheats during any part of the testing process.

**SECTION 20: PROCEDURES FOR REVOCATION/SUSPENSION/ANNULMENT/ DENIAL OF CERTIFICATION**

- 20.1 The DFPES, or its representative(s), will investigate all suspected or reported violations defined in Section 19.
- 20.2 If the DFPES believes, following an investigation, grounds exist for the revocation, suspension, annulment, or denial of certification the participant shall be given written notification of intention to hold a hearing.
- 20.3 The written notification shall include the time, date, location, and basis for the hearing.
- 20.4 Written notification shall be sent by “Certified Mail” to the participant at the last address furnished to the DFPES by the participant or participating agency.
- 20.5 Revocation, suspension, annulment, or denial of certification shall require a majority vote by the WFCC.
- 20.6 Any participant who has lost and/or been denied certification pursuant to Section 14 may reapply for certification ONE (1) year after the date of WFCC action, unless otherwise specified by the WFCC.
- 20.7 Notification will be sent to the Fire Chief/ Head of the Department of the participant’s revocation, suspension, annulment or denial.
- 20.8 Participants who have had a certification revoked, suspended, annulled, or denied may appeal the decision of the DFPES to the WFCC.

**SECTION 21: RECIPROCITY**

- 21.1 An individual who possesses a current certification within the last five (5) years from another state, territory, or country may be exempt from required training programs. A letter requesting reciprocity and a reciprocity request form, along with supporting documentation, shall be sent to the DFPES.
- 21.2 The certification must meet the equivalent of the State of Wyoming certification requirements.
- 21.3 The DFPES office shall approve requested reciprocity level(s) if the firefighter meets the following requirements.
  - a. The certificate is dated within the past 5 years. IFSAC, Pro Board and Department of Defense (DOD) certificates are automatically accepted.
  - b. The certification program is based on current National Fire Protection Association Standards as adopted by the DFPES.
  - c. Candidate is an active member of the military.
- 21.4 If there are any questions on the application meeting the standards, the letter and supporting documentation will be presented to the Wyoming Firefighters Certification Committee at the next scheduled meeting for their approval/disapproval.

**SECTION 22: FIRE DEPARTMENT TRAINING & TRAINING RECORDS**

- 22.1 The Fire Chief/ Head of the Department shall designate the type of training required.
- 22.2 The Fire Chief/ Head of the Department has the ultimate responsibility to ensure the citizens of his/her jurisdiction that the firefighters are properly trained.
- 22.3 The Fire Chief/ Head of the Department is responsible for the credibility of the certification program as it relates to their department.
- 22.4 Training standards for the various levels of certification are those listed in the NFPA Standards for Professional Qualifications.
- 22.5 The Fire Chief/Head of the Department or Training Officer has the responsibility for certifying to the DFPES that candidates applying for certification are adequately trained and qualified for the requested level of certification.
- 22.6 The individual fire department, fire service organization, recruitment program, or fire service affiliated organization, is responsible to oversee the completion of each Certification Standard In-House training record.
- 22.7 The training record must be completed and shall be kept on file by the Authority Having Jurisdiction (AHJ).
- 22.8 All firefighter certification records are confidential. Only the firefighter and the Fire Chief/Head of the Department may request individual certification records.
- 22.9 The DFPES office will maintain a hard copy of certificates issued for certification. If firefighter's record is inactive for a period of three (3) years, the file will be archived and returned to the fire department.
- 22.10 All certification files are maintained in accordance with the state rules governing record retention and destruction.
- 22.11 The Fire Chief/Head of the Department may reactivate the individual's file by contacting the DFPES office.