

# COLORADO DEPARTMENT OF PUBLIC SAFETY



## CERTIFICATION POLICY AND PROCEDURE MANUAL

COLORADO DIVISION OF FIRE PREVENTION AND CONTROL  
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# CHAPTER ONE - INTRODUCTION & BACKGROUND

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## SECTION 1.1: INTRODUCTION

- 1.1.1: This Certification Policy and Procedure Manual was prepared by the Colorado Division of Fire Prevention and Control ("CDFPC") as a valuable tool to assist individuals in the Certification Program testing process. This manual is designed as a guide to assist firefighters and responders to hazardous materials incidents in complying with the requirements of the CDFPC certification programs.

CDFPC extends our grateful acknowledgement to the many individuals and organizations that have assisted in the preparation and completion of this manual.

This manual contains CDFPC testing related policies and procedures. Some of the responsibilities outlined in this manual may be delegated in guidelines, informational memorandums, forms and other documents.

This manual is available for downloading at the CDFPC website.

- 1.1.2: Every endeavor is made to ensure that CDFPC will not discriminate in the provision of our services.

The CDFPC prohibits discrimination on the basis of race, color, creed, national origin, gender, sexual orientation, age, marital status, disability, veteran's status, or any other prohibited basis.

- 1.1.3: CDFPC has established a voluntary certification program:

The "Voluntary Certification Program for Fire Fighters" ("Firefighter Certification Program") commenced on June 21, 1979, when House Bill 1243 was signed into law.

The "Hazardous Materials Responder Voluntary Certification Program" ("Hazardous Materials Certification Program") enacted effectively July 1, 1989, when House Bill 89-1223 was signed into law.

The "Firefighter Certification Program" and the "Hazardous Materials Certification Program" were combined effective September 30, 2019 under 8 CCR 1507-3.

The "Firefighter Certification Program" and the "Hazardous Materials Certification Program" will be hereby referred to as the "CDFPC Certification Program".

- 1.1.4: The CDFPC Certification Program is a voluntary program: meaning there is no statutory requirement that firefighters and first responders become certified. The Certification Program establishes a means to evaluate the proficiency of firefighters and first responders, irrespective of their department affiliation and regardless of whether they are paid or volunteer.

1.1.5: Accreditation

1.1.5.1: On April 21, 1995, the CDFPC received initial accreditation from the International Fire Service Accreditation Congress ("IFSAC").

1.1.5.2: On February 2, 2007, the CDFPC received initial accreditation from the National Board on Fire Service Qualifications System ("Pro Board").

1.1.5.3: Please refer to Appendix for accreditation dates by certification level.

## **SECTION 1.2: MISSION**

1.2.1: The mission of the CDFPC Certification Program is to provide consistency throughout all levels of accreditation relating to written and practical examinations. Furthermore, to ensure that all levels of accreditations are conducted with the same criteria in accordance with the guidelines of IFSAC and Pro Board.

## **SECTION 1.3: PURPOSE**

1.3.1: The purpose of the CDFPC Certification Program is to measure the level of knowledge, skill, and abilities possessed by participants, and to attest that these individuals meet nationally recognized standards. The nationally recognized standards are competency based and promote evaluation and uniformity of training programs.

1.3.2: The purpose of this manual is to achieve the following goals and objectives:

1.3.2.1: Address current firefighting principles and practices;

1.3.2.2: Establish and promote the fire service in the State of Colorado as a professional service;

1.3.2.3: Improve the performance and coordination of fire suppression and fire prevention activities through the development of minimum performance standards for all applicants;

1.3.2.4: Develop more competent and reliable fire service personnel through the adoption of national professional qualification standards;

1.3.2.5: Establish and maintain valid procedures that measure specific levels of skill, abilities and knowledge consistent with standards approved and adopted by Colorado Fire Service Training and Certification Advisory Board;

1.3.2.6: Establish a uniform testing procedure that will ensure all practical testing is performed and evaluated in a consistent manner for all firefighters throughout the State of Colorado;

1.3.2.7: Establish a fire service education and training program setting forth minimum standards for training and instructors;

1.3.2.8: Adopt nationally recognized standards, such as the National Fire Protection Association (NFPA) Professional Qualification, as minimum standards and develop standards only when no nationally recognized professional qualification standards exist;

1.3.2.9: Seek third party approval of the Certification Program through international accreditation associations to assure that the program is fair and equitable to certification candidates and meets the requirements of the NFPA standards or other related standards adopted by IFSAC and/or Pro Board;

1.3.2.10: Ensure that all internationally accredited levels of certification are administered with strict adherence to the requirements of the Accreditation Bodies;

1.3.2.11: Continually strive for improvements in the delivery of the program to ensure the efficient and effective use of resources;

1.3.2.12: Establish and implement a Certification Program that will ensure complete impartiality and confidentiality and is designed to safeguard against misuse and abuse;

1.3.2.13: Establish disciplinary procedures for denial, revocation, limitation, or suspension of an individual's certification and/or an accredited academy's recognition; and



- 1.3.2.14: Ensure compliance with C.R.S. 24-4-103 (12.5), concerning incorporation by reference requirements, and to reinstate certain rules that were not extended by Senate Bill 96-236 for noncompliance with those requirements.

## **SECTION 1.4: EMPOWERMENT**

- 1.4.1: Title 24, Article 33.5, Section 1205(1) of the Colorado Revised Statutes establishes the following duties of the Director relating to the voluntary firefighter and hazardous materials responder certification programs and the fire service education and training program:
- 1.4.1.1: To establish a fire service education and training program, setting forth minimum standards for training and instructors;
  - 1.4.1.2: To promulgate rules establishing standards for the firefighter and hazardous materials responder certification programs and for determining whether a firefighter or an applicant for first responder or hazardous materials responder certification meets the established standards;
  - 1.4.1.3: To certify firefighters and applicants for hazardous materials responder certification or withhold or revoke certification in the manner provided for by rules adopted by the Director pursuant to the provisions of article 4 of this title;
  - 1.4.1.4: To issue a certificate to any firefighter or rescuer or who presents evidence that the minimum firefighter certification standards have been met and to issue a certificate to any applicant who presents evidence that the minimum standards of the first responder or hazardous materials responder certification program have been met;
  - 1.4.1.5: To establish fees for the actual direct and indirect costs of the administration of the firefighter, first responder, and hazardous materials responder certification programs, which fees shall be assigned against any person participating in such programs. All fees collected shall be credited to the firefighter and hazardous materials responder and prescribed fire training and certification fund created in [section 24-33.5-1207](#);
  - 1.4.1.6: To establish fees for the actual direct and indirect costs of the administration of the fire service education and training program, which fees shall be assessed against any person participating in such program. All fees collected shall be credited to the fire service education and training fund created in [section 24-33.5-1207.5](#).
- 1.4.2: CDFPC does not currently delegate its certification authority.

## **SECTION 1.5: COLORADO FIRE TRAINING AND CERTIFICATION ADVISORY BOARD DUTIES**

### **1.5.1: Colorado Fire Service Training and Certification Advisory Board**

Title 24, Article 33.5, Section 1204 of the Colorado Revised Statutes creates the Colorado Fire Service Training and Certification Advisory Board, the general purpose of which is:

- 1.5.1.1: To advise the Director on the promulgation of rules enacting standards for the certification of firefighters and hazardous materials responders; and procedures for determining whether a firefighter meets the established standards;
- 1.5.1.2: To advise the Director on the promulgation of rules enacting standards for the certification of first responders and hazardous materials responders; and procedures for determining whether an applicant meets such standards;
- 1.5.1.3: To advise the Director on the promulgation of rules enacting standards for fire service education, training for volunteer firefighters, the qualification of instructors, and hazardous materials first responders; and procedures to ensure that the quality of the program is

- adequate to meet the minimum training requirements for firefighters and hazardous materials responders as set forth in section 31-10-30-1122, C.R.S.;
- 1.5.1.4: To advise the Director on the establishment of fees for the actual direct and indirect costs of the administration of the firefighter and hazardous materials responder certification programs.

## **SECTION 1.6: FIRE SERVICE TRAINING**

- 1.6.1: The State of Colorado Fire Service Training Program, previously under the supervision of the State Board of Community Colleges and Occupational Education, was transferred to the CDFPC on July 1, 1986.
- 1.6.2: The Advisory Board has established that the NFPA standards and the U.S. Department of Transportation National Highway Traffic Safety First Responder National Standard Curriculum ("DOT Curriculum") are the minimum curriculum and basis of exam data banks for state certification testing. CDFPC can be contacted for information regarding learning curriculum materials and vendors.
- 1.6.3: The department head of each organization shall designate the type and kind of training required. However, all training must meet the National Fire Protection Association professional qualifications standards.

**Explanatory Information:** *The department head has the ultimate responsibility to ensure to the citizens of their jurisdiction that the individual is properly trained. The department head also has the responsibility for certifying to the Division that the individual applying for certification at any level, or renewal of certification, is adequately trained and qualified for the requested level of certification. The department head of each organization is responsible for the credibility of the certification program as it relates to the organization. Emergency responses are considered experience – not training*

# CHAPTER TWO - DEFINITIONS

## INDEX

[Section 2.1: Purpose](#)

[Section 2.2: Definitions](#)

## SECTION 2.1: PURPOSE

- 2.1.1: The purpose of this section is to establish definitions for this Certification Policy and Procedure Manual. The following definitions apply only to this manual, and DO NOT necessarily apply to the rules, regulations, or procedures of any local fire service unit or organization.

## SECTION 2.2: DEFINITIONS

- 2.2.1: ACCREDITATION – To certify an entity as meeting all formal official requirements of academic excellence, curriculum, facilities, etc.
- 2.2.2: ACCREDITATION BODIES – The International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (The Pro Board) are the accreditation bodies that accredit the various levels of the CDFPC Certification Program.
- 2.2.3: AUTHORITY HAVING JURISDICTION (“AHJ”) – An agency which regulates processes.
- 2.2.4: AFFILIATION – An individual that is a member of a Colorado Emergency Services Agency.
- 2.2.5: APPLICANT - A person who has satisfied the requirements to be examined for certification or an entity that applies for recognition as an accredited academy.
- 2.2.6: CDFPC FIRE TRAINING DIRECTOR – The person that governs the affairs of the CDFPC Certification Program.
- 2.2.7: CERTIFICATION ADVISORY BOARD (“BOARD”) – The Colorado Fire Service Training and Certification Advisory Board whose duties are to oversee the CDFPC Certification Program. The members are appointed by the Governor to serve on the Advisory Board for prescribed terms.
- 2.2.8: CERTIFIED – Applicants who have successfully met or exceeded cognitive and psychomotor/process/product objectives with the CDFPC Certification Program.
- 2.2.9: CERTIFICATION MANAGER – The person that oversees the day to day operations of the CDFPC Certification Program.
- 2.2.10: CERTIFIED PRACTICAL PROCTOR – An individual who meets or exceeds the requirements of, and who is currently certified by CDFPC as a practical examination proctor.
- 2.2.11: CERTIFYING AGENCY – Colorado Department of Public Safety, Colorado Division of Fire Prevention & Control (“CDFPC”). CDFPC issues State of Colorado Certifications.
- 2.2.12: CHIEF LEVEL OFFICER RANK – Chief or Chief Executive Officer of the department; or Chief Officer or equivalent who heads a major bureau or division within a fire department or organization; or Chief Officer or equivalent who commands a multi-company or multi-station operations on the emergency incident scene or who may command a greater alarm incident.
- 2.2.13: CLASS – A single meeting or session devoted to a specific fire service or non-fire service training objective.
- 2.2.14: COLORADO EMERGENCY SERVICES AGENCY (“CESA”) - A government or private sector emergency services agency of a Federal, State, County, Municipality, or Special District whose responsibility includes emergency services response.
- 2.2.15: COLORADO RESIDENT – An individual who resides in the State of Colorado and holds a State of Colorado issued photo ID card.

- 2.2.16: **COMPETENCE** – Possessing knowledge, training, skills and judgment needed to satisfactorily and safely perform indicated objectives, as determined by the examining authority.
- 2.2.17: **CONTINUING EDUCATION** – A course of instruction or a self-directed program, extended over a period not to exceed five years, which meets the educational requirements for renewal of certification.
- 2.2.18: **COURSE** – Any grouping of classes, or series of lessons or lectures combined to attain a particular education level or training objective.
- 2.2.19: **DEMONSTRATE** – To show by actual use. This may be supplemented by or, when actual use is not feasible, replaced by simulation, explanation, illustration, or a combination of these methods.
- 2.2.20: **DEPARTMENT HEAD** – The Chief Executive Officer of an organization, or their designee.
- 2.2.21: **DIRECTOR** – The Director of the Division of Fire Prevention and Control, Department of Public Safety, State of Colorado.
- 2.2.22: **DIVISION** – State of Colorado, Department of Public Safety, the Colorado Division of Fire Prevention & Control.
- 2.2.23: **EVALUATOR** – An individual, who carefully examines, appraises and judges a certification process.
- 2.2.24: **FIRE SERVICE UNIT** – A public government or private fire department or fire service organization of a Federal, State, County, Municipality, or Special District whose responsibility includes fire protection, fire prevention, or fire investigation.
- 2.2.25: **INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS (“IFSAC”)** – A peer driven, self-governing system that accredits both public fire service certification programs and higher education fire-related degree programs.
- 2.2.26: **JOB PERFORMANCE REQUIREMENTS (“JPR”)** – A written statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.
- 2.2.27: **KNOWLEDGE OBJECTIVE** – Pertinent written questions, lists, or problems relative to the factual knowledge at the level a person is being tested.
- 2.2.28: **MINIMALLY CERTIFIED**- Lowest Certification level that must be held by candidate seeking to obtain another level of certification.
- 2.2.29: **NATIONAL BOARD ON FIRE SERVICE PROFESSIONAL QUALIFICATIONS (“Pro Board”)** – Accreditation body that establishes an internationally recognized means of acknowledging professional achievement in the fire service and related fields.
- 2.2.30: **NATIONAL FIRE PROTECTION ASSOCIATION (“NFPA”)** – Organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment, as well as other life-safety codes and standards.
- 2.2.31: **NON-ACCREDITED CERTIFICATION** – State certification that has not yet been sanctioned by the Accreditation Bodies.
- 2.2.32: **NON-CERTIFIED** – Any applicant who does not possess a valid certification/certificate recognized by the Advisory Board.
- 2.2.33: **POLICIES** – Formal guidelines promulgated by the CDFPC and/or the Advisory Board concerning the methods, procedures and processes for implementing these policies and procedures and administering the Certification Program.
- 2.2.34: **PRACTICAL EXAMINATION** – Consists of mandatory and random JPR selections and are evaluated by a Colorado Certified Practical Proctor.
- 2.2.35: **PSYCHOMOTOR SKILL** is a manipulative skill conducted in real time, directly observed by a proctor, and assessed using a psychomotor skills examination.
- 2.2.36: **PROCESS ASSESSMENT** is a skill completed in real time which cannot be directly observed and is scored using a rubric with questions and expected verbal responses.
- 2.2.37: **PRODUCT ASSESSMENT** is a skill which cannot be directly observed and utilizes a work product created by the candidate scored using a rubric with expected responses. The proctor will evaluate how a candidate completes the task outcome after submission.
- 2.2.38: **PROFICIENT** - Ability, skill, competence, knowledge.

- 2.2.39: REFRESHER TRAINING – A course of instruction, condensed over a short period of time, designed to provide training to persons for the purpose of preparing them for testing and/or renewal of certification.
- 2.2.40: SAFELY – To perform the objective without endangering or injuring oneself or others.
- 2.2.41: SKILL PACKET – A compilation of materials assembled to verify or validate compliance with a particular level of a standard or job performance requirement, requisite knowledge, requisite skill, or objective of a standard.
- 2.2.42: SUBJECT MATTER EXPERT (“SME”) – an individual who exhibits the highest level of expertise in performing a specialized job task/skill or a person who is an expert in a particular area or topic.
- 2.2.43: WRITTEN EXAMINATION – a written standardized assessment intended to measure the test-takers knowledge and skill which is scored in a consistent manner.

# CHAPTER THREE – CERTIFICATION ADVISORY BOARD

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## SECTION 3.1: PURPOSE

- 3.1.1: The purpose of this chapter is to establish the administrative authority, responsibility and policies for the Colorado Fire Service Training and Certification Advisory Board (herein referred to as the Board):

## SECTION 3.2: ADVISORY BOARD RESPONSIBILITIES

- 3.2.1: Colorado Fire Service Training and Certification Advisory Board  
C.R.S. 24-33.5-1204 creates the Colorado Fire Service Training and Certification Advisory Board, the general purpose of which is to advise the Director on matters regarding:
- Fire service education and training programs;
  - Setting minimum standards for training and certification;
  - Establishing procedures to determine applicant achievement of minimum standards; and
  - Certifying applicants who meet those minimum standards.
- 3.2.2: It shall be the responsibility of the Board to:
- Evaluate fairness and equality in the execution of the certification processes;
  - Ensure local, state, and federal equal employment and nondiscrimination guidelines are met;
  - Review appeals and corresponding actions taken by the Board, and;
  - Ensure policies and standards of the *IFSAC* and *Pro Board* are maintained.
  - Adopt policies and rules;
  - Adopt program reporting requirements;
  - Adopt administrative guidelines;
  - Advise on the appeal processes;
  - Adopt processes for the validation of curriculum and evaluation instruments;
  - Adopt performance standards for certification;
  - Audit certification processes; and
  - Adopt training of the certification proctor processes.
- 3.2.3: It shall also be the responsibility of the Board to make rulings, issue approval, and complete evaluations, etc., of documentation submitted by various individuals and their department in respect to the professional certification standards. Such actions shall be consistent with the original intent of each adopted standard and existing Board policies.
- 3.2.4: The CDFPC Director shall be the final authority in all matters pertaining to the governance of the CDFPC Certification Program; in all appeals, and in any other business related to the operation of the Board.

- 3.2.5: It shall be the responsibility of each individual department to ensure their training programs adequately prepare personnel for the appropriate certification program. The Board shall not oversee individual training programs or the training policies of any department. Rather, the Board's responsibility is for the governance of the certification programs.
- 3.2.6: Each department shall follow all certification policies and guidelines established by the Board for certification programs.

### **SECTION 3.3: ORGANIZATION**

- 3.3.1: Pursuant to C.R.S. 24-33.5-1204, the Advisory Board is comprised of the following fourteen members appointed by the Governor for a term of four years (\*Member does not have voting rights):
- Representative of the Colorado State Fire Chiefs Association;
  - Representative of the Colorado Fire Training Officers Association;
  - Representative of the Colorado Professional Fire Fighters Association;
  - Representative of the Colorado State Fighters Association;
  - Chief or Training Officer of a Career Fire Department;
  - Chief or Training Officer of a Volunteer Fire Department;
  - Representative of the property and casualty insurance industry;
  - Hazardous Materials Responder Team Leader;
  - Representative in the transportation industry;
  - Representative from a fixed facility;
  - Representative in local law enforcement;
  - \* Representative of the Colorado State Patrol;
  - \* Director of the Colorado Emergency Medical Services and Prevention Division within the Department of Public Health and Environment; and
  - \* President of the Colorado Community College and Occupational Education System.
- 3.3.2: Board members shall forfeit their appointment upon loss of position, leaving their department, or retirement. The Board member shall inform the Governor's Office of Board and Commissions, of the resignation in writing. The Governor's Office will appoint a replacement.
- 3.3.3: The Board shall select a chairperson, hereafter known as the President. The Board shall select a Vice President. In the absence of the President, the Vice President shall assume the position and responsibilities of President. The Board shall also select a Secretary.
- 3.3.4: Meetings of the Board shall be held quarterly or as needed. The President shall select the location and time for each meeting.
- 3.3.5: The President shall have the following responsibilities:
- Establish meeting agendas;
  - Conduct and chair all Board meetings and follow rules of order as identified in Section 3.3.3;
  - Call special meetings upon request or need;
  - Appoint Board representatives to committees, and to other duties as needed;
  - Represent the Board at various conferences, meetings, etc. which are appropriate for the operation of the Board;
  - Ensure timely dissemination of all Board actions and business;
  - Handle other duties as needed and appropriate.
- 3.3.6: Each Board member shall have the following general responsibilities:
- Maintain ethical standards and confidentiality in all Board related matters;
  - Represent the best interests of the Board at all times;
  - Conduct assigned duties promptly and professionally;
  - Attend scheduled meetings;

- Remain apprised of all Board matters and issues; and
- Remain apprised of pertinent emergency service training issues including standards, accreditation policies, etc.

### **SECTION 3.4: ADMINISTRATION**

- 3.4.1: At all scheduled and special meetings of the Board, no vote shall be cast and no policy decision made without a quorum of members present. Issues may be discussed for informational purposes only. Issues must be carried over for vote until the next Board meeting at which a quorum is present. A quorum shall exist when six (6) of eleven (11) voting members are present. A majority vote shall consist of a congruent vote by six (6) of eleven (11) voting members.
- 3.4.2: Each Board member and other specified individual(s) shall be notified in writing of a meeting no less than five (5) business days prior to each meeting. The notification shall include date, time, location, and agenda of the meeting, in addition to any other information required for conducting the meeting. It shall be the responsibility of CDFPC staff to make the appropriate notifications.
- 3.4.3: *American Bar Association's Parliamentary Law for Nonprofit Corporations* shall apply at all Board meetings. One-on-one discussion between Board members and individuals in the audience should be avoided. All discussion should be addressed and recognized through the President. The President has the right to excuse any non-member from the Board meeting, subject to being overruled by a majority of voting members present. All meetings shall be open to the public and, in accordance with the Colorado Public Meeting Law, notification of all Board meetings shall be posted by the CDFPC. All requests, exemptions, etc. that are to go before the Board at a regular meeting must be received by CDFPC a minimum of fifteen (15) working days prior to the given meeting. All materials received after the cutoff date may be held for the next scheduled meeting at the discretion of the President.
- 3.4.4: All meetings of the Board or appointed committees shall have recorded/written minutes, which shall be approved by the Board at the following meeting.
- 3.4.5: The Board shall govern all CDFPC Certification Program processes. Responsibilities shall include, but not be limited to:
- Evaluating and approving forms, applications, facility and logistical requirements, and policies necessary for administration of each given standard;
  - Review of other certification and/or training education programs for reciprocity;
  - Ruling on violations of policies by a department or its personnel;
  - Adoption of rules and evaluations needed to carry out the intent of each given standard;
  - Auditing certification processes conducted by CDFPC;
  - Settling appeals submitted to the Board regarding certification processes; and
  - Adopting performance standards for each certification area.
- 3.4.6: The Board and its agents shall keep confidential personnel records or matters of a sensitive nature and the President may move the Board into executive session when permissible by the Colorado Open Meetings Law.
- 3.4.7: Any Board member who violates the trust under Section 3.3.6 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 Director in writing.
- 3.4.8: The Board may amend any existing policy, or adopt new policies. Adoption of amendments and new policies require an affirmative majority vote of the Board. The proposed amendment must be published as part of the meeting agenda prior to the meeting at which the vote occurs.
- 3.4.9: In accordance with the Colorado Open Records Law as currently written, all records of the Board are deemed public. However, records on individual certifications are considered personnel records of the affiliated department. It shall be the responsibility of the department to manage release of such personnel records.



## SECTION 3.5: CERTIFICATION POLICIES

- 3.5.1: The Board shall adopt a performance standard for each level of certification (for example Firefighter I, Fire Instructor, etc.). The standard shall be based upon the corresponding professional qualifications standard, e.g. *NFPA* or *DOT Curriculum*. An affirmative majority vote of the Board shall be necessary for adoption of the performance standard.
- 3.5.2: The Board shall have the authority to amend any existing *NFPA* or *DOT Curriculum* professional qualifications standard, as it deems appropriate. However, the Board shall not adopt any amendment, which reduces or diminishes the requirements set forth in the *NFPA* or *DOT Curriculum* standard.
- 3.5.3: The Board shall adopt administrative policies. The policies shall be used for the administration of the CDFPC Certification Program. An affirmative majority vote of the Board is required for adoption of the administrative policies.
- 3.5.4: The policies for each certification level shall, following adoption, be added to the CDFPC Certification Policy & Procedures Manual. An individual policy shall be created for each certification level.
- 3.5.5: The Board may establish a performance standard when one does not exist for a specific professional area. The adoption of the standard must be made in accordance with the policies of Section 3.4.

## SECTION 3.6: APPEALS

- 3.6.1: CDFPC offers an appeals process. An appeal is a type of complaint an individual may make when an individual wants CDFPC to reconsider or change a decision that has been made. The appeal must be submitted to CDFPC in writing and clearly outline the issue, including facts such as times, dates, witnesses, curriculum sources, etc. Any alleged violation of certification policies must identify the specific policies. It shall be the sole responsibility of the individual to initiate the appeals process. Individuals should file their case directly with CDFPC within 30 days of the occurrence.
- 3.6.2: The appeal process is as follows:
  - CDFPC Fire Training Director or committee takes action or makes a ruling on an issue.
  - Individual disagrees with ruling.
  - Individual submits appeal in writing to CDFPC within 30 days of the action or ruling.
  - CDFPC Fire Training Director and the appellant take appeal to the Board.
  - Board will make the decision.
  - Board decision will be mailed or emailed to appellant or appellant's agency (as applicable)
  - Individual disagrees with Board's decision.
  - Individual appeals to Director for final decision within 30 days of postmark of Board's decision.
- 3.6.3: Appeals shall be adjudicated by the Board at regularly scheduled Board meetings or in a special meeting using phone or other electronic means. The Board shall accept appeals, which deal with any of the following issues or as deemed appropriate by the Director:
  - Certification evaluation results;
  - Conduct of examinees;
  - Certification revocation;
  - Re-entry or reciprocity;
  - Interpretation of certification policies;
  - Conduct of certification proctors;
  - Bias or prejudice against participant; and
  - Unsafe practices during evaluation processes.
- 3.6.4: A response from the Board shall be submitted in writing by the CDFPC to the appellant within thirty (30) business days following the last Board meeting concerning the appeal. All responses will be sent by certified mail or email.

- 3.6.5: A copy of the Board response shall be filed with the CDFPC, along with the original appeal.
- 3.6.6: The CDFPC Fire Training Director shall be the final authority for all decisions and actions on appeals.

### SECTION 3.7: COMPLAINT PROCESS

- 3.7.1: All complaints must be submitted to the CDFPC Fire Training Director in writing and clearly outline the issue with facts such as times, dates, witnesses, curriculum sources, etc. Any alleged violation of certification policies must identify specific policies. It shall be the sole responsibility of the complainant to initiate the complaint process.
- 3.7.2: Complaints shall be reviewed by CDFPC Fire Training Director and determined if adequate information is appropriate to warrant an investigation.
- 3.7.3: If the complaint is deemed adequate and appropriate, an investigation will proceed. If the information provided in the complaint is found not to be adequate, the complainant will be notified by CDFPC that not enough information exists to warrant an investigation. The complaint will be concluded, unless the complainant submits amendments to the complaint.
- 3.7.4: Following an investigation, the CDFPC will take appropriate action regarding the complaint based on findings.
- 3.7.5: If the complainant disagrees with the findings of CDFPC, they can proceed with the appeal process as outlined in Section 3.6.

### SECTION 3.8: WRITTEN EXAMINATION CHALLENGE PROCESS

- 3.8.1: The CDFPC has developed valid written examinations. The CDFPC does not allow review of written examinations. It is important in ensuring test validity that this type of review not be allowed.
- 3.8.2: A complainant may only challenge their written examination prior to leaving the test site.
- 3.8.3: Any candidate may challenge a question on a written examination. The challenge of a question must be placed in writing using an **Examination Challenge/ Appeals/Suggestion Form**. This form must be completed and turned in to the proctor before the candidate leaves the testing area and forwarded to the CDFPC Certification Manager. Once the CDFPC receives the challenge, it will be forwarded to the appropriate committee for certification level for review. All challenges will be reviewed; candidate will only receive a written response if the challenge is successful and would have an impact on the exam results.
- 3.8.4: If the candidate disagrees with the decision by the committee, they can proceed with the appeal process as outlined in Section 3.6.

### SECTION 3.9: PRACTICAL EXAMINATION CHALLENGE PROCESS

- 3.9.1: In the case of a disputed or contested task step, the proctor will call for the practical examination Lead Proctor. The Lead Proctor will arbitrate the dispute and make the final decision at the testing site. If unable to resolve an on-site dispute through arbitration, or the candidate does not accept the Lead Proctor's decision, the candidate may challenge the decision by the Lead Proctor. The challenge must be placed in writing using an **Examination Challenge/ Appeals/Suggestion Form**. The candidate must then submit the written request to the proctor to be sent to the CDFPC prior to leaving the testing location. A decision will then be made by the CDFPC Fire Training Director. All challenges will be reviewed; candidate will only receive a written response if the challenge is successful and would have an impact on the exam results. The written response by the CDFPC Fire Training Director will state the decision reached, concerning the individual's inquiry or challenge, and explain the reasons for that decision.
- 3.9.2: If the candidate disagrees with the decision made by the CDFPC Fire Training Director, they can proceed with the appeal process as outlined in Section 3.6.

# CHAPTER FOUR - CERTIFICATION POLICIES

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## SECTION 4.1: PURPOSE

- 4.1.1: The purpose of this chapter is to establish uniformity for the overall CDFPC Certification Program. It is intended to ensure that the integrity and quality of the Certification Program is maintained.

## SECTION 4.2: PERFORMANCE CRITERIA

- 4.2.1: It shall be the policy and practice of the CDFPC to certify applicants under the NFPA standards or other related standards adopted by IFSAC and/or Pro Board. The appropriate certification standards shall be adopted by the CDFPC within three years of the date of official adoption by the NFPA or other related standards adopted by IFSAC and/or Pro Board.

## SECTION 4.3: TESTING AND CERTIFICATION AVAILABILITY

- 4.3.1: The CDFPC Certification Program is intended to provide a baseline from which the level of professional training may be incrementally raised and standardized. Access to, and success within the certification process must be consistent with nationally recognized standards and applicable laws and statutes.
- 4.3.2: The CDFPC shall make available prerequisites and requirements for taking the examinations, types of written questions, study references, and skills test criteria to the department to disseminate to the candidates that are preparing for the examination. An unaffiliated applicant may contact the CDFPC to obtain this information.

- 4.3.3: It is not currently the policy of the CDFPC to delegate its certifying authority to any political subdivision, local government entity, or any other agency.
- 4.3.4: The CDFPC shall make available supporting documentation for the certification program on its website or by request.
- 4.3.5: The CDFPC written examination schedule will be posted and maintained on the CDFPC website.

## SECTION 4.4: SPECIAL CIRCUMSTANCES EXAMINATIONS

- 4.4.1: The CDFPC is committed to providing reasonable accommodation(s) for persons with special circumstances during written examinations. Proctoring a written examination for a candidate with special circumstances is allowed. Examples of special circumstances may be one or more of the following, but not limited to:
- Visual impairment;
  - Hearing impairment;
  - Learning/reading disability (e.g. dyslexia, limited reading level);
  - Writing arm impairment (e.g. arm/hand in a cast, sling or brace).
- 4.4.2: Prior to scheduling the written exam, the applicant or agency must notify the CDFPC in writing of the special circumstances.
- The candidate must complete the accommodations request application and provide appropriate medical evaluation documentation demonstrating the need for special accommodation.
  - Submitted documentation will be reviewed by the CDFPC Certification Manager to determine accommodations to be granted. CDFPC shall contact the candidate or agency representative to make arrangements or deny the request for special accommodation testing.
- If a reader is required, the examination must be proctored by CDFPC staff and the candidate's agency must provide a reader who must be certified at or above the level being tested.
- 4.4.3: If a candidate is scheduled to test on a particular date and time, but is unable to attend, the candidate may reschedule the examination **if arrangements are made with the CDFPC prior to the test date**. Circumstances which might allow this reschedule test date would be:
- Sudden illness
  - Change in work schedule
  - Emergency response
  - Other unexpected family emergency (e.g. illness, death)
- 4.4.4: For a candidate with circumstances not addressed here, contact the CDFPC for direction regarding the circumstances involved.

## **SECTION 4.5: CHEATING DURING EXAMINATIONS**

- 4.5.1: Colorado certification is a major milestone to be achieved. Certification provides independent verification of an individual's competence. For these reasons, the CDFPC takes the issue of cheating or other unethical conduct very seriously.
- 4.5.2: In the event that a candidate is observed or suspected of cheating, the proctor shall conduct a preliminary investigation. If cheating is confirmed, the individual(s) involved will not be allowed to continue the examination and will be removed from the testing location. The appropriate department head or training officer will be notified as well as the CDFPC Certification Manager.
- 4.5.3: The Certified Proctor will prepare and forward a written record of the incident to the Certification Manager. A review of circumstances will be conducted and appropriate actions will be taken by the CDFPC Certification Manager after consultation with the CDFPC Fire Training Director.
- 4.5.4: The individual(s) involved, and possibly the department or agency the individual represents, will not be allowed to continue in the Certification Program until the issue is resolved.

## **SECTION 4.6: PRIVACY ACT STATEMENT**

### Information Regarding Disclosure of Personal Information

- 4.6.1: The principle purpose of information requested in the Records Management System ("RMS") is to process applications and maintain records of participation in certification and training programs administered by the CDFPC. Information such as age and sex are used for statistical purposes only, and shall not be required for training and certification.
- 4.6.2: The last 4 numbers of the Social Security Number (SSN) is used as an identifier to match the person completing the training or certification with the correct master record in order to better assist the candidate in obtaining certification and training records. The use of the last 4 of the SSN is necessary because of the large number of individuals who have identical names and birth dates, and whose identities can be distinguished by this number. An email address must be provided in the RMS as part of the written testing and certification processes.
- 4.6.3: The home address and telephone number are solicited as a means to better serve the candidate. It allows the CDFPC to communicate directly with the candidate in the training and certification programs. Disclosure of this information will permit the CDFPC to mail training notices and newsletters directly to the program participants.
- 4.6.4: All personal information provided is given on a voluntary basis. Failure to provide the requested information may result in a delay in processing applications and certifications and locating master records. Failure to provide the home address and telephone number will preclude the CDFPC from contacting the applicant directly on training and certification matters.

## **SECTION 4.7: CERTIFICATION PRIOR TO ACCREDITATION**

- 4.7.1: Applicants who hold a current and valid certification through the CDFPC shall not be affected by the accreditation for that level. The CDFPC certification is valid and in good standing through the expiration date.
- 4.7.2: Following the accreditation of a certification level, individuals certified at that level have three (3) years from the accreditation date to retake the examination. The certified individuals will be required to take a "Bridge Examination" or "Retake Examination" to maintain their certification.
- 4.7.3: If the expiration date on the individual's certificate passes before the three-year timeframe, the individual may renew the certification for the remaining time not to exceed that three-year period.

- 4.7.4: The Bridge Examination and Retake Examinations will be administered in the form of a written and/or a practical exam by Certified Proctor(s). The determination of a written or a practical examination for each level will be decided by a committee of subject matter experts.
- 4.7.5: Once an individual has successfully completed the Bridge or Retake testing process, CDFPC may grant the individual a certification with IFSAC and/or Pro Board accreditation. If an individual chooses not to participate in the Bridge or Retake testing process, the individual's certification will expire on the deadline for the completion of the Bridge or Retake examination. If the individual desires CDFPC certification after his or her certification has expired, the individual must start the testing process from the beginning.
- 4.7.6: Individuals who hold a valid CDFPC certification, are in good standing, and who meet all listed prerequisites may test to the next level of accredited certification.

## **SECTION 4.8: ACCREDITATION AUDIT PROCEDURES**

- 4.8.1: The CDFPC will notify the Accreditation Bodies administration of date, time and location of upcoming certification examinations upon request. The notification allows the Accreditation Bodies to audit the CDFPC Certification Program processes and procedures thereby providing quality control within the system. The Accreditation Bodies shall submit notice of intent to observe at least 48 hours in advance of the testing event.
- 4.8.2: The CDFPC shall make test items for all levels available to the site teams and administrative reviewers. These test items will be reviewed in a secure environment and shall not be compromised in any way.

## **SECTION 4.9: EQUIPMENT AND TESTING FACILITY REQUIREMENTS**

- 4.9.1: The CDFPC and the local department are committed to providing a safe and comfortable location for the candidate(s) to test. The CDFPC and the local department must comply with all the NFPA standards, federal laws, and State of Colorado standards, policies, and guidelines.
- 4.9.2: The Written Proctor or Lead Practical Proctor must complete a "CDFPC Facility and Equipment Verification Form" and return it to the CDFPC with all completed written examinations and skill evaluations.
- 4.9.3: The CDFPC provides certification at various ad hoc locations to better serve our diverse geographical region. To ensure each facility is adequate for the purpose of testing, see Sections 4.21 and 4.22.

## **SECTION 4.10: SAFETY AND HEALTH REQUIREMENTS**

- 4.10.1: The CDFPC and the local department, shall be aware of and meet the requirements of the current NFPA standards 1582 (Medical Requirements for Firefighters) and 1500 (Fire Department Occupational Safety and Health Program).
- 4.10.2: The CDFPC and the local department shall be aware of and meet the requirements of the current NFPA standard 1403 (Live Fire Training Evolutions)

## **SECTION 4.11: ENVIRONMENTAL REQUIREMENT**

- 4.11.1: The CDFPC and department shall be aware of and comply with all requirements of the U.S. Environmental Protection Agency (EPA) and any applicable state or local environmental quality requirements as they pertain to live fire training.

## **SECTION 4.12: UNDUE INFLUENCE REQUIREMENT**

- 4.12.1: It shall be the policy and practice of the CDFPC that rules, policies and procedures will be in place to ensure that no individual, entity, or interest group exercise undue or inappropriate influence over the Certification Program.

## **SECTION 4.13: NONCOMPLIANCE REQUIREMENT**

- 4.13.1: The CDFPC and the local department shall be aware of and comply with all requirements where noncompliance with applicable state, federal, or local laws and/or regulations has occurred.

## **SECTION 4.14: STANDARD DEVELOPMENT**

- 4.14.1: The CDFPC shall engage in standard development for usage by the State of Colorado emergency services agencies only when a national standard does not exist.

## **SECTION 4.15: CRITERIA FOR SELECTION OF WRITTEN PROCTORS**

- 4.15.1: The written portion of all certification examinations shall be administered by a CDFPC certified written proctor. CDFPC has developed a proctor training and certification program in order to maintain objectivity, consistency and integrity in the evaluation of the CDFPC Certification Program in accordance with NFPA standards and accreditation guidelines.
- 4.15.2: Applicants for certification as a written proctor must meet or exceed all applicable requirements contained in NFPA 1000 (Fire Service Professional Qualifications Accreditation and Certification Systems).
- 4.15.3: To be certified as a written proctor, an applicant must:
- 4.15.3.1: Be CDFPC personnel or appointed designee;
  - 4.15.3.2: Submit a completed Proctor Affidavit Form at the time of attendance at an approved written proctor training class;
  - 4.15.3.3: Attend and successfully complete a CDFPC approved written proctor training class;
  - 4.15.3.4: Never administer written and/or practical examinations for courses that the proctor has instructed to the candidates;
  - 4.15.3.5: Not currently hold, and not hold in the future, any emergency services certification; and
  - 4.15.3.6: Attend updated refresher training as deemed necessary by the CDFPC Fire Training Director.

## **SECTION 4.16: CRITERIA FOR SELECTION OF PRACTICAL PROCTORS**

- 4.16.1: The practical skill portion of all certification examinations is administered by a CDFPC Certified Practical Proctor. CDFPC has established a proctor training program and certification program in

order to maintain objectivity, consistency, and integrity in evaluating the CDFPC Certification Program in accordance with NFPA standards and accreditation guidelines.

- 4.16.2: Applicants for certification as a practical proctor must meet or exceed all applicable requirements contained in NFPA 1000 (Fire Service Professional Qualifications and Certification Systems). Practical proctor certification will be awarded for a three (3) year period.
- 4.16.3: To be certified as a practical proctor, an applicant must:
  - 4.16.3.1: Submit a completed Proctor Application Form and Proctor Affidavit Form at the time of attendance at an approved practical proctor training class.
  - 4.16.3.2: Attend and successfully complete a CDFPC approved practical proctor training class.
  - 4.16.3.3: Never administer practical examinations for materials that the proctor has instructed to the candidates.
  - 4.16.3.4: Maintain a valid Colorado certification or a certification recognized by CDFPC at or above the level being proctored.
  - 4.16.3.5: Must be affiliated with a Colorado Emergency Services Agency.
- 4.16.4: To renew his or her practical proctor certification, an applicant must:
  - 4.16.4.1: Submit documentation of having administered a minimum of one (1) practical examination per year of the certification period (proctoring of Driver Operator or Technical Rescuer practical exam(s) satisfies this requirement); or
  - 4.16.4.2: Attend a CDFPC approved initial or refresher practical proctor training class;
  - 4.16.4.3: Maintain a valid Colorado certification or a certification recognized by CDFPC at or above the level being proctored; and
  - 4.16.4.4: Must be affiliated with a Colorado Emergency Services Agency.
  - 4.16.4.5: Renewal by the individual's department head or designee shall be submitted through the CDFPC RMS no earlier than 90 days prior to the expiration and no later than 90 days after the expiration date.

## **SECTION 4.17: CRITERIA FOR SELECTION OF DRIVER OPERATOR PRACTICAL PROCTORS**

- 4.17.1: The practical skill portion of driver operator examinations is administered by CDFPC Certified Driver Operator Practical Proctors. CDFPC has established a driver operator proctor training program and certification program in order to maintain objectivity, consistency, and integrity in evaluating the CDFPC Certification Program in accordance with NFPA standards and accreditation guidelines.
- 4.17.2: Applicants for certification as a Driver Operator Practical Proctor must meet or exceed all applicable requirements contained in NFPA 1000 (Fire Service Professional Qualifications and Certification Systems). Driver Operator Practical Proctor certification will be awarded for a three (3) year period.
- 4.17.3: To be certified as a driver operator practical proctor, an applicant must:
  - 4.17.3.1: Hold a current CDFPC Practical Exam Proctor certification.
  - 4.17.3.2: Submit a completed Proctor Application Form and Proctor Affidavit Form at the time of attendance at an approved driver operator proctor training class.
  - 4.17.3.3: Attend and successfully complete a CDFPC approved driver operator proctor training class.
  - 4.17.3.4: Never administer practical examinations for materials that the proctor has instructed to the candidates.
  - 4.17.3.5: Maintain a valid Colorado certification or a certification recognized by CDFPC at or above the level being proctored.
  - 4.17.3.6: Must be affiliated with a Colorado Emergency Services Agency.
- 4.17.4: To renew his or her driver operator practical proctor certification, an applicant must:
  - 4.17.4.1: Submit documentation of having administered a minimum of one (1) practical examination per year of the certification period (Proctoring of Fire Fighter or Technical Rescuer practical exam(s) satisfies this requirement), or



- 4.17.4.2: Attend a CDFPC approved initial or refresher practical exam proctor class;
- 4.17.4.3: Maintain a valid Colorado certification or a certification recognized by CDFPC at or above the level being proctored; and.
- 4.17.4.4: Must be affiliated with a Colorado Emergency Services Agency.
- 4.17.4.5: Renewal by the individual's department head or designee shall be submitted through the CDFPC RMS no earlier than 90 days prior to the expiration and no later than 90 days after the expiration date.

## **SECTION 4.18: CRITERIA FOR SELECTION OF TECHNICAL RESCUER PRACTICAL PROCTORS**

- 4.18.1: The practical skill portion of Technical Rescuer examinations is administered by CDFPC Certified Technical Rescuer Practical Proctors. CDFPC has established a Technical Rescuer proctor training program and certification program in order to maintain objectivity, consistency, and integrity in evaluating the CDFPC Certification Program in accordance with NFPA standards and accreditation guidelines.
- 4.18.2: Applicants for certification as a Technical Rescuer practical proctor must meet or exceed all applicable requirements contained in NFPA 1000 (Fire Service Professional Qualifications and Certification Systems). Technical Rescuer practical proctor certification will be awarded for a three (3) year period.
- 4.18.3: To be certified as a Technical Rescuer practical proctor, an applicant must:
  - 4.18.3.1: Hold a current CDFPC Practical Exam Proctor certification.
  - 4.18.3.2: Submit a completed Proctor Application Form and Proctor Affidavit Form at the time of attendance at an approved driver operator proctor training class.
  - 4.18.3.3: Attend and successfully complete a CDFPC approved Technical Rescuer proctor training class.
  - 4.18.3.4: Never administer practical examinations for materials that the proctor has instructed to the candidates.
  - 4.18.3.5: Maintain a valid Colorado certification or a certification recognized by CDFPC at or above the level being proctored.
  - 4.18.3.6: Must be affiliated with a Colorado Emergency Services Agency.
- 4.18.4: To renew his or her Technical Rescuer practical proctor certification, an applicant must:
  - 4.18.4.1: Submit documentation of having administered a minimum of one (1) practical examination per year of the certification period (Proctoring of Fire Fighter or Driver Operator practical exam(s) satisfies this requirement), or
  - 4.18.4.2: Attend a CDFPC approved initial or refresher practical exam proctor class;
  - 4.18.4.3: Maintain a valid Colorado certification or a certification recognized by CDFPC at or above the level being proctored; and.
  - 4.18.4.4: Must be affiliated with a Colorado Emergency Services Agency.
  - 4.18.4.5: Renewal by the individual's department head or designee shall be submitted through the CDFPC RMS no earlier than 90 days prior to the expiration and no later than 90 days after the expiration date.

## **SECTION 4.19: CRITERIA FOR SELECTION OF REGIONAL PROCTORS**

- 4.19.1: The Division has designated regional proctors to assist in the administration of state Fire Fighter Practical, Technical Rescuer Practical and/or Driver Operator Practical Proctor training classes, assist with Colorado certified written and practical audits per section 8.7 and 8.8, and Certified Practical Proctors and local emergency services departments may contact these individuals with questions

regarding the administration of state certification examinations. Should you wish to contact the regional proctor coordinator for your area, please see listing under proctor resources at:  
<https://www.colorado.gov/dfpc>

4.19.2: Applicants for certification as a Regional Proctor must meet or exceed all applicable requirements contained in NFPA 1000, Standard on Fire Service Professional Qualifications and Certification Systems. Regional proctor certification will be awarded by the CDFPC Fire Training Director as long as they maintain the requirements and would like to hold this position.

4.19.3: Requirements to become a Regional Proctor are:

4.19.3.1: Holds a current CDFPC Fire Fighter Practical Proctor, Technical Rescuer Practical Proctor, and/or Driver Operator Practical Proctor certification.

4.19.3.2: Submit a letter of interest to CDFPC Fire Training Director.

4.19.3.3: Successfully teach and be evaluated teaching a CDFPC Fire Fighter Practical, Technical Rescuer Practical, and/or Driver Operator Practical Proctor training class. The evaluation of the instructor shall be completed by the CDFPC Fire Training Director or designee.

4.19.3.4: To maintain a valid Colorado certification at or above the level being proctored.

4.19.3.5: Must be affiliated with a Colorado Emergency Services Agency.

4.19.4: Regional Proctor annual requirements include:

- Documentation of having administered a minimum of one (1) practical examination per year of the certification period, Proctoring of Technical Rescuer practical exam(s), Driver Operator practical exam(s) or Fire Fighter practical exam(s) during the renewal period will count towards the renewal requirements for Practical Proctor; and
- Documentation of having taught a minimum of one (1) CDFPC Fire Fighter Practical, Technical Rescuer Practical, and/or Driver Operator Practical Proctor training class;
- Must be affiliated with a Colorado Emergency Services Agency; and
- Maintaining a valid Colorado certification at or above the level being proctored.

## **SECTION 4.20: PROCTOR PROCEDURAL UPDATES**

4.20.1: The CDFPC shall issue “Informational Memorandums” when procedural updates are required for the proctor evaluation process. The CDFPC shall publish the Informational Memorandums on the CDFPC website. The CDFPC shall also notify certified proctors on procedural updates through written and practical examination correspondence.

## SECTION 4.21: CDFPC PROCTOR REQUIREMENTS

Proctor Type	Description	Requirements	Renewal
<b>Practical Exam Proctor</b>	Allowed to proctor state practical emergency services exams up to and including, but not above, their level of CDFPC certification.	<ul style="list-style-type: none"> <li>• Must meet or exceed all applicable requirements contained in NFPA 1000, Standard on Fire Service Professional Qualifications Accreditation and Certification Systems.</li> <li>• Must hold a current CDFPC certification or a certification recognized by CDFPC for the practical exam that is being proctored</li> <li>• Must be affiliated with a Colorado Emergency Services Agency.</li> <li>• Must successfully complete a CDFPC approved initial practical exam proctor class.</li> <li>• Proctors may not be utilized to administer practical examinations for materials that they have instructed to the candidates.</li> <li>• Proctors may not have a conflict of interest* with a candidate or candidate(s) being tested.</li> </ul>	<ul style="list-style-type: none"> <li>• Proctor a minimum of one (1) practical exam per year of the three (3) year certification period, or</li> <li>• Successfully complete a CDFPC approved initial or refresher practical exam proctor class.</li> <li>• Proctoring of Driver Operator and/or Technical Rescuer practical exams during the renewal period will count towards the renewal requirements.</li> <li>• Must be affiliated with a Colorado Emergency Services Agency.</li> </ul>
<b>Driver Operator Practical Exam Proctor</b>	Allowed to proctor CDFPC Driver Operator practical exams up to and including, but not above, their level of Driver Operator certification.	<ul style="list-style-type: none"> <li>• Must hold a current CDFPC certification or a certification recognized by CDFPC for the driver operator practical exam that is being proctored</li> <li>• Must hold a current CDFPC practical proctor certification.</li> <li>• Must be affiliated with a Colorado Emergency Services Agency.</li> <li>• Must successfully complete a CDFPC approved initial driver operator practical exam proctor class.</li> <li>• Proctors may not be utilized to administer practical examinations for courses that they have instructed to the candidates.</li> <li>• Proctors may not have a conflict of interest* with a candidate or candidate(s) being tested.</li> </ul>	<ul style="list-style-type: none"> <li>• Proctor a minimum of one (1) practical exam per year of the three (3) year certification period, or</li> <li>• Successfully complete a CDFPC approved initial or refresher Driver Operator practical exam proctor class.</li> <li>• Proctoring of Firefighter and/or Technical Rescuer practical exams during the renewal period will count towards the renewal requirements.</li> <li>• Must be affiliated with a Colorado Emergency Services Agency.</li> </ul>
<b>Technical Rescuer Practical Exam Proctor</b>	Allowed to proctor CDFPC Technical Rescuer practical exams up to and including, but not above, their level of Technical Rescuer certification.	<ul style="list-style-type: none"> <li>• Must hold a current CDFPC certification or a certification recognized by CDFPC for the Technical Rescuer practical exam that is being proctored</li> <li>• Must hold a current CDFPC practical proctor certification.</li> <li>• Must be affiliated with a Colorado Emergency Services Agency.</li> <li>• Must successfully complete a CDFPC approved initial Technical Rescuer practical exam proctor class.</li> <li>• Proctors may not be utilized to administer practical examinations for courses that they have instructed to the candidates.</li> <li>• Proctors may not have a conflict of interest* with a candidate or candidate(s) being tested.</li> </ul>	<ul style="list-style-type: none"> <li>• Proctor a minimum of one (1) practical exam per year of the three (3) year certification period, or</li> <li>• Successfully complete a CDFPC approved initial or refresher Technical Rescuer practical exam proctor class.</li> <li>• Proctoring of Firefighter and/or Driver Operator practical exams during the renewal period will count towards the renewal requirements.</li> <li>• Must be affiliated with a Colorado Emergency Services Agency.</li> </ul>

\*A conflict of interest occurs when an individual or organization is involved in multiple interests, one of which could possibly corrupt the motivation for, judgment for, or perception of an act in the other.

## **SECTION 4.22: WRITTEN EXAMINATION LOCATION REQUIREMENTS**

### **4.22.1: Ad Hoc Written Facility Policy:**

- 4.22.1.1: The CDFPC will arrange written test as requested for special groups (i.e. Academy requests) which cannot be accommodated using the written regional testing schedule.
- 4.22.1.2: The requests for written testing must be made to the CDFPC and must follow the Written Examination Location Policy (Section 4.21.2).

### **4.22.2: Written Examination Location Policy:**

- 4.22.2.1: The CDFPC will ensure that written examination facilities are adequate for the testing of all the objectives of the applicable standard(s) for which the department seeks accreditation.
- 4.22.2.2: The CDFPC will ensure that all written examination locations adequately meet the testing requirements by conducting an initial site request, and asking questions to ensure facility compliance with the following criterion:
  - Facility location has adequate space that will comfortably seat the required number of candidates (test participants will be seated with a minimum of one (1) foot between each candidate),
  - Facility location has adequate lighting for testing,
  - Facility location has adequate ventilation/climate control capability in the testing area,
  - Facility location has restrooms, and
  - Testing room is adequately insulated from outside noise.
- 4.22.2.3: If the facility does not provide adequate compliance for written testing then another location is to be found.
- 4.22.2.4: If the facility provides adequate compliance for written testing, then an examination is scheduled.
- 4.22.2.5: Requestor must provide three dates/times in order of preference
- 4.22.2.6: CDFPC will send notification to the requestor once CDFPC places the exam date and time on the Written Examination Testing Schedule.
- 4.22.2.7: On the day of the exam, the on-site written proctor must verify that the facility is adequate by documenting the compliance on the Facility & Equipment Verification Form.
- 4.22.2.8: The written proctor must submit the completed Facility & Equipment Verification Form to CDFPC and CDFPC shall keep it on file with the examination roster and proctor affidavit.

## **SECTION 4.23: PRACTICAL EXAMINATION LOCATION REQUIREMENTS**

- 4.23.1: The CDFPC will ensure that practical examination facilities and equipment is adequate for the testing of all the JPRs of the applicable standard(s) for which the department seeks accreditation.
- 4.23.2: The CDFPC will ensure that all practical locations will adequately meet the testing requirements by the following:
  - 4.23.2.1: Practical examination requests must be submitted to the Division at a minimum of fourteen-days (14) prior to the examination date. Requests may be submitted the following ways:
    1. Practical requests should be requested through the Records Management System (RMS) at: <https://cdps.force.com/Certification>; or
    2. If RMS is not accessible, please make arrangements directly with the CDFPC.
  - 4.23.2.2: The CDFPC utilizes the online form to ensure that the individual requesting the practical will:
    - Confirm that all equipment and/or apparatus needed to conduct the practical will meet applicable NFPA requirements at the time of original manufacture, currently

meets the standards of the Authority Having Jurisdiction (AHJ), and is present at the site, and

- The location has the equipment to test to 100% compliance with the level requested per the NFPA standard.

- 4.23.3: The Lead Practical Proctor will contact the coordinator in advance of the testing date to ensure that all equipment and apparatus needed for the testing is available. The equipment requirements will vary depending on the version of the practical examination that is received by the Lead Practical Proctor and the Lead Practical Proctor will refer to the practical examination to decide what equipment is needed to complete the testing safely, but the facility should have the equipment to test to 100% compliance with the level requested per the NFPA standard.
- 4.23.4: If the location does not have the adequate equipment, the practical examination is cancelled and an alternate location is to be found.
- 4.23.5: On the day of the exam, the on-site Lead Practical Proctor for the practical examination must verify that the facility and equipment are adequate by documenting the compliance on the Facility & Equipment Verification Form.
- 4.23.6: The Lead Practical Proctor must submit the completed Facility & Equipment Verification Form to CDFPC and CDFPC shall keep it on file with the practical examination results and proctor affidavits.

## **SECTION 4.24: LIVE BURN PRACTICAL LOCATION REQUIREMENTS**

- 4.24.1: In the State of Colorado not all practical examination facilities have the capability to test Live Burn Interior Structure Fires. The CDFPC works in conjunction with local departments to provide Live Burn fixed facility locations or acquired structures for individuals who are required to complete the mandated Live Burn practical evaluation as part of the Fire Fighter I certification.
- 4.24.2: The CDFPC will ensure that all Live Burn practical examination locations will adequately meet the testing requirements by the following:
- 4.24.2.1: Annually, the CDFPC requires the submission of documentation that the Live Burn fixed facility location is in compliance with all required NFPA standards, Federal laws, and State of Colorado standards, policies, and guidelines.
- 4.24.2.2: Each Live Burn fixed facility location may be selected for an audit to be conducted by CDFPC personnel or designee.
- 4.24.2.3: If the location does not have the adequate equipment, the Live Burn practical evaluation is cancelled and an alternate location is to be found.
- 4.24.3: On the day of the exam, the on-site Lead Practical Proctor for the Live Burn practical evaluation verifies that the facility and equipment are adequate by documenting the compliance on the Facility & Equipment Verification Form.
- 4.24.4: The Lead Practical Proctor must submit the completed Facility & Equipment Verification Form to CDFPC with the practical evaluation results and CDFPC shall keep it on file with the examination results.

# CHAPTER FIVE - CERTIFICATION MANAGEMENT

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## SECTION 5.1: PURPOSE

- 5.1.1: The purpose of this chapter is to establish certification management policies. It is intended to ensure that the integrity and quality of the Certification Program is maintained.

## SECTION 5.2: CDFPC RESPONSIBILITIES

- 5.2.1: The CDFPC shall be the Authority Having Jurisdiction (“AHJ”) for all certification performance standards.
- 5.2.2: The CDFPC shall add the requirements for each certification level, following adoption by the Board, to the *CDFPC Certification Policy & Procedure Manual*.
- 5.2.3: The CDFPC shall provide a draft of proposed policies and performance standards to each Board member, prior to the meeting at which the Board shall vote on adopting said policies and standards.
- 5.2.4: The CDFPC shall publish the adopted policies and standards on the CDFPC website.
- 5.2.5: The CDFPC shall have the capability to test to 100% of the applicable standard.
- 5.2.6: The CDFPC shall review every certification policy and performance standard as necessary. Proposed changes must be made in accordance with the policies of Section 3.5.

## SECTION 5.3: TEST BANK MANAGEMENT

- 5.3.1: Test banks may be purchased from a test bank company or developed by the CDFPC. These test banks shall meet NFPA standards and comply with IFSAC and Pro Board criteria. A separate test bank shall be maintained for each level of certification. All test bank items shall be validated by a committee of subject matter experts comprised of certified members of the Colorado Fire Training Officers’ Association (CFTOA) and the State of Colorado Emergency Services Agencies.
- 5.3.2: Tests generated by the CDFPC must include a fair percentage of questions from the JPR and have requisite knowledge areas of the NFPA standard on each test instrument with the same number of questions for each objective. Committee SME working groups determine the number of questions that give the percentage of questions for each practical exam JPR and written exam Learning Objectives.



## **SECTION 5.4: WRITTEN EXAMINATION CONSISTENCY**

- 5.4.1: All examination items should be referenced to the NFPA Standard and DOT Curriculum. All examination items should be referenced to the appropriate textbook(s) and/or materials used in the instruction course. Questions used in written examinations must be validated for content, accuracy, and currency, and reside in a computerized test bank. Technical advisory committees consisting of subject matter experts validate each exam question. Written examinations are administered by written proctors who have successfully completed a proctor training class.
- 5.4.2: With concurrence from the Advisory Board, an emergency services validation committee established a 70% passing score for the Firefighter I exam and an 80% passing score for all other levels of certification.
- 5.4.3: Written examination questions are chosen at random from the computerized test bank whenever a new exam is generated. Test banks are large enough to generate several different versions of the same written examination. All exams are analyzed for validity and reliability. To ensure that written examinations have a sufficient number of exam items to make them statistically reliable, CDFPC maintains at least twice the number of questions used per exam generated.
- 5.4.4: If multiple levels of a standard or different standards are being tested within a single CDFPC written examination, the candidate shall be graded on those different levels separately. The candidate must successfully pass all levels being tested individually.

## **SECTION 5.5: NOTIFICATION OF EXAM SCORES**

- 5.5.1: CDFPC will send test scores by email to the candidate's fire service organization department head or designee, within 18 hours after completion of the examination. If the candidate is not affiliated with an emergency services agency, CDFPC will send the results to the individual candidate.

## **SECTION 5.6: PRACTICAL, PROCESS AND/OR PRODUCT EXAMINATION CONSISTENCY**

- 5.6.1: Current assessment methods include psychomotor (skills) assessments, process assessments, and product assessments. The psychomotor assessment will contain at least one of the listed methodologies and can contain multiple methodologies. The skill assessment method is determined by the NFPA terminology (action verbs) used in the requisite skill section of the standard.
  - 5.6.1.1: Psychomotor Skill is a manipulative skill conducted in real time, directly observed by a proctor, and assessed using a psychomotor skills examination. For example: donning SCBA.
  - 5.6.1.2: Process assessment is a skill completed in real time which cannot be directly observed and is scored using a rubric with questions and expected verbal responses. For example: conducting an investigation.
  - 5.6.1.3: Product is a skill which cannot be directly observed and utilizes a work product created by the candidate scored using a rubric with expected responses. The proctor will evaluate how a candidate completes the task outcome after submission. For example: creating a budget or report.
- 5.6.2: Psychomotor skills objectives are required to be examined through a process of practical skills testing and graded on a pass/fail basis.
- 5.6.3: All practical, process and/or product examinations shall be referenced to the NFPA standard or DOT curriculum. Prior to the exam, each skill sheet is available on the CDFPC website.
- 5.6.4: Practical, process and/or product examination components are scored on a pass/fail basis using the JPRs as evaluative guides. Proctors are encouraged to develop scenarios from the multiple

mandatory and randomly assigned JPRs. Mandatory JPR selection is regulated by the Committees for Certification Levels. The remaining JPRs are randomly selected. All levels require completion of 100% of the skills in order to pass, unless noted on the individual JPR.

## **SECTION 5.7: RECORD-KEEPING MANAGEMENT**

- 5.7.1: The CDFPC shall maintain an electronic database of individual student certifications records. The database will identify candidates who have been tested, the last 4 digits of the social security number or other acceptable tracking number, organization, and the candidate's pass or fail status. The database shall be maintained indefinitely or until the CFPDC Certification Program is no longer provided
- 5.7.2: The electronic database is an internet cloud-based system with redundant backups to the cloud and weekly data backups to a local drive maintained by the CDFPC.
- 5.7.3: In accordance with IFSAC accreditation, the CDFPC shall maintain a database to identify those candidates who have been tested, the unique identifier, birthdate, certification number and IFSAC certification number. These records shall be sent to the IFSAC Management Officer on a routine basis.
- 5.7.4: In accordance with Pro Board accreditation, the CDFPC shall maintain a database to identify those candidates who have been tested, the unique identifier, birthdate, and certification number. These records shall be sent to the Pro Board Management Officer on a routine basis (As of January 1, 2013, the CDFPC will issue Pro Board certification upon initial certification for any level which the CDFPC holds accreditation)

## **SECTION 5.8: SECURITY, HANDLING, AND STORAGE OF TEST MATERIALS**

- 5.8.1: Introduction
- 5.8.1.1: This section prescribes procedures for safeguarding and handling controlled test materials, and also outlines requirements for investigating loss or compromise of controlled materials.
- 5.8.1.2: Controlled materials include:
- Examination banks
  - iPads used for testing; and
  - JPR skill sheets.
- 5.8.2: Access
- 5.8.2.1: Access to controlled test materials will be restricted at all times and will be limited to the authorized individuals listed below.
- Director of the CDFPC;
  - Deputy Director of the CDFPC
  - Fire Training Director;
  - Certification Program Manager;
  - Certification Program Administrative Assistant(s);
  - Certified Written Proctors;
  - Certified Practical Proctors (Randomly selected JPR sheets only);
  - Committee for Certification Level(s); and
  - Candidate (only during test administration).
- 5.8.2.2: To ensure security during test question development and validation, review shall occur in the CDFPC office under the supervision and control of the CDFPC staff. In some cases, remote locations may be allowed under the supervision of CDFPC staff. In either case, all SMEs are required to abide by the Test Question Security and Confidentiality form they sign. All documentation, development notes, and records shall be maintained in a locked office in the CDFPC Office.
- 5.8.2.2.1: During test bank validation, CDFPC staff shall be in possession of the test bank at all times.
- 5.8.2.3: Access to controlled materials by other individuals is not authorized.

- 5.8.3: Storage  
5.8.3.1: Controlled materials will be stored in locked containers and/or rooms. When unlocked, those containers or rooms must be attended by authorized CDFPC personal at all times.
- 5.8.4: Transfer  
5.8.4.1: Test iPads are given a number for test security purposes. When transferring iPads to a Certified Proctor, the Certification Manager or Certification Program Administrative Assistant will record the number in a test log.
- 5.8.5: Shipment  
5.8.5.1: Controlled materials may be hand-delivered, emailed with encryption or other secure method, or sent by certified mail or commercial carrier.  
5.8.5.2: An individual other than the addressee may open a package of controlled materials only if authorized by the CDFPC Certification Manager or designee.
- 5.8.6: Receipt  
5.8.6.1: Proctors shall maintain security and integrity of all examinations.  
5.8.6.2: Once the proctor receives the testing materials he/she should verify that the materials are correct and secure them until the time of testing.  
5.8.6.3: The proctor will review and be knowledgeable of all information contained in the Practical Examination Proctor Policies document. This information is available on the CDFPC website or can be requested from CDFPC.  
5.8.6.4: The proctor will comply with all provisions of the Proctor Affidavit. The Proctor will sign the Written Proctor Affidavit included in each set of written examination materials and return the signed Affidavit to the CDFPC.
- 5.8.7: Destruction  
5.8.7.1: Controlled materials are to be destroyed by order of the CDFPC Certification Manager. Items are to be destroyed by shredding or other methods that prevent the recognition or reconstruction of the materials. Any iPads or other electronic devices used for testing will have all information cleared out of the system by restoring to the testing instrument's factory settings.  
5.8.7.2: Destruction of written examination materials is recorded by number and date in the test control log.
- 5.8.8: Inventories  
5.8.8.1: Inventories may be conducted when:
  - The CDFPC staffing changes;
  - Test version has been compromised; or
  - At the request of the CDFPC Certification Manager.  
5.8.8.2: CDFPC shall inventory all materials receipts after each usage to insure all test items have been returned and are in testing condition.  
5.8.8.3: If an inventory determines that a test version has been compromised, the questions for that version must be inactivated.

## **SECTION 5.9: TEST ANALYSIS**

### **5.9.1: Written examination item analysis:**

5.9.1.1: Examinations are graded by the online testing system. Once graded, the information is automatically updated into the certification database. The CDFPC Certification Manager can access the certification database and obtain test analysis information: number of students testing, distribution of test scores, average test score, and the number of incorrect answers made by all students on a particular question.

5.9.1.2: The CDFPC Certification Manager shall analyze the information to identify and review high miss questions (questions missed by more than 50% of examination takers), and high pass questions (questions that are passed by more than 90% of examination takers) and the distribution of test scores and average test scores. Test items are reviewed annually for reliability.

5.9.1.3: CDFPC shall use data derived from analysis to improve or eliminate test items by the following process:

- Committee for Certification Level reviews test item for validity.
- Committee for Certification Level gathers information and determines if there is a need for modification/clarification or elimination of the test item.
- Adjustments to test items are made as deemed necessary by the Committee for Certification Level.
- Corrections are updated to the CDFPC certification level test bank.

### **5.9.2: Practical, Process and/or Product examination item analysis:**

5.9.2.1: The Committee(s) for Certification Level(s) should gather annually, at a minimum, to review JPR skill sheets to ensure compliance with current NFPA standards. Please refer to Section 5.10 for the JPR skill sheet review process.

5.9.2.2: The practical, process and/or product examination item analysis may be initiated as a result of:

- A candidate challenging the JPR skill sheet. See Section 3.8 (Practical Examination Challenge Process).
- Proctors may indicate or advise a need to review for clarification of content of a JPR skill sheet.
- Users of the system (i.e. instructors, coordinators, training officers, etc.) may notify the CDFPC of issues when utilizing the JPR skill sheets during training evolutions.

5.9.2.3: Data derived from analysis will be used to improve or eliminate test items in accordance with Section 5.10.

## **SECTION 5.10: DEVELOPING AND/OR REVIEWING PRACTICAL, PROCESS AND/OR PROJECT EXAMINATION ITEMS FOR VALIDITY**

5.10.1: The CDFPC shall adhere to the following process for developing and/or reviewing JPR skill test items for new or existing levels of certification or updates to NFPA standards.

5.10.1.1: The CDFPC shall request SMEs from the CFTOA or recruit SMEs with specialties for desired certification level.

5.10.1.2: CDFPC will establish a scheduled meeting with appointed SMEs to set expectations for the SMEs and provide necessary documents and reference materials.

5.10.1.3: SMEs will develop and/or review the task by extracting the desired requisite skill from the applicable NFPA standard or DOT curriculum, including:

- Task
- Performance outcome

- Specify conditions and equipment required
- 5.10.1.4: SMEs will outline critical task steps necessary for the candidate to successfully complete the JPR skill sheet.
- 5.10.1.5: SMEs will compile the information into the JPR skill sheet template and forward to CDFPC.
- 5.10.1.6: SMEs predetermine mandatory and/or random JPR selection for practical, process and/or product testing.
- 5.10.1.7: The CDFPC will make available the proposed JPR(s) for a public comment period of 90 days.
- 5.10.1.8: Following the comment period, the SMEs will meet with the CDFPC Certification Manager to discuss any public comment. The CDFPC Certification Manager will adopt any JPRs that are determined ready for use.
- 5.10.1.9: All skill sheets are posted on the CDFPC website.

## **SECTION 5.11: DISTRIBUTION OF MATERIALS**

- 5.11.1: Materials published by the CDFPC shall be available to individuals by contacting the CDFPC. Requested materials will be mailed, faxed, emailed, or can be retrieved from the CDFPC website.

## **SECTION 5.12: EVALUATION OF PROCTORS**

- 5.12.1: Proctors shall be evaluated periodically in accordance with the conditions of accreditation and certification as specified in Section 8.7. For practical examinations, the Lead Proctor shall be responsible for reviewing each proctor at least once during the examination process. The Certification Manager who is responsible for the Certified Program shall maintain all proctor evaluations.
- 5.12.2: Any proctor who fails to abide by the established proctor process may be dismissed from the program. Any certification issued by the CDFPC, including Proctor certification, may be denied, suspended, summarily suspended, revoked, or limited, for good cause.
- Refer to the Firefighter and Hazardous Materials Responders Voluntary Certification Program Rules, Section 7, Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification, for additional information.

## **SECTION 5.13: PROCEDURE FOR GRADING PRACTICAL, PROCESS AND/OR PRODUCT SKILLS**

- 5.13.1: The CDFPC has adopted NFPA standards and the DOT curriculum as the basis for evaluating competencies. The NFPA standards and DOT curriculum prescribe the minimum competency and candidates are responsible for mastery of all objectives within the standards and curriculum.
- 5.13.2: The practical, process and/or product skills evaluation is graded on a pass/fail basis. No prior notification is made to the candidate of the skills being tested.
- 5.13.3: Each skill to be evaluated has a task sheet. The proctor is to consider the job steps with minimum latitude of individual interpretation. Unsatisfactory performance by the candidate on any task results in a fail for the skill. The proctor training program is provided to ensure consistency in evaluation.
- 5.13.4: Psychomotor assessments are physical tasks conducted in real time directly observed by a State Proctor. Psychomotor assessments are correlated to the appropriate JPRs identified in the standard.
- 5.13.5: Product assessments are assessed by a State Proctor using an approved scoring rubric with expected responses evaluating how the task is completed after submission. Product assessments are correlated to the appropriate JPRs identified in the standard.

- 5.13.6: Process assessments are assessed by a State Proctor using an approved scoring rubric with questions and expected verbal responses. Process assessments are correlated to the appropriate JPRs identified in the standard.

## **CHAPTER SIX – COMMITTEES FOR CERTIFICATION LEVELS**

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[Section 6.2: Organization](#)

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### **SECTION 6.1: PURPOSE**

- 6.1.1: The purpose of this chapter is to establish the organization and administration of the Committees and Certification Levels.

### **SECTION 6.2: ORGANIZATION**

- 6.2.1: The CDFPC shall establish Committees for Certification Levels. The purpose of the Committees for Certification Levels is to review the evaluation process for each individual certification level, and provide recommendations to the CDFPC on the process.
- 6.2.2: It shall be the responsibility of the Committees for Certification Levels to:
- Review all evaluation processes and make recommendations to the CDFPC regarding validity of the process; and
  - Ensure policies and standards of the accrediting bodies regarding certification are maintained.
- 6.2.3: The Committees for Certification Levels shall be comprised of a minimum of one CFTOA member or SME and other members as the CDFPC deems appropriate.
- 6.2.4: The membership of the Committees for Certification Levels shall appoint a chairperson who is responsible for scheduling and conducting meetings, and facilitating all communication to the CDFPC.
- 6.2.5: The Committees for Certification Levels should review all evaluation processes at least annually, or as necessitated by changes adopted by the Board.

### **SECTION 6.3: ADMINISTRATION**

- 6.3.1: The Committees for Certification Levels should meet at least annually to review evaluation processes, reports, and new certification programs. The chairperson shall select the location, time, and date of the meetings. The chairperson shall notify the CDFPC and other Committee members.
- 6.3.2: The Committees for Certification Levels shall review each evaluation process to ensure:
- The process evaluates the current and applicable subject material;
  - The written and/or performance evaluation process complies with policies established;
  - Each individual test item has been validated; and
  - All written and performance evaluation processes address all applicable terms set forth in the adopted professional qualifications standard or curriculum.
- 6.3.3: The Committees for Certification Levels shall also:
- Review and update existing test items to comply with the current standard or curriculum.
  - Develop new test items when the CDFPC is seeking additional levels of certification.
  - All committee members shall sign and adhere to the Test Security and Confidentiality Statement.

6.3.4: The CDFPC, in collaboration with the Committees for Certification Levels, shall provide recommendations on any new or amended processes as necessary. The Committees for Certification Levels recommendations shall be presented to CFTOA. Any action by CFTOA shall require a majority vote. Upon approval by CFTOA, recommendations are presented to the Board. If the Board approves the new or amended process by a majority vote, the matter will move forward to the CDFPC Director for adoption.



# CHAPTER SEVEN - CERTIFICATION PROCEDURES

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- [Section 7.11: JPR Skill Packet Evaluation Process](#)
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## SECTION 7.1: PURPOSE

- 7.1.1: The purpose of this chapter is to identify the procedures and processes for requesting information regarding the CDFPC Certification Program.

## SECTION 7.2: WRITTEN EXAMINATION REQUEST

- 7.2.1: Written examination requests must be submitted to the CDFPC at a minimum of fourteen-days (14) prior to the written examination date via the RMS system.
  - 7.2.1.1: A completed JPR Skill Packet in accordance with Section 7.12 must accompany all examination requests for Fire Officer I, Fire Officer II, Fire Officer III, Fire Instructor II, and Fire Instructor III.
  - 7.2.1.2: Documentation of experience and satisfactory completion of a CDFPC approved training course must accompany all examination requests for Fire Instructor I.
  - 7.2.1.3: Satisfactory completion of a CDFPC approved course prior to testing is required for all examination requests for Live Fire Training Evolutions Fixed Facility Instructor I, Fire Inspector I, Incident Safety Officer, Youth Firesetting Prevention and Intervention Specialist I, and Fire and Life Safety Educator I and II.
- 7.2.2: For levels requiring a JPR Skill Packet, upon successful completion of the JPR Skill Packet, CDFPC will initiate the written examination process for the applicant.
- 7.2.3: Regional written examination test dates and times are made available on the CDFPC website or can be requested from CDFPC.
- 7.2.4: Requests for written examinations for academies and special testing can be arranged by contacting CDFPC.

## SECTION 7.3: PRACTICAL, PROCESS AND/OR PRODUCT EXAMINATION REQUEST

- 7.3.1: Practical, process and/or product examination requests must be submitted via the RMS system a minimum of fourteen-days (14) prior to the examination date.
- 7.3.2: If the requestor does not have access to the RMS system, they may contact CDFPC by phone to make alternative arrangements.

## SECTION 7.4: RE-TEST WRITTEN EXAMINATION REQUEST

- 7.4.1: Applicants must achieve the minimum passing score of 70% on written examinations for Firefighter I Applicants must achieve the minimum passing score of 80% on written examinations for all other certification levels. CDFPC will provide an examination result sheet to the applicant or department head within 18 hours of the completed examinations.
- 7.4.2: Applicants who receive less than the minimum passing score on their written examinations shall be allowed to retake the entire examination. A minimum 14-day waiting period is required between examination attempts.
- 7.4.3: After the third unsuccessful examination, applicants testing for any level of certification are encouraged to complete a remedial training program for the level they are testing.

## SECTION 7.5: RE-TEST PRACTICAL, PROCESS AND/OR PRODUCT EXAMINATION REQUEST

- 7.5.1: Applicants who receive less than a passing score on any practical, process and/or product evaluation shall be required to retake the entire examination. A minimum of 14-day waiting period is required between examination attempts.

## SECTION 7.6: RENEWAL PROCESS

- 7.6.1: Certificates issued by the CDFPC are valid for at least five(5) years with the expiration date of either January 1 or July 1, depending upon when in the year the certification is issued. All certified individuals **must meet the renewal requirements for each individual certification as outlined in Section 9 prior to the certification expiration date.**
- 7.6.2: Renewal of certifications must be completed in the RMS system no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date.
- 7.6.3: By processing the completed application for renewal, the department head or designee is attesting that the applicant meets all of the renewal requirements.
- 7.6.4: Upon review and approval of the renewal application by CDFPC, the applicant will be certified for an additional five (5) year period.

## SECTION 7.7 RENEWAL AT LOWER CERTIFICATION LEVEL (REGRESSION)

- 7.7.1: Section is designed to allow certificate holders to renew at a level lower than current certificate.
- 7.7.2: All certified individuals must meet the renewal requirements for each individual certification at the lower level requested as outlined in Section 9 within the previous certification cycle (5 years).
- 7.7.3: In order to regress from one level to the next lower level(s), a candidate must have testing history in Colorado and have previously been certified and accredited at the requested level.
- 7.7.4: The department head or designee must request online for certification regression and provide required documentation into the RMS system. This documentation includes:
  - 7.7.4.1: Documentation the applicant has completed the requirements referenced in Section 7.7.3.
  - 7.7.4.2: Training records **AND** the completed CDFPC Reinstatement/Regression Crosswalk form. This form is used to crosswalk training that has been received during the certification time period to the NFPA standard that applies, and can be found on the CDFPC website.

7.7.4.3: For regression from Fire Officer to Firefighter levels, the candidate must also successfully complete a live fire practical.

- 7.7.5: Appropriate local records are maintained documenting completion of requirements.
- 7.7.6: The applicant meets or exceeds the professional qualifications listed in the applicable NFPA standard.
- 7.7.7: Regression of certifications must be completed in the RMS system no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date of the current certification.
- 7.7.8: By processing the completed application for regression, the department head or designee is attesting that the applicant meets all of the regression requirements.
- 7.7.9: Upon review and approval of the regression application by CDFPC, the applicant will be certified at the lower level for a five (5) year period and the higher-level certification will no longer be valid.

## **SECTION 7.8: REINSTATEMENT PROCESS**

- 7.8.1: Any person permitting their certification to expire for a period greater than three (3) months, but not greater than 12 months may become re-certified by complying with the following:
  - 7.8.1.1: The department head or designee must request online for reinstatement and provide required documentation into the RMS system. The documentation includes:
    - 7.8.1.1.1: A letter from their department head or designee stating the extenuating circumstances that prevented the applicant from applying for renewal during the renewal period.
    - 7.8.1.1.2: Documentation of the minimum amount of continuing education training appropriate for the level of certification, including the JPR skill packet if applicable. The applicant must have maintained all training requirements during the time of certification through the time of expiration.
    - 7.8.1.1.3: Training records and the completed CDFPC Reinstatement Crosswalk form. This form is used to crosswalk training that has been received during the certification time period to the NFPA standard that applies, and can be found on the CDFPC website.
- 7.8.2: Upon review and approval of the reinstatement application by CDFPC, the applicant will be certified for an additional five (5) year period.
- 7.8.3: Any person permitting their certification to expire for a period greater than twelve (12) months must follow the re-entry process (see Section 7.9).

## **SECTION 7.9: RE-ENTRY PROCESS**

- 7.9.1: Any person permitting their certification to expire for a period greater than 12 months may become certified by complying with the following:
  - 7.9.1.1: The department head or designee must request online for re-entry and provide required documentation into the RMS system. The documentation includes:
    - 7.9.1.1.1: Records that demonstrate compliance with the applicable current NFPA standards and CDFPC policies, procedures, and guidelines.
    - 7.9.1.1.2: A letter from their department head or designee stating the extenuating circumstances that prevented the applicant from applying for renewal during the renewal period.

- 7.9.1.1.3: Training records and the completed CDFPC Reinstatement Crosswalk form demonstrating 100% JPR completion during the certification period. The applicant must also demonstrate 100% JPR completion during the time which the certification lapsed. This form is used to crosswalk training that has been received during the certification time period to the NFPA standard that applies, and can be found on the CDFPC website.
- 7.9.1.2: CDFPC and/or its designee may subject departmental records to an audit.
- 7.9.2: Upon review and approval of the re-entry application by CDFPC, the applicant will be certified for an additional five (5) year period.
- 7.9.3: Individuals not meeting the above requirements will be required to re-test. Individuals are allowed to re-enter at the highest certification level previously held and will be required to meet the current standard.
  - 7.9.3.1: Individuals re-entering for Fire Fighter I, Fire Fighter II, and Fire Officer I will be required to complete a live burn practical.
- 7.9.4: Individuals seeking Re-entry into the Certification program can only re-enter once. Following are examples of re-entry situations.
  - 7.9.4.1: If an applicant allows their Firefighter I to expire more than one year, the applicant will need to follow the current standard requirements for initial certification at Firefighter I.
  - 7.9.4.2: If an applicant leaves the program at Fire Officer I level and chooses to re-enter at a lower level, the applicant will not be allowed to re-enter at Fire Officer I at a later date. If the applicant desires to obtain Fire Officer I at a later date the applicant will need to follow the policy for initial certification at the Fire Officer I level.

## **SECTION 7.10: RECIPROCITY PROCESS**

- 7.10.1 Applicants possessing a valid IFSAC or Pro Board accredited certification issued through an accredited testing process may receive a "Colorado Non- Accredited Recognition Certification" by CDFPC after fulfilling the following requirements:
  - 7.10.1.1: For Driver Operator series certification(s), the applicant must provide proof of current driver's license.
  - 7.10.1.2: The department head or designee must request online for reciprocity and provide required documentation into the RMS system or the applicant must submit a completed CDFPC Reciprocity/Non-accredited Certificate Application.
  - 7.10.1.3: Pay the non-refundable processing fee for level(s) of reciprocity desired.
  - 7.10.1.4: Possess a valid certificate accredited through IFSAC or Pro Board by providing a copy of the eligible certificate with the IFSAC seal number or Pro Board seal to include accredited prerequisite certificates.
  - 7.10.1.5: The applicant's certification must have been received through a testing process to include both a written and practical and not a grandfathering or historical recognition process and must have been accredited under the current or two previous editions of the applicable standard. The date that the certificate was issued cannot exceed two (2) NFPA cycles from date of issue.
  - 7.10.1.6: Meet all other applicable requirements set forth in this Certification Policies and Procedures Manual.
- 7.10.2: Issuance of the "Colorado Non-Accredited Recognition Certificate" will allow the applicant to test into the State of Colorado certification system at his/her current level or next highest level.
  - 7.10.2.1: Colorado Non-Accredited Recognition Certificates are valid for at least five (5) years with the expiration date of either January 1 or July 1, depending upon when in the year the certification

issued. All certified individuals must meet the renewal requirements for each individual certification as outlined in Section 9 prior to the certification expiration date.

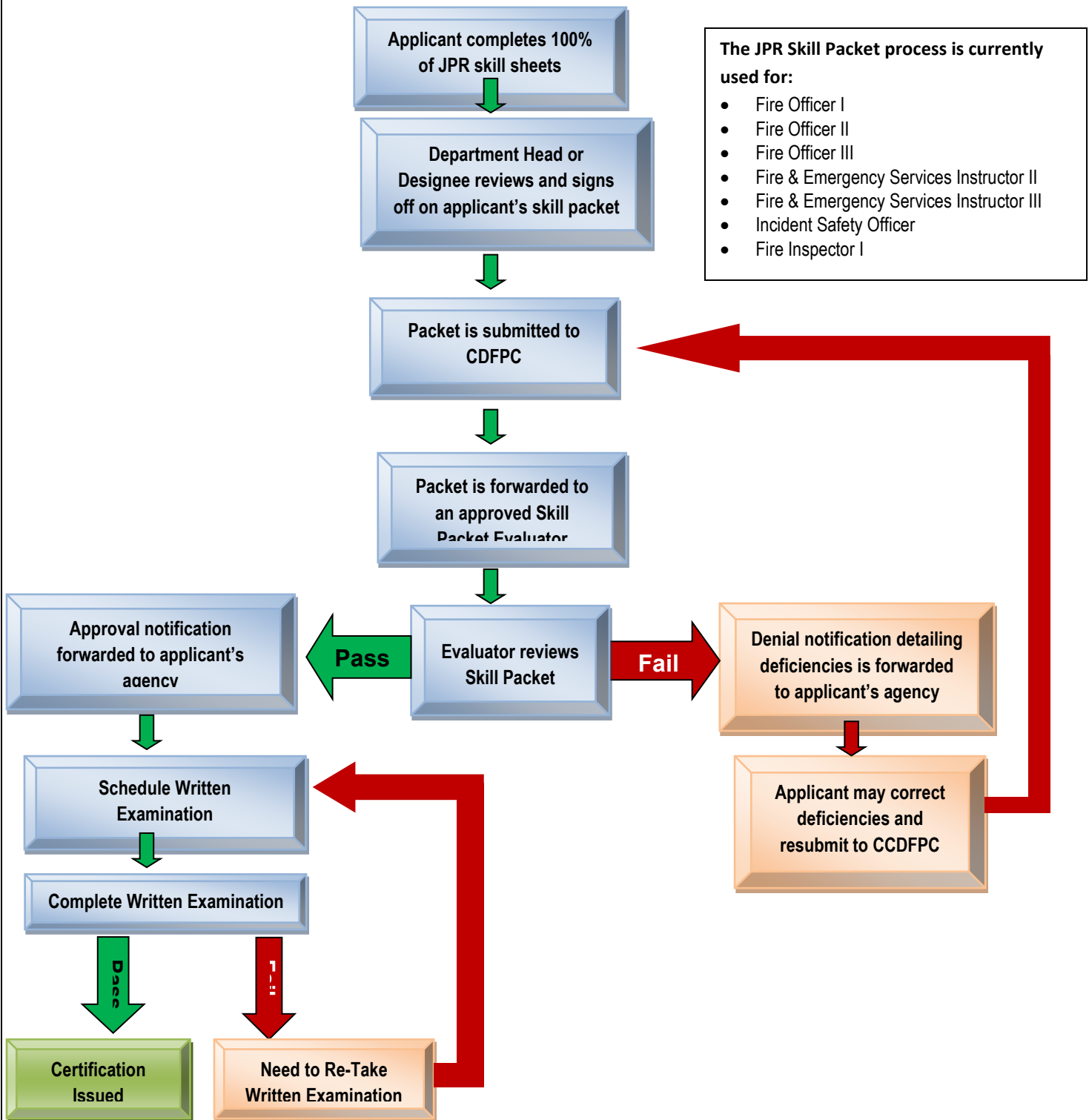
- 7.10.2.2: Renewal of certifications must be completed in the RMS no earlier than 90 days prior to the expiration date and received no later than 90 after the expiration date.
- 7.10.2.3: By processing the completed application for renewal, the department head or designee is attesting that the applicant meets all of the renewal requirements.
- 7.10.2.4: Upon review and approval of the renewal application by CDFPC, the applicant will be certified for an additional five (5) year period.
- 7.10.2.5: Individuals possessing a Colorado Non-Accredited Recognition Certification are eligible to serve as proctors through the CDFPC certification process.
- 7.10.3: CDFPC may grant a reciprocity opportunity to applicants possessing a certificate from a non-accredited entity or one that was obtained outside of the approved standard edition(s) provided that:
  - 7.10.3.1: For Driver Operator series certification(s), the applicant must provide proof of current driver's license.
  - 7.10.3.2: The Board determines that training received by the applicant is at least equivalent to the training requirements for Colorado certification. The training needs to have been completed in the three years prior to the reciprocity application.
  - 7.10.3.3: The applicant must document the training received, which edition of the Standard they were trained under, the date of the training and the specific training topic for each entry and submit a letter requesting consideration from the Board. The letter should be an expanded narrative of the training activity and/or professional development that demonstrates currency to the standard which meets or exceeds the Colorado Division of Fire Prevention and Control's requirements.
  - 7.10.3.4: Recommended that applicant's previous Training Officer, Chief, or appropriate department representative sign this letter OR applicant can include a separate letter of recommendation from their previous Training Officer, Chief, or appropriate department representative which supports the provided narrative.
  - 7.10.3.5: The applicant meets all requirements set forth by CDFPC certification policies and procedures.
  - 7.10.3.6: Upon approval by the Board, if the applicant wishes to obtain a Colorado accredited certificate, the applicant must pass both the written and psychomotor examinations, when required for the certification level they are requesting. The examinations must be administered by a Colorado State certified proctor.

## **SECTION 7.11: JPR SKILL PACKET EVALUATION PROCESS**

- 7.11.1: Once submitted to CDFPC, JPR Skill Packets are evaluated by the JPR Skill Packet Evaluation Committee, members of which are chosen/appointed by the CDFPC
  - 7.11.1.1: Each member must be minimally certified at the level they are evaluating.
  - 7.11.1.2: A member is not permitted to evaluate any individual from their own organization.
  - 7.11.1.3: Each new member of the Committee shall be trained and monitored by existing members of the committee.
  - 7.11.1.4: The department head or designee assumes the role of advocate by reviewing and approving all skill packet submissions.

- 7.11.1.5: The Committee member shall use the checklist to guide the review of each job performance requirement. An applicant must demonstrate competency in all of the criteria to pass each job performance requirement.
- 7.11.1.6: Product assessments are assessed by a State Proctor (evaluator) using an approved scoring rubric with expected responses evaluating how the task is completed after submission. Product assessments are correlated to the appropriate JPRs identified in the standard.
- 7.11.1.7: Process assessments are assessed by a State Proctor (evaluator) using an approved scoring rubric with questions and expected verbal responses. Process assessments are correlated to the appropriate JPRs identified in the standard.
- 7.11.1.8: If an applicant's skill packet is approved, the Committee shall send an approval letter explaining that the applicant can proceed with arrangements for the written examination. The letter shall be sent to the applicant's department head or designee.
- 7.11.1.9: If the Committee denies approval of a skill packet, the committee shall send a detailed letter to the applicant's department head or designee explaining why the packet was not approved. The applicant may resubmit to correct any deficiencies within their skill packets.
- 7.11.2: Any Committee member who suspects a submitted skill packet contains fraudulent information shall immediately inform the Certification Manager, identifying the reason(s) fraud is suspected. The Certification Manager shall direct the Committee to investigate such allegations and determine if fraud has occurred.
  - 7.11.2.1: Any applicant suspected of cheating, submitting fraudulent or forged materials, attempting to deceive the Committee, or otherwise unfairly attempting to influence the outcome of the skill packet review process shall be removed from the review process. The Certification Director shall immediately notify the applicant's department head or designee.
  - 7.11.2.2: If, following the issuance of a certification through a skill packet process, the Committee shall become aware that a certification was obtained through the use of fraudulent information; the Certification Manager shall appoint an independent review committee to review the suspected skill packet. The independent review Committee shall review the skill packet and within thirty (30) days, submit a written report to the Certification Manager. The report shall list the findings of the review Committee, specifically, whether fraud or deception actually occurred and a certificate was inappropriately issued. If sufficient evidence is found to prove that the certificate was awarded based on fraud or deceptive information, the Certification Manager shall revoke the certification pursuant to the following rules:
    - Firefighter and Hazardous Materials Responders Voluntary Certification Program Rules, Section 7, Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification;

## SECTION 7.12: JPR SKILL PACKET WORK FLOW PROCESS



# CHAPTER EIGHT - AUDITING

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- [Section 8.3: CDFPC Administration Audit](#)
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- [Section 8.7: Colorado Certified Proctor Audit](#)
- [Section 8.8: Colorado Certified Proctor Audit Process](#)

## SECTION 8.1: PURPOSE

- 8.1.1: The purpose of this chapter is to establish the procedures for conducting audits and is intended to ensure that the integrity and quality of the overall certification program is maintained.

## SECTION 8.2: ADMINISTRATION

- 8.2.1: Areas subject to audits include, but are not limited to:
- CDFPC Certification Program;
  - Colorado Emergency Services Agencies (CESA);
  - Colorado Certified Proctors.
- 8.2.2: The Board is authorized to conduct a CDFPC Certification Program audit necessary to achieve the purpose outlined in Section 8.1.1.
- 8.2.3: The CDFPC staff and/or designee are authorized to conduct any audit process necessary to achieve the purpose outlined in Section 8.1.1.
- 8.2.4: The results of all audits shall be reported in writing to the following:
- CDFPC Director;
  - Board Members;
  - Colorado Emergency Services Agency designee(s) as/if required;
  - Accrediting bodies as/if required;
  - Copy to be kept on file at the CDFPC.

## SECTION 8.3: CDFPC ADMINISTRATION AUDIT

- 8.3.1: The audit process shall be managed by a Board member, or their designee, appointed by the Board Chair(s), and assisted by other Colorado Emergency Services representatives, also appointed by the Board Chair(s). The CDFPC Fire Training Director and/or Certification Manager shall not be involved with the audit process.
- 8.3.2: Auditing of evaluation processes may include direct observation of performance and written evaluations. The Evaluation Process Audit Form shall be used to guide the audit and each audit shall ensure that:
- All written instructions are followed by the Certified Written and/or Practical Proctor(s);
  - A safe environment is maintained during the evaluation process;
  - All security considerations are addressed;
  - All other CDFPC policies and procedures are followed.



- 8.3.3: All certification records shall be audited using the Certification Records Audit Form. The audit shall include and ensure:
- All records are secured with access allowed to only the appropriate staff at the CDFPC;
  - All certification records contain the appropriate information;
  - All test banks are secured with access to only the appropriate staff at the CDFPC;
  - All other policies pertaining to record keeping and security of records are followed;
  - Facility and Equipment Verification Forms are complete and on file;
  - Suggested improvement(s) documentation are brought before the Board for proposed updates at the next meeting;
  - Updates and changes are provided to Certified Written and/or Practical Proctors.
- 8.3.4: Following any audit, a written report shall be submitted as specified in Section 8.2.4 to CDFPC and the Board Members. The report shall contain the following information:
- Location of audit;
  - Date of audit;
  - Board members or designee conducting audit;
  - Scope and type of audit;
  - Results of audit including any violations of CDFPC and accreditation policies and procedures;
  - Recommendations; and
  - Corrective action (if applicable)
- 8.3.5: If recommendations or corrective action are noted in the audit report, CDFPC will respond within the specified time per report requirements.
- 8.3.6: The CDFPC staff shall facilitate any training necessary for the Board members to be able to conduct audits. The training shall be provided prior to conducting any audit.

#### **SECTION 8.4: CDFPC ADMINISTRATION AUDIT PROCESS**

- 8.4.1: The Board Chair(s) and the designated Board members shall schedule Audits.
- 8.4.2: Audits shall be conducted with prior notification being made to CDFPC staff and/or Certified Proctor(s). The auditor(s) will arrive at least one (1) hour prior to the scheduled evaluation process. The auditor(s) will identify themselves to the appropriate person(s) upon arrival and explain the purpose and scope of the audit.
- 8.4.3: The auditor(s) shall use the appropriate audit form(s) to conduct the audit.
- 8.4.4: The auditor(s) shall remain at the site as long as needed to determine that all CDFPC and accreditation policies are being followed.
- 8.4.5: The auditor(s) shall discuss all findings and recommendations with the CDFPC staff and/or Certified Proctor(s) at the conclusion of the audit.
- 8.4.6: The auditor(s) shall immediately report to the Board Chair(s) any violations.
- 8.4.7: The audit report shall be distributed as specified in Section 8.2.4.

## **SECTION 8.5: COLORADO EMERGENCY SERVICES AGENCY AUDIT**

- 8.5.1: The audit process shall be managed by CDFPC or their designee, appointed by the Certification Director and assisted by other Colorado Emergency Services representatives, also appointed by the CDFPC Fire Training Director.
- 8.5.2: Audits performed of CESA shall be conducted randomly.
- 8.5.3: CDFPC audit team shall review the CESA's policies and procedures using the Colorado Emergency Services Policy and Procedure Criteria form covering the following material:
- Record keeping;
  - Certification testing;
  - Training.
- 8.5.4: CDFPC audit team shall review a random selection of the CESA department certification training records using the Colorado Emergency Services Certification Review Checklist. Records up to five (5) years will be reviewed. The following criteria will be reviewed:
- Initial certification skill testing;
  - Recertification training.
- 8.5.5: Following any audit, a written report shall be submitted as specified in Section 8.2.4, to the Board Members. The report shall contain the following information:
- Location of audit;
  - Date of audit;
  - CDFPC Lead Auditor, or designee conducting audit;
  - Scope and type of audit;
  - Results of audit including any violations of CDFPC and accreditation policies and procedures;
  - Recommendations;
  - Corrective actions (if applicable.)
- 8.5.6: The CDFPC staff shall facilitate any training necessary for the CDFPC audit team to be able to conduct audits. The training shall be provided prior to conducting any audit.
- 8.5.7: If corrective action is required, the audit team will conduct a follow up within ninety (90) days.

## **SECTION 8.6: COLORADO EMERGENCY SERVICES AGENCY AUDIT PROCESS**

- 8.6.1: The CDFPC staff member shall schedule Audits.
- 8.6.2: Audits shall be conducted with prior notification being made to the CESA. The auditor(s) will identify themselves to the appropriate person(s) upon arrival and explain the scope of the audit.
- 8.6.2.1: CDFPC reserves the right to conduct an audit without prior notification.
- 8.6.3: The auditor(s) shall use the appropriate form(s) to conduct the audit.
- 8.6.4: The auditor(s) shall remain at the site as long as needed to determine that all CDFPC and accreditation policies are being followed.
- 8.6.5: The auditor(s) shall discuss all findings and recommendations with the CESA at the conclusion of the audit.
- 8.6.6: The auditor(s) shall immediately report to the Certification Director any violations.
- 8.6.7: The audit report shall be distributed as specified in Section 8.2.4.

## **SECTION 8.7: COLORADO CERTIFIED PROCTOR AUDIT**

- 8.7.1: The audit process shall be managed by a Colorado Regional Proctor, or their designee, appointed by CDFPC and assisted by other Colorado Emergency Services representatives, also appointed by CDFPC.
- 8.7.2: Auditing of evaluation processes may include direct observation of performance and written evaluations. The Evaluation Process Audit Form shall be used to guide the audit.

- 8.7.2.1: Auditing of evaluation processes shall ensure that:
- All written instructions are followed by the Certified Practical Proctor(s);
  - A safe environment is maintained during the evaluation process;
  - All security considerations are addressed;
  - All other CDFPC policies and procedures are followed;
  - All examinations are secured with access allowed to only the appropriate Certified Practical Proctor;
  - Facility and Equipment Verification Forms are complete and on file;
  - Certified Practical Proctors are aware of updates and changes pertaining to written and/or practical guidelines and security of records.
- 8.7.3: Following any audit, a written report shall be submitted as specified in Section 8.2.4, to the Board Chair(s). The report shall contain the following information:
- Location of audit;
  - Date of audit;
  - Board members or designee conducting audit;
  - Scope and type of audit;
  - Results of audit including any violations of CDFPC and accreditation policies and procedures;
  - Recommendations; and
  - Corrective actions (if applicable).
- 8.7.4: If recommendations or corrective action are noted in the audit report, CDFPC will respond within the specified time per reporting requirements.
- 8.7.5: The CDFPC staff shall facilitate any training necessary for the audit team members to be able to conduct audits. The training shall be provided prior to conducting any audit.

## **SECTION 8.8: COLORADO CERTIFIED PRACTICAL, PROCESS AND/OR PRODUCT PROCTOR AUDIT PROCESS**

- 8.8.1: CDFPC staff or their designee shall schedule Audits.
- 8.8.2: Audits shall be conducted with prior notification being made to the Certified Practical, Process and/or Product Proctor(s). The auditor(s) will arrive at least one (1) hour prior to the scheduled evaluation process. The auditor(s) will identify themselves to the appropriate person(s) upon arrival and explain the purpose and scope of the audit.
- 8.8.2.1: CDFPC reserves the right to conduct an audit without prior notification.
- 8.8.3: The auditor(s) shall use the appropriate audit form(s) to conduct the audit.
- 8.8.4: The auditor(s) shall remain at the site as long as needed to determine that all CDFPC and accreditation policies are being followed.
- 8.8.5: The auditor(s) shall discuss all findings and recommendations with the CDFPC staff and/or Certified Practical Proctor(s) at the conclusion of the audit.
- 8.8.6: The auditor(s) shall immediately report to the CDFPC Fire Training Director any violations.
- 8.8.7: The audit report shall be distributed as specified in Section 8.2.4.

# CHAPTER NINE - CERTIFICATION REQUIREMENTS & REFERENCES

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<a href="#"><u>Section 9.14: Driver Operator Pumper</u></a>
<a href="#"><u>Section 9.15: Driver Operator Aerial</u></a>
<a href="#"><u>Section 9.16: Hazardous Materials Awareness</u></a>
<a href="#"><u>Section 9.17: Hazardous Materials Operations</u></a>
<a href="#"><u>Section 9.18: Hazardous Materials Awareness/Operations</u></a>
<a href="#"><u>Section 9.19: Hazardous Materials Technician</u></a>
<a href="#"><u>Section 9.20: Fire Inspector I</u></a>
<a href="#"><u>Section 9.21: Airport Fire Fighter</u></a>
<a href="#"><u>Section 9.22: Fire and Life Safety Educator I</u></a>
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<a href="#"><u>Section 9.25: Incident Safety Officer</u></a>
<a href="#"><u>Section 9.26: Live Fire Training Evolutions Fixed Facility Instructor I</u></a>
<a href="#"><u>Section 9.27: Technical Rescue – Core and Rope Rescue Level I</u></a>
<a href="#"><u>Section 9.28: Technical Rescue –Rope Rescue Level II</u></a>
<a href="#"><u>Section 9.29: Technical Rescue – Confined Space Rescue Level I</u></a>
<a href="#"><u>Section 9.30: Technical Rescue – Confined Space Rescue Level II</u></a>
<a href="#"><u>Section 9.31: Technical Rescue – Surface Water Rescue Level I</u></a>
<a href="#"><u>Section 9.32: Technical Rescue – Surface Water Rescue Level II</u></a>
<a href="#"><u>Section 9.32: Technical Rescue – Trench Rescue Level I</u></a>

## **SECTION 9.1: PURPOSE**

- 9.1.1: The purpose of this chapter is to identify the requirements and references for the levels of certification offered by the CDFPC.

## **SECTION 9.2: GENERAL REQUIREMENTS AND INFORMATION**

- 9.2.1: Applicants must successfully complete all testing component requirements within a twelve-month window to obtain certification for each level. CDFPC shall ensure that all prerequisites are met in accordance with the current NFPA standard prior to issuance of certification.
- 9.2.1.1: For example, in order to complete the Firefighter I level of certification, the Firefighter I and Hazardous Materials Awareness/Operations components all must be completed. The Firefighter I components (Written, Practical and Live Burn) must be completed within one year. After completion of the last required component of the Firefighter I Certification, the Firefighter I candidate will have up to one (1) year to complete and gain the Hazardous Materials Awareness/Operations Certification. The Hazmat Awareness/Operations components (both the Awareness and Operations parts of the written and the practical) must also be completed within one year. All of the components of the Firefighter I and Hazmat Awareness/Operations must be completed in order to gain Firefighter I Certification. If the candidate holds the Hazardous Materials Awareness/Operations Certification prior to testing any part of the required Firefighter I components, they will have one year to complete all of the components for Firefighter I Certification.
- 9.2.2: Test requests and any required supporting documentation must be submitted to the CDFPC fourteen (14) days prior to the date of the test for all levels via the RMS system.
- 9.2.3: All written and practical examination processes will be administered by Certified Written and Practical Proctors.
- 9.2.4: All initial certifications and renewals issued by the CDFPC will be valid for a five (5) year period. Certificates issued by the CDFPC are valid for at least five (5) years with the start and expiration date of either January 1 or July 1, depending upon when in the year the certificate is issued.
- 9.2.5: Due to multiple references available to the candidate, the CDFPC has chosen to allow the local AHJ to determine the resources used in training. It is the policy of the CDFPC to test to the standards (see Section 10.2 in the appendix). Listing of reference material on which the written examinations are based can be found in the Section 10.3 in the Appendix. Please note CDFPC does not endorse any reference material.

## SECTION 9.3: FIRE FIGHTER I

### 9.3.1: Fire Fighter I Initial Certification Requirements

9.3.1.1: Must be affiliated with a Colorado Emergency Services Agency

9.3.1.2: Meet requirements in NFPA 1001

9.3.1.2: Must be Colorado minimally certified at Hazardous Materials Operations;

9.3.1.3: Must pass the Written Examination

- 70% of a 100-question examination

9.3.1.4: Must pass the Practical Examination

- Mandatory and randomly selected JPRs
- 100% of practical examination

9.3.1.5: Must pass the Live Burn Practical Examination

- Randomly selected JPR
- 100% of practical examination

9.3.1.6: Written and practical examinations are obtained from the CDFPC

### 9.3.2: Fire Fighter I Reference:

9.3.2.1: NFPA 1001, Standard for Fire Fighter Professional Qualifications

### 9.3.3: Fire Fighter I Renewal Requirements:

9.3.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.

9.3.3.2: The department head or designee, by submitting for renewal, attests that:

9.3.3.2.1: The applicant holds a current Colorado Fire Fighter I certification;

9.3.3.2.2: The applicant holds a current Colorado Hazardous Materials Operations certification or higher certification;

- Applicants tested after 11/01/2009 must be minimally certified at Hazardous Materials Operations.

- Applicants tested after 1/1/2001 and prior to 11/01/2009 must be minimally certified at Hazardous Materials Awareness.

- Applicants tested prior to 1/1/2001, need not have a Hazardous Materials certification.

- Applicant must have continuously maintained their Fire Fighter certification. Any lapse in Fire Fighter certification will require meeting the current NFPA standards.

9.3.3.2.3: The applicant is affiliated with a Colorado Emergency Services Agency;

9.3.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification as verified through evaluation by a person certified at or above this level, the Training Officer, Fire Chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPRs;

9.3.3.2.5: Appropriate local records are maintained documenting completion of requirements are on file at the department for inspection and review; and

9.3.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA 1001.

### **9.3.4: Fire Fighter I Bridge Process**

9.3.4.1: Any individual that tested for this level of certification prior to September 15, 1995 must have successfully completed the bridge process prior to July 1, 2004 to maintain their certification. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

## SECTION 9.4: FIRE FIGHTER II

### 9.4.1: Fire Fighter II Initial Certification Requirements

9.4.1.1: Must be affiliated with a Colorado Emergency Services Agency

9.4.1.2: Meet requirements in NFPA 1001;

9.4.1.3: Must be Colorado certified at Fire Fighter I;

9.4.1.4: Must be Colorado minimally certified at Hazardous Materials Operations;

9.4.1.5: Must pass Written Examination

- 80% of 100-question examination

9.4.1.6: Must pass Practical Examination

- Mandatory and Randomly selected Job Performance Requirements (JPRs)
- 100% of practical examination

9.4.1.7: Written and practical examinations are obtained from the CDFPC.

### 9.4.2: Fire Fighter II Reference:

9.4.2.1: NFPA 1001, Standard for Fire Fighter Professional Qualifications

### 9.4.3: Fire Fighter II Renewal Requirements:

9.4.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.

9.4.3.2: The department head or designee, by submitting for renewal, is attesting to:

9.4.3.2.1: The applicant holds a current Colorado Fire Fighter II certification;

9.4.3.2.2: The applicant holds a current Colorado Hazardous Materials Operations certification or higher certification;

- Applicants tested after 11/01/2009 must be minimally certified at Hazardous Materials Operations.
- Applicants tested after 1/1/2001 and prior to 11/01/2009 must be minimally certified at Hazardous Materials Awareness.
- Applicants tested prior to 1/1/2001, need not have Hazardous Materials certification.
- Applicant must have continuously maintained their Fire Fighter certification. Any lapse in Fire Fighter certification will require meeting the current NFPA standards.

9.4.3.2.3: The applicant is affiliated with a Colorado Emergency Services Agency;

9.4.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;

9.4.3.2.5: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and

9.4.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA 1001.



#### **9.4.4: Fire Fighter II Bridge Process**

9.4.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

## SECTION 9.5: FIRE OFFICER I

### 9.5.1: Fire Officer I Initial Certification Requirements

9.5.1.1: Must be affiliated with a Colorado Emergency Services Agency

9.5.1.2: Meet requirements in NFPA 1021;

9.5.1.3: Must be Colorado certified at Fire Fighter II;

9.5.1.4: Must be minimally certified at Colorado EMS First Responder;

9.5.1.5: Must be minimally certified at Colorado Fire and Emergency Services Instructor I;

9.5.1.6: Must be Colorado certified minimally at Hazardous Materials Operations;

9.5.1.7: Must pass Practical Examination

- Must submit to CDFPC a completed JPR Skill Packet for Fire Officer I, including completed JPRs. (This is considered the practical for this level and will be reviewed and approved by the JPR Skill Packet Evaluation Committee.)

9.5.1.8: Must pass Written Examination

- Written examination request will be processed upon successful completion of the JPR Skill Packet.
- 80% of 100-question examination

9.5.1.9: Written examination is obtained from the CDFPC.

### 9.5.2: Fire Officer I Reference:

9.5.2.1: NFPA 1021, Standard for Fire Officer Professional Qualifications

### 9.5.3: Fire Officer I Renewal Requirements:

9.5.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.

9.5.3.2: The department head or designee, by submitting for renewal, is attesting to:

9.5.3.2.1: The applicant holds a current Colorado Fire Officer I certification;

9.5.3.2.2: The applicant minimally holds a current Colorado Hazardous Materials Operations certification,

9.5.3.2.3: The applicant minimally holds a current Colorado Fire and Emergency Services Instructor I certification;

- Applicants tested prior to 4/1/2005, Fire and Emergency Services Instructor I certification is not required.

9.5.3.2.4: The applicant minimally holds a current Colorado EMS First Responder certification;

9.5.3.2.5: The applicant is affiliated with a Colorado Emergency Services Agency;

9.5.3.2.6: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;

9.5.3.2.7: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and

9.5.3.2.8: The applicant meets or exceeds the professional qualifications listed in the NFPA 1021.

**9.5.4: Fire Officer I Bridge Process**

9.5.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

## SECTION 9.6: FIRE OFFICER II

### 9.6.1: Fire Officer II Initial Certification Requirements

9.6.1.1: Must be affiliated with a Colorado Emergency Services Agency

9.6.1.2: Meet requirements in NFPA 1021;

9.6.1.3: Must be Colorado certified at Fire Officer I;

9.6.1.4: Must be minimally certified at Colorado Fire and Emergency Services Instructor I;

9.6.1.5: Must be Colorado minimally certified at Hazardous Materials Operations;

9.6.1.6: Must pass Practical Examination

- Must submit to CDFPC a completed JPR Skill Packet for Fire Officer II, including completed JPRs. (This is considered the practical for this level and will be reviewed and approved by JPR Skill Packet Evaluation Committee.)

9.6.1.7: Must pass Written Examination

- Written examination request will be processed upon successful completion of the JPR Skill Packet.
- 80% of 75-question examination

9.6.1.8: Written examination is obtained from the CDFPC.

### 9.6.2: Fire Officer II Reference:

9.6.2.1: NFPA 1021, Standard for Fire Officer Professional Qualifications;

9.6.2.2: NFPA 921, Guide for Fire and Explosion Investigations;

### 9.6.3: Fire Officer II Renewal Requirements:

9.6.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.

9.6.3.2: The department head or designee, by submitting for renewal, is attesting to:

9.6.3.2.1: The applicant holds a current Colorado Fire Officer II certification;

9.6.3.2.2: The applicant minimally holds a current Colorado Hazardous Materials Operations certification;

9.6.3.2.3: The applicant minimally holds a current Colorado Fire and Emergency Services Instructor I certification;

- Applicants tested prior to 4/1/2005, Fire and Emergency Services Instructor I certification is not required.

9.6.3.2.4: The applicant is affiliated with a Colorado Emergency Services Agency;

9.6.3.2.5: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;

9.6.3.2.6: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and

9.6.3.2.7: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

**9.6.4: Fire Officer II Bridge Process**

9.6.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

## SECTION 9.7: FIRE OFFICER III

### 9.7.1: Fire Officer III Initial Certification Requirements

9.7.1.1: Must be affiliated with a Colorado Emergency Services Agency

9.7.1.2: Meet requirements in NFPA 1021;

9.7.1.3: Must be Colorado certified at Fire Officer II;

9.7.1.4: Must be Colorado minimally certified at Hazardous Materials Operations;

9.7.1.5: Must be minimally certified at Colorado Fire and Emergency Services Instructor I;

9.7.1.6: Must pass Practical Examination

- Must submit to CDFPC a completed JPR Skill Packet for Fire Officer III, including completed JPRs. (This is considered the practical for this level and will be reviewed and approved by JPR Skill Packet Evaluation Committee.)

9.7.1.7: Must pass Written Examination

- Written examination request will be processed upon successful completion of the JPR Skill Packet.
- 80% of 75-question examination

9.7.1.8: Written examination is obtained from the CDFPC.

### 9.7.2: Fire Officer III Reference:

9.7.2.1: NFPA 1021, Standard for Fire Officer Professional Qualifications;

9.7.2.2: NFPA 921, Guide for Fire and Explosion Investigations;

### 9.7.3: Fire Officer III Renewal Requirements:

9.7.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.

9.7.3.2: The department head or designee, by submitting for renewal, is attesting to:

9.7.3.2.1: The applicant holds a current Colorado Fire Officer III certification;

9.7.3.2.2: The applicant minimally holds a current Colorado Hazardous Materials Operations certification;

9.7.3.2.3: The applicant is affiliated with a Colorado Emergency Services Agency;

9.7.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;

9.7.3.2.5: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and

9.7.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

**9.7.4: Fire Officer III Bridge Process**

9.7.4.1: Any individual that tested for this level of certification prior to July 1, 2013, must have successfully completed the Bridge Process prior to December 31, 2016, to obtain the accredited Fire Officer III certification. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level. Non-accredited Fire Officer III certificate holders who do not wish to bridge to the accredited certification may elect to transition into the non-accredited Colorado Executive Fire Administrator certification prior to December 31, 2016.

## **SECTION 9.8: EXECUTIVE FIRE ADMINISTRATOR NON-ACCREDITED CERTIFICATION LEVEL**

### **9.8.1: Executive Fire Administrator Initial Certification Requirements:**

- 9.8.1.1: Must submit a completed CDFPC Colorado Executive Fire Administrator Certification Application which can be obtained on the CDFPC website. A minimum score of 100 points on the Colorado Executive Fire Administrator Matrix is required for consideration of application.
- 9.8.1.2: Must submit the following with the CDFPC Colorado Executive Fire Administrator Certification Application:
- Applicant's resume;
  - Personnel/organizational chart indicating applicant's position\*;
  - Any supporting documentation required by the Colorado Executive Fire Administrator Certification Application.
- 9.8.1.3: Must be affiliated with a Colorado Emergency Services Agency;
- 9.8.1.4: The Colorado Executive Fire Administrator Application will be reviewed and approved by the Fire Officer Review panel committee within sixty days.

### **9.8.2: Colorado Executive Fire Administrator Renewal Requirements:**

- 9.8.2.1: Renewal documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.8.2.2: The department head or designee, by submitting for renewal, is attesting to:
- 9.8.2.2.1: The applicant holds a current Colorado Executive Fire Administrator certification;
- 9.8.2.2.2: The applicant is affiliated with a Colorado Emergency Services Agency.

\* *CHIEF LEVEL OFFICER RANK – Chief or Chief Executive Officer of the department; or Chief Officer or equivalent who heads a major bureau or division within a fire department or organization; or Chief Officer or equivalent who commands a multi-company or multi-station operations on the emergency incident scene or who may command a greater alarm incident.*



## SECTION 9.9: FIRE AND EMERGENCY SERVICE INSTRUCTOR I

### 9.9.1: Fire and Emergency Service Instructor I Initial Certification Requirements

9.9.1.1: Must be affiliated with a Colorado Emergency Services Agency

9.9.1.2: Meet requirements in NFPA 1041;

9.9.1.3: Document successful completion of an approved minimal 16 hours training course within the past three (3) years.

9.9.1.3.1: The following are acceptable instructor training courses:

- CDFPC Instructor Methodology Course
- EMS – approved instructor classes (must be minimal sixteen (16) hours)
- Any National Fire Academy Instructor Course
- Accredited fire service instructor courses accepted by the Board

9.9.1.3.2: Documentation of the above classes is not required if the applicant possesses one of the following:

- Valid State of Colorado Teaching Certificate issued by the State Board of Education;
- Bachelor's Degree in Education or higher;
- An approved level of training and/or certification accepted by the Board.

9.9.1.4: Must pass Written Examination

- 80% of 100-question examination

9.9.1.5: Must pass Practical Examination

- Mandatory and Randomly selected Job Performance Requirements (JPRs)  
100% of practical examination

9.9.1.6: Written and practical examination is obtained from the CDFPC.

### 9.9.2: Fire and Emergency Service Instructor I Reference:

9.9.2.1: NFPA 1041, Standard for Fire Service Instructor Professional Qualifications;

### 9.9.3: Fire and Emergency Service Instructor I Renewal Requirements:

9.9.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.

9.9.3.2: The department head or designee, by submitting for renewal, is attesting to:

9.9.3.2.1: The applicant holds a current Colorado Fire and Emergency Service Instructor I certification;

9.9.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;

9.9.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;

9.9.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the organization for inspection and review; and

9.9.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

#### **9.9.4: Fire and Emergency Service Instructor I Bridge Process**

9.9.4.1: Any individual testing for this level of certification prior to May 1, 2002, must have successfully completed the bridge process prior to July 1, 2005. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

## **SECTION 9.10: FIRE AND EMERGENCY SERVICE INSTRUCTOR II**

### **9.10.1: Fire and Emergency Service Instructor II Initial Certification Requirements**

- 9.10.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.10.1.2: Meet requirements in NFPA 1041;
- 9.10.1.3: Must be minimally certified at Colorado Fire and Emergency Services Instructor I;
- 9.10.1.4: Must pass Practical Examination
  - Must submit to CDFPC a completed JPR Skill Packet for Fire and Emergency Service Instructor II, including completed JPRs. (This is considered the practical for this level and will be reviewed and approved by JPR Skill Packet Evaluation Committee.)
- 9.10.1.5: Must pass Written Examination
  - Written examination request will be processed upon successful completion of the JPR Skill Packet.
  - 80% of 75-question examination
- 9.10.1.6: Written examination is obtained from the CDFPC

### **9.10.2: Fire and Emergency Service Instructor II Reference:**

- 9.10.2.1: NFPA 1041, Standard for Fire Service Instructor Professional Qualifications

### **9.10.3: Fire and Emergency Service Instructor II Renewal Requirements:**

- 9.10.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.10.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.10.3.2.1: The applicant holds a current Colorado Fire and Emergency Services Instructor II certification;
  - 9.10.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.10.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.10.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the organization for inspection and review; and,
  - 9.10.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

## **SECTION 9.11: FIRE AND EMERGENCY SERVICES INSTRUCTOR III**

### **9.11.1: Fire and Emergency Service Instructor III Initial Certification Requirements**

- 9.11.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.11.1.2: Meet requirements in NFPA 1041;
- 9.11.1.3: Must be minimally certified at Colorado Fire and Emergency Services Instructor II;
- 9.11.1.4: Must pass Practical Examination
  - Must submit to CDFPC a completed JPR Skill Packet for Fire and Emergency Service Instructor III, including completed JPRs. (This is considered the practical for this level and will be reviewed and approved by JPR Skill Packet Evaluation Committee.)
- 9.11.1.5: Must pass Written Examination
  - Written examination request will be processed upon successful completion of the JPR Skill Packet.
  - 80% of 50-question examination
- 9.11.1.6: Written examination is obtained from the CDFPC.

### **9.11.2: Fire and Emergency Service Instructor III Reference:**

- 9.11.2.1: NFPA 1041, Standard for Fire Service Instructor Professional Qualifications

### **9.11.3: Fire and Emergency Service Instructor III Renewal Requirements:**

- 9.11.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.11.3.2: The Department Designee by processing the renewal documentation is attesting to:
  - 9.11.3.2.1: The applicant holds a current Colorado Fire and Emergency Services Instructor III certification;
  - 9.11.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.11.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.11.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the organization for inspection and review.
  - 9.11.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

## **SECTION 9.12: DRIVER OPERATOR TENDER**

### **9.12.1: Driver Operator Tender Initial Certification Requirements**

- 9.12.1.1: Meet requirements in NFPA 1002;
- 9.12.1.2: Must be affiliated with a Colorado Emergency Services Agency;
- 9.12.1.3: Pass Written Examination
  - 80% of 75-question examination
- 9.12.1.4: Pass Practical Examination
  - Mandatory and Randomly selected Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.12.1.5: Written and practical examinations are obtained from the CDFPC.
- 9.12.1.6: Must possess current Driver's License.

### **9.12.2: Driver Operator Tender Reference:**

- 9.12.2.1: NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications;
- 9.12.2.2: NFPA 1500, Fire Department Occupational Safety and Health Program;
- 9.12.2.3: State of Colorado Commercial Driver's License Manual [2018].
- 9.12.2.4: FEMA: Safe Operation of Fire Tankers

### **9.12.3: Driver Operator Tender Renewal Requirements:**

- 9.12.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.12.3.2: The Department Designee by processing the renewal documentation is attesting to:
  - 9.12.3.2.1: The applicant holds a current Colorado Driver Operator certification;
  - 9.12.3.2.3: The applicant is affiliated with a Colorado Emergency Services Agency;
  - 9.12.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.12.3.2.5: Appropriate local records are maintained documenting completion of requirements;
  - 9.12.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA 1002.

## **SECTION 9.13: DRIVER OPERATOR**

### **9.13.1: Driver Operator Initial Certification Requirements**

- 9.13.1.1: Meet requirements in NFPA 1002;
- 9.13.1.2: Must be affiliated with a Colorado Emergency Services Agency;
- 9.13.1.3: Pass Written Examination
  - 80% of 75-question examination
- 9.13.1.4: Pass Practical Examination
  - Mandatory and Randomly selected Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.13.1.5: Written and practical examinations are obtained from the CDFPC.
- 9.13.1.6: Must possess current Driver's License.

### **9.13.2: Driver Operator Reference:**

- 9.13.2.1: NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications;
- 9.13.2.2: NFPA 1500, Fire Department Occupational Safety and Health Program;
- 9.13.2.3: State of Colorado Commercial Driver's License Manual [2018].

### **9.13.3: Driver Operator Renewal Requirements:**

- 9.13.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.13.3.2: The Department Designee by processing the renewal documentation is attesting to:
  - 9.13.3.2.1: The applicant holds a current Colorado Driver Operator certification;
  - 9.13.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;
  - 9.13.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.13.3.2.4: Appropriate local records are maintained documenting completion of requirements;
  - 9.13.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 1002.

### **9.13.4: Driver Operator Bridge Process**

- 9.13.4.1: Any individual that tested for this level of certification prior to May 1, 2002, must have successfully completed the Bridge Process prior to July 1, 2005, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

## **SECTION 9.14: DRIVER OPERATOR PUMPER**

### **9.14.1: Driver Operator Pumper Initial Certification Requirements**

- 9.14.1.1: Meet requirements in NFPA 1002;
- 9.14.1.2: Must be minimally Colorado certified at Driver Operator;
- 9.14.1.3: Must be affiliated with a Colorado Emergency Services Agency;
- 9.14.1.4: Pass Written Examination
  - 80% of 100-question examination
- 9.14.1.5: Pass Practical Examination
  - Mandatory and Randomly selected Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.14.1.6: Written and practical examinations are obtained from the CDFPC.
- 9.14.1.7: Must possess current Driver's License.

### **9.14.2: Driver Operator Pumper Reference:**

- 9.14.2.1: NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications;
- 9.14.2.2: NFPA 1500, Fire Department Occupational Safety and Health Program;
- 9.14.2.3: State of Colorado Commercial Driver's License Manual [2018].

### **9.14.3: Driver Operator Pumper Renewal Requirements:**

- 9.14.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.14.3.2: The Department Designee by processing the renewal documentation is attesting to:
  - 9.14.3.2.1: The applicant holds a current Colorado Driver Operator Pumper certification;
  - 9.14.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;
  - 9.14.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.14.3.2.4: Appropriate local records are maintained documenting completion of requirements;
  - 9.14.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 1002.

### **9.14.4: Driver Operator Pumper Bridge Process**

- 9.14.4.1: Any individual that tested for this level of certification prior to May 1, 2002, must have successfully completed through the Bridge Process prior to July 1, 2005, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

## **SECTION 9.15: DRIVER OPERATOR AERIAL**

### **9.15.1: Driver Operator Aerial Initial Certification Requirements**

- 9.15.1.1: Meet requirements in NFPA 1002;
- 9.15.1.2: Must be minimally Colorado certified at Fire Fighter I;
- 9.15.1.3: Must be minimally Colorado certified at Driver Operator Pumper;
- 9.15.1.4: Must be affiliated with a Colorado Emergency Services Agency;
- 9.15.1.5: Must pass Written Examination
  - 80% of 100-question examination
- 9.15.1.6: Must pass Practical Examination
  - Mandatory and Randomly selected Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.15.1.7: Written and practical examinations are obtained from the CDFPC.
- 9.15.1.8: Must possess current Driver's License.

### **9.15.2: Driver Operator Aerial Reference:**

- 9.15.2.1: NFPA 1002, Standard for Fire Apparatus Driver Operator Professional Qualifications
- 9.15.2.2: NFPA 1500, Fire Department Occupational Safety and Health Program
- 9.15.2.3: State of Colorado Commercial Driver's License Manual [2018].

### **9.15.3: Driver Operator Aerial Renewal Requirements:**

- 9.15.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.15.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.15.3.2.1: The applicant holds a current Colorado Driver Operator Aerial certification;
  - 9.15.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;
  - 9.15.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.15.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.15.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 1002.

### **9.15.4: Driver Operator Aerial Bridge Process**

- 9.15.4.1: Any individual that tested for this level of certification prior to May 1, 2002, must have successfully completed the Bridge Process prior to July 1, 2005, to maintain their certification. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.



## SECTION 9.16: HAZARDOUS MATERIALS AWARENESS

### 9.16.1: Hazardous Materials Awareness Initial Certification Requirements

- 9.16.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.16.1.2: Meet requirements in NFPA Standards, OSHA and EPA regulations; 8 hours training requirement
- 9.16.1.3: Must pass Written Examination
  - 80% of 50-question examination
- 9.16.1.4: Must pass Practical Examination
  - Mandatory and Randomly selected Awareness Level Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.16.1.5: Written examinations are obtained from the CDFPC.

### 9.16.2: Hazardous Materials Awareness Reference:

- 9.16.2.1: NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents;
- 9.16.2.2: NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (after July 1, 2019);
- 9.16.2.3: NFPA 470, Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (after January 1, 2024);
- 9.16.2.4: DOT Emergency Response Guidebook;

### 9.16.3: Hazardous Materials Awareness Renewal Requirements:

- 9.16.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.16.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.16.3.2.1: The applicant holds a current Colorado Hazardous Materials Awareness certification;
  - 9.16.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency.
  - 9.16.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.16.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.16.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 472, NFPA 1072, or NFPA 470 (after January 1, 2024).

### 9.16.4: Hazardous Materials Awareness Bridge Process

- 9.16.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

## SECTION 9.17: HAZARDOUS MATERIALS OPERATIONS

### 9.17.1: Hazardous Materials Operations Initial Certification Requirements

- 9.17.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.17.1.2: Meet requirements in NFPA Standards, OSHA and EPA regulations; 24 hours training requirement;
- 9.17.1.3: Must pass Written Examination
  - 80% of 75-question examination
- 9.17.1.4: Must pass Practical Examination
  - Mandatory and Randomly selected Operations Level Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.17.1.5: Written and practical examinations are obtained from the CDFPC.

### 9.17.2: Hazardous Materials Operations Reference:

- 9.17.2.1: NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents;
- 9.17.2.2: NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (after July 1, 2019);
- 9.17.2.3: NFPA 470, Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (after January 1, 2024);
- 9.17.2.4: DOT Emergency Response Guidebook

### 9.17.3: Hazardous Materials Operations Renewal Requirements:

- 9.17.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.17.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.17.3.2.1: The applicant holds a current Colorado Hazardous Materials Operations certification;
  - 9.17.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency.
  - 9.17.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.17.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.17.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 472, NFPA 1072 or NFPA 470 (after January 1, 2024).

### 9.17.4: Hazardous Materials Operations Bridge Process

- 9.17.4.1: Any individual that tested for this level of certification prior to September 15, 1995, must have successfully completed the Bridge Process prior to July 1, 2004, to maintain their certification. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

## **SECTION 9.18: HAZARDOUS MATERIALS AWARENESS/OPERATIONS**

### **9.18.1: Hazardous Materials Awareness/Operations Initial Certification Requirements**

- 9.18.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.18.1.2: Meet requirements in NFPA Standards, OSHA and EPA regulations; 8 hours Hazardous Materials Awareness and 24 hours Hazardous Materials Operations training hours requirement;
- 9.18.1.3: Must pass Written Examination
  - 80% of 100-question examination. An 80% is required in each section of the exam, not just cumulatively.
  - 25 of the 100-questions contain Hazardous Materials Awareness test items
  - 75 of the 100-questions contain Hazardous Materials Operations test items
- 9.18.1.4: Pass Practical Examination
  - Mandatory and Randomly selected Operations Level Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.18.1.5: Written and practical examinations are obtained from the CDFPC.

### **9.18.2: Hazardous Materials Awareness/Operations Reference:**

- 9.18.2.1: NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents;
- 9.18.2.2: NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (after July 1, 2019);
- 9.18.2.3: NFPA 470, Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (after January 1, 2024);
- 9.18.2.4: DOT Emergency Response Guidebook

### **9.18.3: Hazardous Materials Awareness/Operations Renewal Requirements:**

- 9.18.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.18.3.2: The Department Designee by processing the renewal documentation is attesting to:
  - 9.18.3.2.1: The applicant holds a current Colorado Hazardous Materials Awareness/Operations certification;
  - 9.18.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency.
  - 9.18.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.18.3.2.4: Appropriate local records are maintained documenting completion of requirements;
  - 9.18.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 472, NFPA 1072 or NFPA 470 (after January 1, 2024).

## **SECTION 9.19: HAZARDOUS MATERIALS TECHNICIAN**

### **9.19.1: Hazardous Materials Technician Initial Certification Requirements**

- 9.19.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.19.1.2: Meet requirements in NFPA Standards, OSHA and EPA regulations; 80 hours training requirement;
- 9.19.1.3: Must be certified at Colorado Hazardous Materials Operations;
- 9.19.1.4: Pass Written Examination
  - 80% of 100-question examination
- 9.19.1.5: Pass Practical Examination
  - Mandatory and Randomly selected Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.19.1.6: Written and practical examinations are obtained from the CDFPC.

### **9.19.2: Hazardous Materials Technician Reference:**

- 9.19.2.1: NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents;
- 9.19.2.2: NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (after July 1, 2019);
- 9.19.2.3: NFPA 470, Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (after January 1, 2024)
- 9.19.2.4: DOT Emergency Response Guidebook

### **9.19.3: Hazardous Materials Technician Renewal Requirements:**

- 9.19.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.19.3.2: The Department Designee by processing the renewal documentation is attesting to:
  - 9.19.3.2.1: The applicant holds a current Colorado Hazardous Materials Technician certification;
  - 9.19.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency and is a member in good standing of a technician level hazardous materials response team;
  - 9.19.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.19.3.2.4: Appropriate local records are maintained documenting completion of requirements;
  - 9.19.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 472, NFPA 1072 or NFPA 470 (after January 1, 2024).

### **9.19.4: Hazardous Materials Technician Bridge Process**

- 9.19.4.1: Any individual that tested for this level of certification prior to February 1, 2006, must have successfully completed the Bridge Process prior to December 31, 2008, to maintain their certification. If an individual failed to bridge by the above date and wishes to regain their certification, the individual must complete the requirements for initial certification.

## **SECTION 9.20: FIRE INSPECTOR I**

### **9.20.1: Fire Inspector I Initial Certification Requirements\***

- 9.20.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.20.1.2: Meet requirements in NFPA 1031;
- 9.20.1.3: Must be minimally certified at NFPA 472 or NFPA 1072 Hazardous Materials Awareness;
- 9.20.1.4: Document completion of an approved minimal 24 hours training course within the past three (3) years.
  - 9.20.1.4.1: The following are acceptable Fire Inspector I training courses:
    - CDFPC Fire Inspector I course
    - NFPA Fire Inspector I course
    - IFSTA Fire Inspector I course
    - National Fire Academy Fire Inspection Principles course
- 9.20.1.5: Must pass Practical Examination
  - 9.20.1.5.1: Must submit to CDFPC a completed JPR Skill Packet for Fire Inspector I, including completed JPRs. This is considered the practical for this level and will be reviewed for approval by the JPR Skill Packet Evaluation Committee.
- 9.20.1.6: Must pass Written Examination  
80% of 100-question examination

### **9.20.2: Fire Inspector 1 Reference:**

- 9.20.2.1: NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner

### **9.20.3: Fire Inspector 1 Renewal Requirements**

- 9.20.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.20.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.20.3.2.1: The applicant holds a current Colorado Fire Inspector I certification;
  - 9.20.3.2.2: The applicant minimally holds a current Colorado Hazardous Materials Awareness certification;
  - 9.20.3.2.3: The applicant is affiliated with a Colorado Emergency Services Agency;
  - 9.20.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire Chief, or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPRs;
  - 9.20.3.2.5: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.20.3.2.6: The applicant meets or exceeds the professional qualifications listed in NFPA 1031.

\*This certification is established for individuals who are seeking a certification that is accredited through IFSAC and/or ProBoard. Examples of individuals for which this certification would be applicable could include firefighters, driver/operators, and fire officers who intend to use this certification to support operations-level pre-incident planning or inspection programs.

This certification is not intended for individuals who already possess a similar certification granted by another certifying entity, such as International Code Council (ICC) and/or National Fire Protection Association (NFPA), and are seeking reciprocity. Individuals who are seeking a State-equivalent Fire Inspector certification for purposes of conducting work under one of the programs administered by CDFPC (e.g. educational and/or healthcare facilities) should follow the certification requirements established in the Fire and Life Safety section (<https://www.colorado.gov/dfpc/fire-inspectors>).

## **SECTION 9.21: AIRPORT FIRE FIGHTER**

### **9.21.1: Airport Firefighter Initial Certification Requirements**

- 9.21.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.21.1.2: Meet requirements in NFPA 1003;
- 9.21.1.3: Must be Colorado minimally certified at Fire Fighter II;
- 9.21.1.4: Must be Colorado minimally certified at Hazardous Materials Operations;
- 9.21.1.5: Must pass Written Examination
  - 80% of 100-question examination
- 9.21.1.6: Must pass Practical Examination (Home Air Field)
  - 100% of Job Performance Requirements (JPRs)
- 9.21.1.7: Must pass Live Burn Evaluation for Airport Fire Fighter
  - Mandatory and Randomly selected Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.21.1.8: Written and practical examinations are obtained from the CDFPC.

### **9.21.2: Airport Firefighter Reference:**

- 9.21.2.1: NFPA 1003, Standard for Airport Fire Fighter Professional Qualifications

### **9.21.3: Airport Firefighter Renewal Requirements:**

- 9.21.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.21.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.21.3.2.1: The applicant holds a current Airport Fire Fighter certification;
  - 9.21.3.2.2: The applicant is affiliated with a Colorado Emergency Services Agency;
  - 9.21.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.21.3.2.4: The applicant must be Colorado certified minimally at Fire Fighter II;
  - 9.21.3.2.5: The applicant must be Colorado certified minimally at Hazardous Materials Operations;
  - 9.21.3.2.6: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.21.3.2.7: The applicant meets or exceeds the professional qualifications listed in the NFPA 1003

## **SECTION 9.22: FIRE AND LIFE SAFETY EDUCATOR I**

### **9.22.1: Fire and Life Safety Educator I Initial Certification Requirements**

- 9.22.1.1: Must be affiliated with an Emergency Services Agency
- 9.22.1.2: Meet requirements in NFPA 1030;
- 9.22.1.3: Attend and complete an approved CDFPC Fire and Life Safety Educator I course;
- 9.22.1.4: Must pass Written Examination
  - 80% of 50-question examination
- 9.22.1.5: Written examination is obtained from the CDFPC.

### **9.22.2: Fire and Life Safety Educator I Reference:**

- 9.22.2.1: NFPA 1030, Standard for Professional Qualifications for Fire and Life Safety Educator

### **9.22.3: Fire and Life Safety Educator I Renewal Requirements:**

- 9.22.3.1: Renewal documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.22.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.22.3.2.1: The applicant holds a current Fire and Life Safety Educator I certification;
  - 9.22.3.2.2: The applicant has been an active participant in Fire and Life Safety Education;
  - 9.22.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.22.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.22.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 1030.



## **SECTION 9.23: FIRE AND LIFE SAFETY EDUCATOR II**

### **9.23.1: Fire and Life Safety Educator II Initial Certification Requirements**

- 9.23.1.1: Must be affiliated with an Emergency Services Agency
- 9.23.1.2: Meet requirements in NFPA 1030;
- 9.23.1.3: Must be Colorado certified at Fire and Life Safety Educator I
- 9.23.1.4: Attend and complete an approved CDFPC Fire and Life Safety Educator II course;
- 9.23.1.5: Must pass Written Examination
  - 80% of 50-question examination
- 9.23.1.6: Written examination is obtained from the CDFPC.

### **9.23.2: Fire and Life Safety Educator I Reference:**

- 9.23.2.1: NFPA 1030, Standard for Professional Qualifications for Fire and Life Safety Educator

### **9.23.3: Fire and Life Safety Educator I Renewal Requirements:**

- 9.23.3.1: Renewal documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.23.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.23.3.2.1: The applicant holds a current Fire and Life Safety Educator II certification;
  - 9.23.3.2.2: The applicant has been an active participant in Fire and Life Safety Education;
  - 9.23.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.23.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.23.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA 1030.

## **SECTION 9.24: YOUTH FIRESETTING PREVENTION AND INTERVENTION SPECIALIST I**

### **9.24.1: Youth Firesetting Prevention and Intervention Specialist I Initial Certification Requirements**

- 9.24.1.1: Must be affiliated with an Emergency Services Agency
- 9.24.1.2: Meet requirements in NFPA 1030;
- 9.24.1.3: Attend and complete an approved CDFPC Youth Firesetting Prevention and Intervention Specialist I course;
- 9.24.1.4: Must pass Written Examination
  - 80% of 100 question examination
- 9.24.1.5: Written examination is obtained from the CDFPC.

### **9.24.2: Youth Firesetting Prevention and Intervention Specialist I Reference:**

- 9.24.2.1: NFPA 1030, Standard for Professional Qualifications for Fire and Life Safety Educator;
- 9.24.2.2: Youth Firesetting Prevention and Intervention Specialist I Student Manual;
- 9.24.2.3: Youth Firesetting Prevention and Intervention Handbook

### **9.24.3: Youth Firesetting Prevention and Intervention Specialist I Renewal Requirements:**

- 9.24.3.1: Renewal documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.24.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.24.3.2.1: The applicant holds a current Youth Firesetting Prevention and Intervention Specialist I certification;
  - 9.24.3.2.2: The applicant has been an active participant in a Youth Firesetting Prevention and Intervention program;
  - 9.24.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.24.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.24.3.2.5: The applicant meets or exceeds the professional qualifications listed in NFPA 1030.

### **9.24.4: Youth Firesetting Prevention and Intervention Specialist I Bridge Process**

- 9.24.4.1: Any individual that tested for this level of certification prior to September 24, 2010, must have successfully completed the Bridge Process prior to January 1, 2014, to maintain their certification. Individuals failing to bridge by the above date must meet the requirements of the re-entry process for this level.

## SECTION 9.25: INCIDENT SAFETY OFFICER

### 9.25.1: Incident Safety Officer Initial Certification Requirements

- 9.25.1.1: Meet requirements in NFPA 1521;
- 9.25.1.2: Must be minimally Colorado certified at Fire Officer I;
- 9.25.1.3: Must be minimally Colorado certified at Hazardous Materials Operations;
- 9.25.1.4: Must be minimally Colorado certified at Fire Instructor I;
- 9.25.1.5: Must be affiliated with a Colorado Emergency Services Agency;
- 9.25.1.6: Must possess current Colorado State Driver's License;
- 9.25.1.7: Document successful completion of an approved minimal 16 hours training course within the past three (3) years.
  - 9.25.1.7.1: The following are acceptable instructor training courses:
    - CDPFC Incident Safety Officer Course
    - Fire Department Safety Officer Association (FDSOA) ISO Course
    - National Fire Academy Incident Safety Officer Course
    - Accredited fire service ISO course accepted by the Board
- 9.25.1.8: Must pass Written Examination
  - Written examination request will be processed upon successful completion of the JPR skill packet.
  - 80% of 100-question examination
- 9.25.1.9: Must pass Practical Examination
  - Must submit to CDFPC a completed JPR Skill Packet for Incident Safety Officer, including completed JPRs. (This is considered the practical for this level and will be reviewed and approved by JPR Skill Packet Evaluation Committee).
  - Mandatory and Randomly selected Job Performance Requirements (JPRs)
  - 100% of practical examination
- 9.25.1.10: Written and practical examinations are obtained from the CDFPC.

### 9.25.2: Incident Safety Officer Reference:

- 9.25.2.1: NFPA 1521, Fire Department Safety Officer Professional Qualifications
- 9.25.2.2: NFPA 1500, Fire Department Occupational Safety and Health Program

### 9.25.3: Incident Safety Officer Renewal Requirements:

- 9.25.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.25.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.25.3.2.1: The applicant holds a current Colorado Incident Safety Officer certification;
  - 9.25.3.2.2: The applicant minimally holds a current Colorado Fire Officer I certification;
  - 9.25.3.2.3: The applicant minimally holds a current Colorado Hazardous Materials Operations certification;
  - 9.25.3.2.4: The applicant minimally holds a current Colorado Fire Instructor I certification;
  - 9.25.3.2.5: The applicant is affiliated with a Colorado Emergency Services Agency;
  - 9.25.3.2.6: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.25.3.2.7: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and

9.25.3.2.8: The applicant meets or exceeds the professional qualifications listed in the NFPA 1521.

## **SECTION 9.26: LIVE FIRE TRAINING EVOLUTIONS FIXED FACILITY INSTRUCTOR I**

### **9.26.1: Live Fire Training Evolutions Fixed Facility Instructor I Initial Certification Requirements**

- 9.26.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.26.1.2: Meet requirements in NFPA 1403
- 9.26.1.3: Must be minimally certified at Fire and Emergency Services Instructor I
- 9.26.1.4: Must be minimally certified at Fire Fighter II
- 9.26.1.5: Attend a minimal 16-hour Live Fire Training Evolutions Fixed Facility Instructor class (see 9.26.4)
- 9.26.1.6: Must pass Written Examination
  - 80% of 75-question examination
- 9.26.1.7: Must pass Practical Examination
  - Mandatory and Randomly selected Job Performance Requirements (JPRs)
  - 100% of practical examination

### **9.26.2: Live Fire Training Evolutions Fixed Facility Instructor I Reference:**

- 9.26.2.1: NFPA 1403, Standard on Live Fire Training Evolutions

### **9.26.3: Live Fire Training Evolutions Fixed Facility Instructor I Renewal Requirements:**

- 9.26.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date via the RMS system.
- 9.26.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.26.3.2.1: The applicant holds a current Colorado Live Fire Training Evolutions Fixed Facility Instructor I certification;
  - 9.26.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.26.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.26.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.26.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.
  - 9.26.3.2.6: The applicant must be Colorado certified minimally at Fire Fighter II
  - 9.26.3.2.7: The applicant must be Colorado certified minimally at Fire and Emergency Services Instructor I

### **9.26.4: Requirements to become an approved Live Fire Instructor Trainer are:**

- 9.26.4.1: Holds a current CDFPC 1403 certification.
- 9.26.4.2: Submit a letter of interest to CDFPC Fire Training Director.
- 9.26.4.3: Successfully teach and be evaluated teaching a CDFPC 1403 class. The evaluation of the instructor shall be completed by the CDFPC Fire Training Director or designee.

## **SECTION 9.27: TECHNICAL RESCUE – ROPE RESCUE AWARENESS/OPERATIONS**

### **9.27.1: Technical Rescue –Rope Rescue Awareness/Operations Initial Certification Requirements**

9.27.1.1: Must be affiliated with a Colorado Emergency Services Agency

9.27.1.2: Meet requirements in NFPA 1006 and NFPA 1670;

9.28.1.3: AHJ must attest to applicant's meeting minimum entrance requirements as detailed in NFPA 1006, Chapter 5, and Section 5.1 and 5.2.

9.27.1.4: Must pass Written Examination

- 80% of the 100-question examination. An 80% is required in each section of the exam, not just cumulatively.
- 25 of the 100-questions contain Rope Rescue Awareness test items
- 75 of the 100-questions contain Rope Rescue Operations test items

9.27.1.5: Must pass Practical Examination

### **9.27.2: Technical Rescue –Rope Rescue Awareness/Operations Reference:**

9.27.2.1: NFPA 1006, Standard for Technical Rescuer Personnel Professional Qualifications

### **9.27.3: Technical Rescue –Rope Rescue Awareness/Operations Renewal Requirements:**

9.27.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date

9.27.3.2: The department head or designee, by submitting for renewal, is attesting to:

9.27.3.2.1: The applicant holds a current Colorado Technical Rescue –Rope Rescue Awareness/Operations certification;

9.27.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.

9.27.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;

9.27.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and

9.27.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

## **SECTION 9.28: TECHNICAL RESCUE – ROPE RESCUE TECHNICIAN**

### **9.28.1: Technical Rescue –Rope Rescue Technician Initial Certification Requirements**

- 9.28.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.28.1.2: Meet requirements in NFPA 1006 and NFPA 1670;
- 9.28.1.3: AHJ must attest to applicants meeting minimum entrance requirements as detailed in NFPA 1006, Chapter 5, and Section 5.2 and 5.3.
- 9.28.1.4: Must be certified at Colorado Rope Rescue Awareness/Operations
- 9.28.1.5: Must pass Written Examination
  - 80% of 100-question examination
- 9.28.1.6: Must pass Practical Examination

### **9.28.2: Technical Rescue –Rope Rescue Technician Reference:**

- 9.28.2.1: NFPA 1006, Standard for Technical Rescuer Personnel Professional Qualifications

### **9.28.3: Technical Rescue –Rope Rescue Technician Renewal Requirements:**

- 9.28.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date
- 9.28.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.28.3.2.1: The applicant holds a current Colorado Technical Rescue –Rope Rescue Technician certification;
  - 9.28.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.28.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.28.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.28.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

## **SECTION 9.29: TECHNICAL RESCUE – CONFINED RESCUE SPACE LEVEL I**

### **9.29.1: Technical Rescue – Confined Space Rescue Level I Initial Certification Requirements**

- 9.29.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.29.1.2: Meet requirements in NFPA 1006;
- 9.29.1.3: AHJ must attest to applicant's meeting minimum entrance requirements as detailed in NFPA 1006, Chapter 4, and Section 4.2. Entrance requirements are detailed in the applicant's task book and require a department head or designee signature.
- 9.29.1.4: Must be certified at Core & Rope Rescue Level I
- 9.29.1.5: Attend a CDFPC approved training class
- 9.29.1.6: 100% completion of the task book
- 9.29.1.7: Must pass Written Examination
  - 80% of 50-question examination
- 9.29.1.8: Must pass Practical Examination

### **9.29.2: Technical Rescue – Confined Space Rescue Level I Reference:**

- 9.29.2.1: NFPA 1006, Standard for Technical Rescuer Professional Qualifications

### **9.29.3: Technical Rescue – Confined Space Rescue Level I Renewal Requirements:**

- 9.29.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date
- 9.29.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.29.3.2.1: The applicant holds a current Technical Rescue –Confined Space Rescue Level I certification;
  - 9.29.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.29.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.29.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.29.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.



## **SECTION 9.30: TECHNICAL RESCUE – CONFINED SPACE RESCUE LEVEL II**

### **9.30.1: Technical Rescue – Confined Space Rescue Level II Initial Certification Requirements**

- 9.30.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.30.1.2: Meet requirements in NFPA 1006;
- 9.30.1.3: AHJ must attest to applicant's meeting minimum entrance requirements as detailed in NFPA 1006, Chapter 4, and Section 4.2. Entrance requirements are detailed in the applicant's task book and require a department head or designee signature.
- 9.30.1.4: Must be certified at Confined Space Rescue Level I
- 9.30.1.5: Attend a CDFPC approved training class
- 9.30.1.6: 100% completion of the task book
- 9.30.1.7: Must pass Written Examination
  - 80% of 50-question examination
- 9.30.1.8: Must pass Practical Examination

### **9.30.2: Technical Rescue – Confined Space Rescue Level II Reference:**

- 9.30.2.1: NFPA 1006, Standard for Technical Rescuer Professional Qualifications

### **9.30.3: Technical Rescue – Confined Space Rescue Level II Renewal Requirements:**

- 9.30.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date
- 9.30.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.30.3.2.1: The applicant holds a current Technical Rescue –Confined Space Rescue Level II certification;
  - 9.30.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.30.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.30.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.30.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

## **SECTION 9.31: TECHNICAL RESCUE – SURFACE WATER RESCUE LEVEL I**

### **9.31.1: Technical Rescue – Surface Water Rescue Level I Initial Certification Requirements**

- 9.31.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.31.1.2: Meet requirements in NFPA 1006;
- 9.31.1.3: AHJ must attest to applicant's meeting minimum entrance requirements as detailed in NFPA 1006, Chapter 4, and Section 4.2. Entrance requirements are detailed in the applicant's task book and require a department head or designee signature.
- 9.31.1.4: Must be certified at Core & Rope Rescue Level I
- 9.31.1.5: Attend a CDFPC approved training class
- 9.31.1.6: 100% completion of the task book
- 9.31.1.7: Must pass Written Examination
  - 80% of 50-question examination
- 9.31.1.8: Must pass Practical Examination

### **9.31.2: Technical Rescue – Surface Water Rescue Level I Reference:**

- 9.31.2.1: NFPA 1006, Standard for Technical Rescuer Professional Qualifications

### **9.31.3: Technical Rescue – Surface Water Rescue Level I Renewal Requirements:**

- 9.31.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date
- 9.31.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.31.3.2.1: The applicant holds a current Technical Rescue –Surface Water Rescue Level I certification;
  - 9.31.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.31.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.31.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.31.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

## **SECTION 9.32: TECHNICAL RESCUE – SURFACE WATER RESCUE LEVEL II**

### **9.32.1: Technical Rescue – Surface Water Rescue Level II Initial Certification Requirements**

- 9.32.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.32.1.2: Meet requirements in NFPA 1006;
- 9.32.1.3: AHJ must attest to applicant's meeting minimum entrance requirements as detailed in NFPA 1006, Chapter 4, and Section 4.2. Entrance requirements are also detailed in the applicant's task book and require a department head or designee signature.
- 9.32.1.4: Must be certified at Surface Water Rescue Level I
- 9.32.1.5: Attend a CDFPC approved training class
- 9.32.1.6: 100% completion of the task book
- 9.32.1.7: Must pass Written Examination
  - 80% of 50-question examination
- 9.32.1.8: Must pass Practical Examination

### **9.32.2: Technical Rescue – Surface Water Rescue Level II Reference:**

- 9.32.2.1: NFPA 1006, Standard for Technical Rescuer Professional Qualifications

### **9.32.3: Technical Rescue – Surface Water Rescue Level II Renewal Requirements:**

- 9.32.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date
- 9.32.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.32.3.2.1: The applicant holds a current Technical Rescue –Surface Water Rescue Level II certification;
  - 9.32.3.2.2: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.32.3.2.3: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.32.3.2.4: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.32.3.2.5: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

## **SECTION 9.33: TECHNICAL RESCUE – TRENCH RESCUE AWARENESS/OPERATIONS**

### **9.33.1: Technical Rescue – Trench Rescue Awareness/Operations Initial Certification Requirements**

- 9.33.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.33.1.2: Meet requirements in NFPA 1006 and NFPA 1670;
- 9.33.1.3: AHJ must attest to applicant's meeting minimum entrance requirements as detailed in NFPA 1006, Chapter 5, and Section 12.1 and 12.2.
- 9.33.1.4: Must be certified at Colorado Rope Rescue Awareness/Operations
- 9.33.1.5: Must pass Written Examination
  - 80% of 100-question examination. An 80% is required in each section of the exam, not just cumulatively.
  - 50 of the 100-questions contain Trench Rescue Awareness test items
  - 50 of the 100-questions contain Trench Rescue Operations test items
- 9.33.1.6: Must pass Practical Examination

### **9.33.2: Technical Rescue – Trench Rescue Awareness/Operations Reference:**

- 9.33.2.1: NFPA 1006, Standard for Technical Rescuer Personnel Professional Qualifications

### **9.33.3: Technical Rescue – Trench Rescue Awareness/Operations Renewal Requirements:**

- 9.33.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date
- 9.33.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.33.3.2.1: The applicant holds a current Colorado Technical Rescue – Trench Rescue Awareness/Operations certification;
  - 9.33.3.2.2: The applicant minimally holds a current Colorado Technical Rescue- Ropes Awareness/Operations certification;
  - 9.33.3.2.3: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.33.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.33.3.2.5: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.33.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

## **SECTION 9.34: TECHNICAL RESCUE – TRENCH RESCUE TECHNICIAN**

### **9.34.1: Technical Rescue – Trench Rescue Technician Initial Certification Requirements**

- 9.34.1.1: Must be affiliated with a Colorado Emergency Services Agency
- 9.34.1.2: Meet requirements in NFPA 1006 and NFPA 1670;
- 9.34.1.3: AHJ must attest to applicants meeting minimum entrance requirements as detailed in NFPA 1006, Chapter 5, and Section 12.2 and 12.3.
- 9.34.1.4: Must be certified at Colorado Rope Rescue Awareness/Operations
- 9.34.1.5: Must pass Written Examination
  - 80% of 100-question examination
- 9.34.1.6: Must pass Practical Examination

### **9.34.2: Technical Rescue – Trench Rescue Technician Reference:**

- 9.34.2.1: NFPA 1006, Standard for Technical Rescuer Personnel Professional Qualifications

### **9.34.3: Technical Rescue – Trench Rescue Technician Renewal Requirements:**

- 9.34.3.1: Renewal requirements must be completed prior to the expiration date and documentation shall be submitted to the CDFPC no earlier than 90 days prior to the expiration date and received no later than 90 days after the expiration date
- 9.34.3.2: The department head or designee, by submitting for renewal, is attesting to:
  - 9.34.3.2.1: The applicant holds a current Colorado Technical Rescue – Trench Rescue Technician certification;
  - 9.34.3.2.2: The applicant minimally holds a current Colorado Technical Rescue – Rope Rescue Awareness/Operations certification;
  - 9.34.3.2.3: The applicant is affiliated with a Colorado Emergency Service Agency.
  - 9.34.3.2.4: The applicant has successfully demonstrated proficiency in all of the skill evolutions identified for the level of certification by having been observed, tested and evaluated by a person certified at or above this level, the Training Officer, Fire chief or department designee. The applicant must meet the Performance Outcome in each JPR while completing 100% of all JPR;
  - 9.34.3.2.5: Appropriate local records are maintained documenting completion of requirements and are on file at the department for inspection and review; and
  - 9.34.3.2.6: The applicant meets or exceeds the professional qualifications listed in the NFPA standard appropriate for their level of certification.

# CHAPTER 10 - APPENDIX

[Section 10.1: Accreditation Dates By Certification Level](#)

[Section 10.2: NFPA Standard Edition Reference](#)

[Section 10.3: Written Examination Reference](#)

[Section 10.4: Certification Fee Schedule](#)

[Section 10.5: Written Examination Text Reference Listing](#)

[Section 10.6: Practical Examination Request Form](#)

## SECTION 10.1: ACCREDITATION DATES BY CERTIFICATION LEVEL

Certification Level	IFSAC Accreditation Date	IFSAC Implementation Date	Pro Board Accreditation Date
Airport Fire Fighter	5/23/2006	5/23/2006	2/02/2007
Driver Operator Tender	N/A	N/A	N/A
Driver Operator	4/20/2002	5/1/2002	N/A
Driver Operator Pumper	4/20/2002	5/1/2002	2/02/2007
Driver Operator Aerial	6/04/2005	6/04/2005	2/02/2007
Fire Fighter I	11/19/1994	4/21/1995	2/02/2007
Fire Fighter II	10/25/1994	4/21/1995	2/02/2007
Fire Officer I	11/18/1994	4/21/1995	2/02/2007
Fire Officer II	4/20/2002	5/1/2002	2/02/2007
Fire Officer III	3/5/2013	1/1/2017	1/10/2018
Fire & Emergency Services Instructor I	4/20/2002	5/1/2002	2/02/2007
Fire & Emergency Services Instructor II	6/04/2005	6/04/2005	2/02/2007
Fire & Emergency Services Instructor III	9/25/2010	9/25/2010	10/1/2012
Fire Inspector I	11/22/2019	5/6/2019	11/20/2019
Hazardous Materials Awareness	6/24/2000	1/1/2001	2/02/2007
Hazardous Materials Operations	6/24/2000	1/1/2001	2/02/2007
Hazardous Materials Technician	1/19/2006	1/19/2006	2/02/2007
Incident Safety Officer	4/21/2017	4/21/2017	10/5/2017
Youth Firesetting Prevention and Intervention Specialist I	9/25/2010	9/25/2010	10/1/2012
Live Fire Training Evolutions Fixed Facility Instructor I	9/25/2010	9/25/2010	N/A
Fire & Life Safety Educator I	6/04/2005	6/04/2005	2/02/2007
Fire & Life Safety Educator II	9/25/2010	9/25/2010	10/1/2012
Technical Rescue – Rope Rescue Awareness	12/22/2011	12/22/2011	4/13/2023
Technical Rescue – Rope Rescue Operations	12/22/2011	12/22/2011	4/13/2023
Technical Rescue – Rope Rescue Technician	12/22/2011	12/22/2011	4/13/2023
Technical Rescue – Confined Space Rescue Level I	12/22/2011	12/22/2011	Pending
Technical Rescue – Confined Space Rescue Level II	12/22/2011	12/22/2011	Pending
Technical Rescue – Surface Water Rescue Level I	12/22/2011	12/22/2011	Pending
Technical Rescue – Surface Water Rescue Level II	12/22/2011	12/22/2011	Pending
Technical Rescue – Trench Rescue Awareness	12/22/2011	12/22/2011	Pending
Technical Rescue – Trench Rescue Operations	02/05/2025	02/05/2025	01/17/2025
Technical Rescue – Trench Rescue Technician	02/05/2025	02/05/2025	01/17/2025

## SECTION 10.2: NFPA STANDARD EDITION REFERENCE

Certification Level	NFPA Standard	Edition
Airport Fire Fighter	1003	2019
Driver Operator Tender	1002	2017
Driver Operator	1002	2017
Driver Operator Pumper	1002	2017
Driver Operator Aerial	1002	2017
Fire Fighter I	1001	2019
Fire Fighter II	1001	2019
Fire Officer I	1021	2020
Fire Officer II	1021	2020
Fire Officer III	1021	2020
Fire & Emergency Services Instructor I	1041	2019
Fire & Emergency Services Instructor II	1041	2019
Fire & Emergency Services Instructor III	1041	2019
Fire Inspector I	1031	2014
Hazardous Materials Awareness	470	2022
Hazardous Materials Operations	470	2022
Hazardous Materials Technician	470	2022
Incident Safety Officer	1521	2020
Youth Firesetting and Prevention Intervention Specialist I	1030	2024
Live Fire Training Evolutions Instructor Fixed Facility	1403	2018
Fire & Life Safety Educator I	1030	2024
Fire & Life Safety Educator II	1030	2024
Technical Rescue: Confined Space Rescue Level I	1006	2008
Technical Rescue: Confined Space Rescue Level II	1006	2008
Technical Rescue: Rope Rescue Awareness	1006	2021
Technical Rescue: Rope Rescue Operations	1006	2021
Technical Rescue: Rope Rescue Technician	1006	2021
Technical Rescue: Surface Water Rescue Level I	1006	2008
Technical Rescue: Surface Water Rescue Level II	1006	2008
Technical Rescue: Trench Rescue Awareness	1006	2021
Technical Rescue: Trench Rescue Operations	1006	2021
Technical Rescue: Trench Rescue Technician	1006	2021



## SECTION 10.3: WRITTEN EXAMINATION REFERENCE

Certification Level	Number of Questions	Minimum Score Needed to Pass*	Time Limit
Airport Fire Fighter	100	80	1 ½ hours
Driver Operator Tender	75	60	1 ¼ hours
Driver Operator	75	60	1 ¼ hours
Driver Operator Pumper	100	80	1 ½ hours
Driver Operator Aerial	100	80	1 ½ hours
Fire Fighter I	100	70	1 ½ hours
Fire Fighter II	100	80	1 ½ hours
Fire Officer I	100	80	1 ½ hours
Fire Officer II	75	60	1 ¼ hours
Fire Officer III	75	60	1 ¼ hours
Fire & Emergency Services Instructor I	100	80	1 ½ hours
Fire & Emergency Services Instructor II	75	60	1 ¼ hours
Fire & Emergency Services Instructor III	50	40	1 hour
Fire Inspector I	100	80	1 ½ hour
Hazardous Materials Awareness	50	40	1 hour
Hazardous Materials Awareness/Operations	25/75	20/60	1 ½ hour
Hazardous Materials Technician	100	80	1 ½ hours
Incident Safety Officer	100	80	1 ½ hours
Youth Firesetting Prevention and Intervention Specialist I	100	80	1 ½ hours
Live Fire Training Evolutions Instructor Fixed Facility	75	60	1 ¼ hours
Fire & Life Safety Educator I	50	40	1 hour
Fire & Life Safety Educator II	50	40	1 hour
Technical Rescue: Rope Rescue Awareness/Operations	25/75	20/60	1 ½ hours
Technical Rescue: Rope Rescue Technician	100	80	1 ½ hours
**Technical Rescue: Confined Space Rescue Level I	50	40	1 hour
**Technical Rescue: Confined Space Rescue Level II	50	40	1 hour
**Technical Rescue: Surface Water Rescue Level I	50	40	1 hour
**Technical Rescue: Surface Water Rescue Level II	50	40	1 hour
Technical Rescue: Trench Rescue Level Awareness/Operations	50/50	40/40	1 ½ hour
Technical Rescue: Trench Rescue Technician	100	80	1 ½ hours

\*Please note: Each test question is worth one point.

\*\*Not currently available

## SECTION 10.4: CERTIFICATION FEE SCHEDULE

Service and Products	Fee
Application for initial written examination	\$35.00
Application for retake written examination	\$35.00
Application for Executive Fire Administrator certification	\$35.00
Application for proctor certification	\$35.00
Application for renewal of certification	\$45.00
Application for renewal of proctor certification	\$20.00
Reinstatement fee for expired certification	\$40.00
Regression fee	\$40.00
Application for reciprocity	\$40.00

## SECTION 10.5: WRITTEN EXAMINATION TEXT REFERENCE LISTING

\*Please note CDFPC does not endorse any reference material

Certification Level	Reference
Airport Fire Fighter	<ul style="list-style-type: none"> <li>Aircraft Rescue and Fire Fighting, 6<sup>th</sup> Ed., 1<sup>st</sup> Printing, IFSTA</li> </ul>
Driver Operator Tender	<ul style="list-style-type: none"> <li>Pumping and Aerial Apparatus Driver/Operator Handbook, 3<sup>rd</sup> Ed., IFSTA chapter 14</li> <li>Colorado Commercial Driver's License Manual February 2018 Printing Sections 2, 9 and 11</li> <li>FEMA: Safe Operations of Fire Tankers FEMA US Fire Administration</li> </ul>
Driver Operator	<ul style="list-style-type: none"> <li>Pumping and Aerial Apparatus Driver/Operator Handbook, 3<sup>rd</sup> Ed., with Firefighter Skills update, IFSTA chapters 1-4,13 and Addendum A,</li> <li>Colorado Commercial Driver's License Manual February 2018 Printing Sections 2 and 11</li> </ul>
Driver Operator Pumper	<ul style="list-style-type: none"> <li>Pumping and Aerial Apparatus Driver/Operator Handbook, 3<sup>rd</sup> Ed., with Firefighter Skills update IFSTA chapters 1-15, Addendum A and Appendices A, B, C, D and F,</li> <li>Colorado Commercial Driver's License Manual February 2018 Printing Sections 2 and 11</li> </ul>
Driver Operator Aerial	<ul style="list-style-type: none"> <li>Pumping and Aerial Apparatus Driver/Operator Handbook, 3<sup>rd</sup> Ed. with Firefighter Skills update, IFSTA chapters 15-20 and Appendices A, B, C, D and F,</li> <li>Colorado Commercial Driver's License Manual July 2018 Printing Sections 2 and 11</li> </ul>
Fire Fighter I	<ul style="list-style-type: none"> <li>Essentials of Fire Fighting, 7<sup>th</sup> Ed. 1<sup>st</sup> Printing, IFSTA</li> </ul>
Fire Fighter II	<ul style="list-style-type: none"> <li>Essentials of Fire Fighting, 7<sup>th</sup> Ed. 1<sup>st</sup> Printing, IFSTA</li> </ul>
Fire Officer I	<ul style="list-style-type: none"> <li>Fire and Emergency Services Company Officer, 6<sup>th</sup> Ed., 1<sup>st</sup> Printing, IFSTA</li> </ul>

Fire Officer II	<ul style="list-style-type: none"> <li>Fire and Emergency Services Company Officer, 6th Ed., 1st Printing, IFSTA</li> </ul>
Fire Officer III	<ul style="list-style-type: none"> <li>Chief Officer Principles and Practice, 3rd Ed, Jones and Bartlett</li> </ul>
Fire & Emergency Services Instructor I	<ul style="list-style-type: none"> <li>Fire and Emergency Services Instructor, 9th Ed, IFSTA</li> </ul>
Fire & Emergency Services Instructor II	<ul style="list-style-type: none"> <li>Fire and Emergency Services Instructor, 9th Ed, IFSTA</li> </ul>
Fire & Emergency Services Instructor III	<ul style="list-style-type: none"> <li>Fire and Emergency Services Instructor, 9th Ed, IFSTA</li> </ul>
Fire Inspector I	<ul style="list-style-type: none"> <li>Fire Inspection and Code Enforcement, 8th Ed, IFSTA</li> </ul>
Incident Safety Officer	<ul style="list-style-type: none"> <li>Fire Department Incident Safety Officer, 3rd Ed Revised, Jones and Bartlett</li> </ul>
Hazardous Materials Awareness	<ul style="list-style-type: none"> <li>Hazardous Materials for First Responders, 6th Ed., IFSTA Chapters 1-3</li> <li>Emergency Response Guidebook, DOT</li> </ul>
Hazardous Materials Operations	<ul style="list-style-type: none"> <li>Hazardous Materials for First Responders, 6th Ed., IFSTA Chapters 4-10, 13</li> <li>Emergency Response Guidebook, DOT</li> </ul>
Hazardous Materials Technician	<ul style="list-style-type: none"> <li>Hazardous Materials: Technician, 3rd Ed., IFSTA Chapters 1-13</li> <li>Emergency Response Guidebook, DOT</li> </ul>
Live Fire Training Evolutions Instructor Fixed Facility	<ul style="list-style-type: none"> <li>NFPA 1403, Standard on Live Fire Training Evolutions, 2018 Edition</li> </ul>
Youth Firesetting Prevention and Intervention Specialist I	<ul style="list-style-type: none"> <li>Youth Firesetting Prevention and Intervention 1st Ed. IFSTA.</li> </ul>
Fire & Life Safety Educator I	<ul style="list-style-type: none"> <li>Fire and Life Safety Educator, 4th Ed., IFSTA</li> </ul>
Fire & Life Safety Educator II	<ul style="list-style-type: none"> <li>Fire and Life Safety Educator, 4th Ed., IFSTA</li> </ul>
Technical Rescue: Confined Space Rescue Level I *not currently available	
Technical Rescue: Confined Space Rescue Level II *not currently available	
Technical Rescue: Rope Rescue Awareness	<ul style="list-style-type: none"> <li>Rope Rescue Techniques: Principles and Practice, 5th Ed., Jones and Bartlett</li> </ul>
Technical Rescue: Rope Rescue Operations	<ul style="list-style-type: none"> <li>Rope Rescue Techniques: Principles and Practice, 5th Ed., Jones and Bartlett</li> </ul>
Technical Rescue: Rope Rescue Technician	<ul style="list-style-type: none"> <li>Rope Rescue Techniques: Principles and Practice, 5th Ed., Jones and Bartlett</li> </ul>
Technical Rescue: Surface Water Rescue Level I *not currently available	
Technical Rescue: Surface Water Rescue Level II *not currently available	

Technical Rescue: Trench Rescue Awareness	<ul style="list-style-type: none"> <li>• Trench Rescue Principles and Practice, 4<sup>th</sup> Ed., Jones and Bartlett</li> </ul>
Technical Rescue: Trench Rescue Operations	<ul style="list-style-type: none"> <li>• Trench Rescue Principles and Practice, 4<sup>th</sup> Ed., Jones and Bartlett</li> </ul>
Technical Rescue: Trench Rescue Technician	<ul style="list-style-type: none"> <li>• Trench Rescue Principles and Practice, 4<sup>th</sup> Ed., Jones and Bartlett</li> </ul>

## SECTION 10.6: PRACTICAL EXAMINATION REQUEST FORM

(Use only if you are unable to request a practical through the RMS system.)

PRACTICAL REQUEST FORM	
1. Name of Department/District/Organization Requesting Practical	
2. Practical Date:	
3. Practical Time:	
4. Number of Participants	
5. Location of Practical:	
6. Practical Level (i.e. FFI, HM Ops, etc.):	
7. If Firefighter I Level, is this a request for a Live Burn	
8. Lead Proctor's Name: ○ Assisting Proctor Name(s):	
9. Lead Proctor's Email Address (Separate multiple addresses with comma. This is REQUIRED!):	
10. Are Personnel not affiliated with the sponsoring fire department allowed to participate?: <b>Yes/No</b>	
11. If the above answer is <b>YES</b> , are personnel not affiliated with ANY fire department allowed to participate?	
12. Name of Coordinator/Contact:	
13. Telephone Number of Coordinator/Contact:	
14. Email Address of Coordinator/Contact:	
15. As the individual requesting this practical, I confirm that all equipment and/or apparatus needed to conduct the practical will meet applicable NFPA requirements at the time of original manufacture, currently meets the standards of the Authority Having Jurisdiction (AHJ), and is present at the site. <b>YES/NO</b>	
16. As the individual requesting this practical, I understand that the Lead Proctor will contact me in advance of the testing date to ensure that all equipment and apparatus needed for the testing is available. <b>YES/NO</b>	
17. As the individual requesting this practical, I understand that equipment requirements will vary depending on the version of the practical that is received by the proctor and the Lead Proctor will refer to the practical to decide what equipment is needed to complete the testing safely. <b>YES/NO</b>	
18. As the individual requesting this practical, I understand that this location has the equipment to test to 100% compliance with the level requested per the NFPA standard. <b>YES/NO</b>	