



COLORADO DIVISION OF FIRE PREVENTION & CONTROL

Practical Examination Proctor Policies

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INTENT

It is the intent of the Colorado Division of Fire Prevention & Control (DFPC) and Colorado Fire Service Training and Certification Advisory Board (the Board) that all candidates taking any examination for certification receive equal instruction, explanation, and evaluation from a Proctor. These policies adhere to the recommendations and requirements established in National Fire Protection Association (NFPA) 1000, Standard on *Fire Service Professional Qualifications Accreditation and Certification Systems*.

INTRODUCTION

These policies have been designed to allow you, as a State of Colorado Certified Proctor, to administer practical examinations for certification at levels offered by DFPC and for which you meet the prescribed requirements.

This document applies ONLY to practical examination proctors.

The Colorado Firefighter and Hazardous Materials responders Voluntary Certification Program was created and is administered by legislative statute. The program is facilitated by the DFPC. The Board has rule making authority and develops the policies and requirements for administering the firefighter certification program. The Board consists of members appointed by the Governor and represents various fire service constituents throughout the state.

8 Code of Colorado Regulations (CCR) 1507-3, printed in the 1996 Public Record Corporation document, titled Department of Public Safety, Division of Fire Prevention & Control, Rules Pertaining to the Firefighter and Hazardous Materials Responders Voluntary Certification Programs (Firefighter Rules) was adopted on October 23, 1996, and became effective on November 30, 1996. These Firefighter Rules are revised from time to time, to meet the needs of the firefighter certification program. The most recent revision was adopted on July 11, 2019, and became effective on September 30, 2019.

The purpose of the Practical Examination Proctor Policies is to maintain a secure certification program, based on integrity, consistency, and credibility. This is accomplished with every participant, department head, training officer, and certified proctor.

ACCREDITATION AND STANDARDS

DFPC currently is accredited by the **International Fire Service Accreditation Congress (IFSAC)** and **National Board on Fire Service Professional Qualifications System** (Pro Board). Accredited levels are located in the DFPC Policy and Procedure Manual: www.colorado.gov/dfpc.

DFPC will continue to pursue accreditation for all certification levels as listed in the Firefighter Rules. It is of the utmost importance, therefore, that any level of certification be tested, at written and applicable practical levels, with strict adherence to the adopted Firefighter Rules, Certification Policies, NFPA standards, IFSAC/Pro Board Policies and these policies.

The applicable NFPA Standards upon which the certification levels in the Firefighter Rules are based as follows:

NFPA 470, Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders

NFPA 1000, Fire Service Professional Qualifications Accreditation and Certification Systems

NFPA 1001, Standard for Fire Fighter Professional Qualifications

NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications

NFPA 1003, Standard for Airport Fire Fighter Professional Qualifications

NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications

NFPA 1021, Standard for Fire Officer Professional Qualifications

NFPA 1030, Standard for Professional Qualifications for Fire Prevention Program Positions

NFPA 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications

NFPA 1403, Standard on Live Fire Training Evolutions

NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications

PRACTICAL AND DRIVER OPERATOR PRACTICAL PROCTOR REQUIREMENTS

To become a certified Practical and/or Driver Operator Practical Proctor (Practical Proctor) you must meet the requirements as established in Section 4.16 and 4.17 of the Certification Policy and Procedure Manual.

Candidates for certification as a Practical Proctor must meet or exceed all applicable requirements contained in NFPA 1000, Standard on *Fire Service Professional Qualifications Accreditation and Certification Systems*. The proctor certification fee follows the DFPC standard fee schedule. Proctor certification shall be awarded for a three (3) year period.

Requirements to become a Practical Proctor are:

1. Submit a completed **Proctor Application Form** at the time of attendance at an approved Practical and/or Driver Operator Practical proctor training program.
2. Submit a completed Proctor Practical Affidavit Form at the time of attendance at an approved Practical and/or Driver Operator Practical proctor training program.
3. Attend and successfully complete a DFPC approved Practical and/or Driver Operator Practical Proctor training program for a Practical Proctor certification.
4. See appendix A for all relative forms and documents.

In addition, you will be expected to adhere to the following certification examination policies as established by the DFPC and Advisory Board:

1. You must hold a current DFPC certification or other certifications recognized by DFPC.
2. You agree to maintain the utmost security with examinations in your possession.
3. You agree to follow all Proctor requirements and instructions provided by the DFPC.
4. You agree to abide by all rules and regulations adopted by the Advisory Board.

PRACTICAL AND/OR DRIVER OPERATOR PRACTICAL PROCTOR CERTIFICATION RENEWAL

You may apply for renewal of your Practical Proctor certification upon meeting the requirements of Section 4.16.4 and 4.17.4 of the Certification Policy and Procedure Manual. The minimum requirements include:

1. Documentation of having proctored a minimum of one (1) practical examination per year during the certification period.
2. Maintain a valid Colorado certification at or above the level you are proctoring. **You may not at any time proctor a practical examination above the level to which you are certified.**
3. Proctoring any DFPC practical exam(s) during the renewal period will count towards the renewal requirements for Firefighter or Driver Operator Practical Proctor.
4. You must apply through the Records Management System (RMS) for renewal to your expiration date.

5. An applicant and/or renewal is eligible to evaluate exams upon receipt of Proctor Certification from the DFPC.

LOSS OF PROCTOR CERTIFICATION

Any certification issued by the DFPC, including Proctor certification, may be denied, suspended, summarily suspended, revoked, or limited, for good cause in accordance with the Administrative Procedures Act, C.R.S. 24-4-101 et seq., as amended. For additional information, refer to Section 7 in the Firefighter and Hazardous Materials Responders Voluntary Certification Programs Rules: Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification.

REGIONAL PROCTORS

The DFPC has designated regional proctors to assist in the administration of state Practical and/or Driver Operator Practical proctor training classes. 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 www.colorado.gov/dfpc.

JPR COMPLETION BY AUTHORITY HAVING JURISDICTION

The Authority Having Jurisdiction (AHJ) will administer any JPR that states; "*JPR shall be completed prior to the candidate participating in the practical examination.*" The AHJ shall use the JPR sheet for each JPR completed and sign as the evaluator. The AHJ evaluator is attesting that the candidate has completed all task steps of the JPR prior to the day of the Practical. The completed JPR sheets shall be turned into the Lead Practical Proctor prior to the start of the practical examination. It is the Lead Practical Proctor's responsibility to transfer the results to the practical check sheets.

CRITERIA FOR PRACTICAL SKILLS EXAMINATION LEAD PROCTOR AND ASSISTANT PROCTORS

All testing locations must have a Lead Practical Proctor and a minimum of one (1) Assisting Practical Proctor who will be responsible for, but not limited to the following.

1. The Practical Proctor:
 - a. **Practical proctors shall not be evaluators for skill test areas that they have instructed.**
 - b. A list of certified proctors shall be maintained by the DFPC and can be found at <https://cdps.force.com/Certification>.
 - c. Practical examination proctors are required to:
 - i. Be certified by DFPC as a practical proctor.
 - ii. Hold a current DFPC certification or a certification recognized by DFPC at or above the level they are proctoring.
 - iii. Be knowledgeable of the NFPA Standards and DFPC's JPRs for each level of practical examination they are proctoring.

- iv. Comply with all rules, guidelines, policies, and procedures for practical examinations as set forth by the Board or DFPC.
- v. Brief all proctors led by the Lead Proctor, prior to the practical examination must be held, covering the following information:
 - 1. Review of acceptable test performance criteria for that practical.
 - 2. Proper completion of any forms used in the evaluation.
 - 3. Procedures for handling questions, safety issues or other problems, which may arise during the evaluation.

2. Lead Proctor Responsibility:

- a. Lead Practical Proctor is an approved evaluator by the DFPC who has successfully completed an approved Practical and/or Driver Operator Practical Proctor training program.
- b. The Lead Practical Proctor is accountable for the practical skill evaluations that they are assigned to. As a consequence of this accountability, they have full responsibility and authority to direct and supervise all program components, candidates, and assistant proctors.
- c. The Lead Practical Proctor is responsible for collecting and maintaining records for a minimum of five (5) years. Record keeping is for the purposes of audit and/or clarification of results, at the request of the AHJ and/or the DFPC. Records to be maintained are:
 - i. Proctor Affidavits
 - ii. Facility Verification Form
 - iii. Skill Check Sheets
 - iv. Practical Data load Spreadsheet
- d. The Lead Practical Proctor shall complete the required documentation which is to be completed and submitted at the conclusion of the examination by the end of the next business day.
- e. The Lead Practical Proctor shall be responsible for providing copies of the practical record to the AHJ.

All testing locations must have a minimum of one (1) assistant proctor. The Assistant Proctor will be responsible for, but not limited to the following:

3. The Assistant Practical Proctor:

- a. Definition: An Assistant Practical Proctor is an evaluator for the DFPC, who successfully completes an approved Practical and/or Driver Operator Practical proctor training program. And who assists in a practical skill course evaluation under the supervision of a Lead Practical Proctor.

b. An Assistant Practical Proctor is accountable for the practical skill evaluations that they are assigned.

PROCTORING PRACTICAL EXAMINATION

All Practical Proctors shall follow all requirements of the **Proctor/Candidate Instructions**.

ALL practical examinations must be administered by DFPC certified Practical Proctors.

Practical examination requests must be submitted to the DFPC at a minimum of fourteen-days (14) prior to the examination date. Requests may be submitted in the following ways:

- Preferred method: Practical requests should be requested through the Records Management System (RMS) at: <https://cdps.force.com/Certification>; or
- If RMS is not available, please make arrangements directly with the DFPC.

The following policies are to be adhered to by all Practical Proctors:

1. PRIOR TO THE EXAMINATION:

- Maintain security and integrity of all examinations once received.
- Review all information contained in the **Proctor Instructions**.
- Review all information contained in the **Candidate Instructions**.
- Contact the AHJ to ensure that all equipment that is required for the practical is available for the testing. Verify Facility and Equipment Verification Form criteria are met.

2. DAY OF THE EXAMINATION:

- Before the start of the examination, meet with proctors and conduct proctor briefing.
- Ensure that all the evaluation stations within a structure will be separated so that the candidates taking the test cannot see or be seen by the other participants. If the station is outside, this can be accomplished by using available physical barriers, distance, and runners.
- Verify identification of all candidates prior to the time of examination to ensure that they are the same person who applied for testing. Verification of identification shall be done through the use of a government issued photo identification, (i.e., driver's license).
- Before the start of the examination, meet with the candidates and conduct the Candidate Briefing. Refer to "***Candidate Briefing***".
 - For driver operator practical's, the **General Driving Rules** shall be read to all candidates.
- Candidates may challenge the examination by using the **Examination Challenge/Appeals/Suggestions Form**.

3. FOLLOWING THE EXAMINATION:

- a. At the completion of the practical examination the Lead Practical Proctor shall complete and submit the following documents to: <https://cdpsdfs.certification@state.co.us>
- b. Facility and Equipment Verification Form.
 - Any complications or equipment failures during the examination should be documented on the Facility and Equipment Verification Form.
- c. Proctor Affidavit Form (one affidavit form for each participating Proctor).
- d. Candidate result form provided by the DFPC.
- e. Any Examination Challenge/Appeals/Suggestions Forms completed by candidates.
- f. Copies of all documents to include the Practical Examination Check Sheets may be given to the AHJs involved.
 - Please do not send Practical Examination Skill Sheets to the DFPC. (For auditing purposes, these records shall be maintained by the Lead Practical Proctor in a secure area for a minimum of 5 years.)

PROCTOR INSTRUCTIONS

The following instructions are provided to assist a proctor in administering the examination(s):

1. The practical skill testing evaluation will consist of mandatory and random NFPA Job Performance Requirements (“JPRs”).
2. All testing locations must have a lead practical proctor. Refer to *Criteria for Practical Skills Examination for Lead Practical Proctor and Assistant Practical Proctors*.
3. The Lead Practical Proctor at the Live Burn Evaluation must be a current certified State of Colorado Fire Instructor I, a state certified proctor and minimally certified at the State Fire Fighter I level.
4. For safety reasons, and to provide a check and balance process, each Practical Examination shall have a minimum of two (2) Proctors, a lead and an assistant proctor. Additional proctors shall be assigned to maintain the student/proctor ratio; shall not exceed 5:1.
 - a. 1-10 Candidates: 2 Proctors (one lead and one assisting):
 - b. 11-15 Candidates: 3 Proctors (one lead and two assisting):
 - c. 16-20 Candidates: 4 Proctors (one lead and three assisting): etc.
5. Request for the practical examination shall be submitted through the DFPC’s Records Management System unless other arrangements have been made with the DFPC. The JPRs shall be randomly selected prior to the test date and sent to the Lead Practical Proctor by the DFPC, no later than 72 hours prior to examination date.

6. Proctors are encouraged to create a scenario(s) to accomplish multiple JPRs during the examination. All task steps in the JPRs shall be incorporated within the scenario(s). The use of training aids and devices at the testing location may be incorporated with the scenario(s).
 - The use of training aids and devices at the testing location are also encouraged
7. The Lead Practical Proctor and AHJ shall review, complete, and sign the **Facility and Equipment Verification Form** included in the testing materials.
8. All Practical Proctors shall complete and sign the **Proctor Affidavit Form**.
9. All evaluation stations within a structure shall be separated so that the candidates taking the test cannot be seen by the other participants. If the station is outside, this can be accomplished by using available physical barriers, distance, and runners.
10. Once the evaluation begins, the configuration of the evaluation stations and scenario(s) shall not be altered in any way, this includes retesting.
11. Safety is the responsibility of everyone at the testing location. The Lead Practical Proctor will be responsible for ensuring all safety procedures are followed by the candidates. A safety violation is the grounds for automatic failure. All proctors present shall review the safety violation. The determination of the Lead Practical Proctor shall be final. The candidate has the right to challenge the decision of the Lead Practical Proctor. Please refer to Section 3.9 of the Certification Policy and Procedure Manual Practical Examination Challenge Process.
12. Both Lead and Assistant Practical Proctor/s are charged with the safe delivery of examinations and to supervise the testing process. Proctors will not be allowed to assist candidates with any part of the evaluation. Proctors are evaluators, not instructors or coaches. Once the evaluation has started, proctors will only be allowed to read the Task and Performance Outcome, from the JPR(s) Skill Sheet to the candidates. Proctors shall only answer clarifying questions that candidates may have about the testing process.
13. Once the proctors, candidates, and evaluation sites are ready, the scenario(s) may begin.
14. JPRs will be evaluated on a Pass/Fail basis. A candidate must pass 100% of the entire task steps within the JPRs, unless noted on the individual JPR. Refer to *Retest Practical Examination Procedures*.
15. Proctors will initially record candidates' performance on the Practical Examination Skill Sheet comment section.
16. During the practical exam, the candidate **shall not be informed** of pass/fail at any evaluation station. See "*Retest Procedures*" for an outline of permissible failures during an exam before a re-test is successfully completed.
17. The candidate shall retest the failed JPR(s) on the same day with a different proctor, only if the candidate does not fail more JPRs than defined for each level of certification.
18. Anytime a candidate must serve as a member of a team, the following procedures will be followed:
 - a. Prior to the start of the evaluation, candidates will be advised that as team member(s), they will be permitted to communicate back and forth.

- b. During a team evaluation, if an individual is unsuccessful in completing a JPR Task Step, but the team's overall task is successful, only the candidate who was unsuccessful will need to be re-evaluated. All candidates who fail a given JPR will be teamed together for the re-evaluation.
 - i. If there are an insufficient number of individuals who fail that JPR to form a new team, other candidates may be tasked to complete the team, however, only the candidates who failed will be evaluated during the retest.

19. Candidates who are unsuccessful with retest(s) will be required to submit for a new practical examination as required by the DFPC. A minimum of fourteen (14) days post examination date.

CANDIDATE BRIEFING

1. The Proctors will all introduce themselves to the candidates (explain that you are representing the DFPC): The introduction must include:
 - a. “Greetings, I am *[Name]* with *[Department]*. Today assisting me is *[Name]* with *[Department]*. Today we will be representing the Division of Fire Prevention and Control as your Proctors. Today’s practical evaluation will be at the *[Certification Level]*. Restrooms are located *[Location]*. Obtain permission from your proctor prior to leaving the evaluation station or staging area for the restroom. Only one candidate shall be permitted to use the restroom at a time. For your safety, the exits are located *[Location]*.”
2. The candidate(s) will be required to present government issued photoidentification before evaluation begins.
3. The candidate(s) will be informed about the staging areas.

Before the start of the examination, meet with the candidates and conduct the following Candidate Briefing:

Briefing will be conducted with the candidates to include, but not limited, to the following:

For consistency, the following instructions *in italics*

**MUST BE READ TO ALL
CANDIDATES.**

1. *“Each proctor is charged with the safe delivery of your examination and supervising the testing process. As a proctor, we will not be allowed to assist you with any part of the evaluation. Keep in mind that we are evaluators, not an instructor or coach. Once the evaluation has started, we will only be allowed to read the task and performance outcome to you. We may only answer clarifying questions that you may have about the process.”*
2. *“All work on the examination must be your own, unless told by the proctor to work as a team.”*
3. *“There will be no talking about the JPR evaluations between candidates during or between JPR stations. Unless specifically authorized by JPR and/or the proctor. Any questions shall be directed to the proctor.”*
4. *The testing process will take place as follows:*
 - a. *The proctor will be reading the testing information directly from the JPR skill sheet.*
 - *The Task will be read to you.*
 - *The Performance Outcome will be read to you.*
 - b. *You will be allowed to ask clarifying questions only.*
5. *If you must leave the test site for any reason, you must wait a minimum of fourteen (14) days to retake the test and must take the entire test over.”*

6. "You may not remove any examination materials from the testing area where the examination is being administered."
7. "Testing improprieties and any infractions of the examination rules will not be tolerated while attending any examination associated with State of Colorado Division of Fire Prevention & Control. If you compromise the examination, or are suspected of compromising the examination, the following actions will be taken:
 - a. The individual(s) involved will not be allowed to continue the examination and will be removed from the testing location.
 - b. The appropriate department head or department training officer will be notified, as well as the Certification Director for the Division of Fire Prevention & Control.
 - c. A review of circumstances will be conducted, and appropriate actions will be determined by the Fire Prevention and Control Advisory Board, after consultation with the Certification Director.
 - d. 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."

8. All pagers, radios, cell phones, smart devices, or any notification devices that would interrupt the test shall be turned off, even vibrate mode. The use of radios is permitted to be used during a scenario, on a proctor approved radio channel.

9. JPRs will be evaluated on a Pass/Fail basis. A candidate must pass 100% of the entire task steps, unless noted on the individual JPR.

- a. During the practical exam, you will not be informed of pass/fail at any evaluation station.
- b. If you fail a task step within a JPR, you must retest the entire failed JPR(s) today. The retest will occur after the entire exam has concluded. You will be evaluated by a different proctor. The retest will occur only if you have not failed more JPRs than permitted for this testing process.
- c. A safety violation is the grounds for automatic failure. If a safety violation occurs that may affect the safety of people and/or equipment damage, the proctor shall stop the evaluation process immediately. All proctors that are present shall review the safety violation with the determination of the Lead Practical Proctor as final.

10. If you are required to serve as a member of a team, you must adhere to the following:

- a. Team members are permitted to communicate back and forth during team evaluations.
- b. During a team evaluation, if an individual is unsuccessful in completing a JPR but the team's overall task is successful, only the candidate who was unsuccessful will need to be re-evaluated.
- c. All candidates who fail a given JPR will be teamed with other unsuccessful

candidates and re-evaluated. If there are an insufficient number of individuals to form a retest team, other candidates may be tasked to join the retest team; however, only the candidates who failed will be evaluated during the retest.

*11. If you receive less than a passing score on your examination, you will be required to retake the **entire** examination. A minimum of a fourteen (14) day waiting period is required between examination attempts.*

12. DFPC is committed to assuring that every examination meets rigorous standards of quality and fairness. In order to achieve this goal, each JPR is subjected to a review process before it is ever used on an examination. Each JPR undergoes a careful review to ensure that:

- a. it is clear and unbiased*
- b. it meets the standards for fairness and sensitivity*

Despite these precautions, on rare occasions ambiguity may be found in a JPR by a candidate. If this occurs, the candidate may demonstrate in writing by making an appeal and/or suggestion to the validity of an examination JPR.

*The challenge must be put in writing using an “**Examination Challenge/Appeals/Suggestion Form**” provided by the Lead Proctor*

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 Lead Proctor to be forwarded to DFPC prior to leaving the practical testing event.

The candidate must fill out this form completely and independently. In other words, the challenge is not a group effort.

A decision will then be made by the DFPC Fire Training Director within thirty (30) days of receipt of the challenge. All challenges will be reviewed; candidates 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 Fire Training Director will state the decision reached concerning the individual’s inquiry or challenge and explain the reasons for that decision.

If the candidate disagrees with the decision made by the DFPC Fire Training Director, they can proceed with the appeal process as outlined in Section 3.6. in the Certification Policy and Procedure Manual.

PRACTICAL SKILLS TESTING PROCEDURES FOR LIVE BURN

The Live Burn Evaluation will consist of one random NFPA Job Performance Requirement (JPR) from the current edition of NPFA 1001 and shall follow the NFPA 1403 Standard.

Each candidate must be evaluated on one randomly selected skill sheet.

The Lead Practical Proctor at the Live Burn Evaluation must be a current certified State of Colorado Fire Instructor I, Colorado State certified proctor and minimally certified at the State Fire Fighter I level.

PRACTICAL SKILLS TESTING PROCEDURES FOR DRIVER OPERATOR TENDER, DRIVER OPERATOR, DRIVER OPERATOR PUMPER AND DRIVER OPERATOR AERIAL

All practical skills testing requirements and procedures apply to practical testing for Driver Operator Tender (DOT), Driver Operator (DO), Driver Operator Pumper (DOP), and Driver Operator Aerial (DOA) certifications.

1. Driver Operator Tender, Driver Operator, and Driver Operator Pumper test candidates **do not** need to hold a current Firefighter I or higher state certification prior to testing for Driver Operator or Driver Operator Pumper certification.
2. Driver Operator Pumper test candidates must hold a current Driver Operator certification prior to testing for Driver Operator Pumper certification.
3. Driver Operator Aerial test candidates must hold a current Firefighter I or higher state certification and a current Driver Operator Pumper certification prior to testing for Driver Operator Aerial certification.
4. Prior to beginning DOT, DO, DOP, or DOA practical testing, the candidate must provide the lead proctor with:
 - a) A valid Driver's License.
 - b) **JPRs 1, 2, & 3; these JPRs must be completed successfully by the candidate and signed by the Training Officer or his/her designee of the (AHJ) prior to the actual test date.**
5. The practical test candidate is required to successfully complete JPRs 4 through 8 before continuing onto the remaining Pumper or Aerial JPRs.
6. A candidate may request in advance from DFPC a "combined practical" for Driver Operator and Driver Operator Pumper certification. A combined practical takes place on the same day using a pumper for the driving JPRs 1 through 8 and for the pumping JPRs 9 through 15. The advantage of a combined practical is that the candidate only has to perform JPRs 1 through 8 one time with one vehicle. The following rules apply:
 - a. In addition to JPR's 1 & 2; JPR's 3a, 3b, & 3c for Driver Operator and JPR's 3a, 3b, 3c, & 3d for Driver Operator Pumper certifications will have to be successfully performed by the candidate and evaluated by the AHJ prior to proctor arrival on test day. The above listed JPR's must be signed by the Chief or his/her designee and given to the proctor on test day. If the proctor does not receive these AHJ JPR's the candidate will not be allowed

to participate in the practical evaluation on that given test day

- b. If the candidate fails the driving JPRs while using the pumper he/she will have to wait a minimum of 14 days to test again.
- c. If the candidate fails JPRs 1 through 8 while driving a pumper he/she cannot attempt a retake with a utility vehicle on the same day.
- d. If the candidate passes the driving JPRs and fails the pumping portion of the DOP certification, the proctor will pass the candidate for Driver Operator certification but not for Driver Operator Pumper portion. In this situation, on a separate date, the candidate will have to perform JPRs 1 through 15 using a pumper for DOP certification.
- e. If the candidate passes both the driving JPRs and the pumping JPRs on the same day, the proctor will pass the candidate for both Driver Operator and Driver Operator Pumper certification practical's.
- f. A combined practical cannot be performed on two separate dates. This is considered two separate practical exams, one for DO and one for DOP, using the appropriate apparatus for each practical exam.
- g. All practical exams and written tests must be successfully passed within one calendar year when opting for a combined practical.
- h. A combined practical for Driver Operator Pumper and Driver Operator Aerial is NOT permitted.

In order to provide a check and balance system within the candidate evaluation process, a minimum of two proctors are required for all DO, DOP, and DOA practicals. In the event that the driving and operations portion of the practical are being administered simultaneously, a minimum of two proctors will be required for each portion of the practical.

7. A spotter may be made available by the AHJ on the day of the practical. The spotter cannot be a test candidate that is involved in the level of practical taking place. It is preferred that the spotter presently holds the level of, or higher certification being tested. The spotter shall not guide the candidate in maneuvers and shall only stop a vehicle prior to any equipment damage(s).
8. Once the practical test begins, the configuration of the evaluation stations shall not be altered in any way. To ensure this, all cones should be marked in place and all equipment used for Pumper or Aerial testing must be positioned in the same manner for all test candidates.
9. Once the proctors, candidates, and evaluation sites are ready, the scenario(s) may begin.

The DOT and DO JPRs Skills consist of eight (8) JPR sheets total. DOP and DOA JPRs Skills Packets are broken down into two sections consisting of eight (8) Driving JPR sheets and then pumping and operations JPR Sheets. The driving section for all practical tests will consist of the following:

- JPR #1 will be administered by the AHJ. DOT-1 and DO-1 consists of inspecting all affixed and non-affixed operating equipment. This completed JPR sheet will be given to the lead proctor prior to the beginning of the test. While administering the practical the proctor will select two random task steps and retest the candidate on those task steps. The selected task steps will include

the operation of at least one piece of equipment from task step #11. **NO candidate will be allowed to participate in a practical without first passing this JPR sheet.**

- JPR's #2 & #3 will also be administered by the AHJ. JPRs 2 & 3 consist of the predetermined route and defense driving. **NO candidate will be allowed to participate in a practical without completion of these JPR sheets.**
- The remaining five (5) JPRs will consist of maneuvering the apparatus through the driving course. Refer to the actual JPR for track layout and further information.

The DOP JPRs Skill Packet consists of twenty-seven (27) JPR sheets. The candidate will be required to successfully complete 15 of the 27 JPR sheets. Once the driving section is completed, the practical test will consist of the following:

- Within the performance outcome, section of each practical pumping JPR's there are blank spaces that (according to each department's SOPs) will be completed by the lead proctor. The information in these blank spaces represents hose size, nozzle type, hose length, and elevation gain/loss. All blank spaces will be completed prior to administering the practical test. Using standard fire ground hydraulic formulas and/or an established department pump chart, the candidate will be required to calculate the proper friction loss and water flow required to accurately complete hydraulic calculations. A coefficient number that is not available on standard fire ground hydraulic formulas shall be provided to the test candidates prior to evaluation.
- Prior to starting the practical test, each candidate shall have two and one half (2.5) minutes per JPR.

REQUESTING PRACTICAL EXAMS

The organization requesting the practical must do so a minimum of fourteen (14) days prior to the scheduled practical examination date. The request for the certified proctor to receive the practical should be made through DFPCs online Records Management System (RMS).

The organization requesting the practical will assume responsibility for setting the location of the examination and coordination of the date and time with the lead practical proctor.

The testing materials and equipment will be made available for the Lead Practical Proctor designated by the organization requesting the examination.

RETURNING PRACTICAL EXAM RESULTS

The Practical Results Form, Proctor Affidavit Form(s), and the Facility and Equipment Verification Form must be returned by email to: https://cdps_dfs_certification@state.co.us

TESTING IMPROPRIETIES

In the event that a candidate is observed or suspected of cheating and if, based on the preliminary investigation, the circumstances are judged to be sufficient, 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 department training officer will be notified, as well as the DFPC Fire Training Director.

The practical proctor will prepare and forward a record of circumstances to the DFPC Fire Training Director. A review of circumstances will be conducted and the DFPC Fire Training Director will

determine appropriate actions.

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.

EXAMINATION PRACTICAL PROCESS CHALLENGE

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 practical examination lead proctor's decision, the candidate may ask for a review of the decision by the DFPC Fire Training Director.

Any candidate may challenge a practical examination. The challenge must be placed in writing using an ***Examination Challenge/ Appeals/Suggestion Form***. The candidate must then submit the challenge form to the Lead Proctor to be forwarded to DFPC before leaving the practical testing event. The DFPC Fire Training Director will then make a decision *within thirty (30) days of receipt of the challenge*. The written response by the Fire Training Director will state the decision reached concerning the individual's inquiry or challenge and explain the reasons for that decision.

If the candidate disagrees with the decision made by the DFPC Fire Training Director, they can proceed with the appeal process as outlined in Section 3.6 in the Certification Policy and Procedure

If you have any questions or require clarification, please contact the DFPC at 303-239-4600.

RETEST PRACTICAL EXAMINATION PROCEDURES

Retest Practical Examination:

Practical Examinations: Candidates are graded on a pass/fail basis for the practical examination. Candidates must pass 100% of all task steps, unless stated within the JPRs. Candidates who receive less than a passing score on any practical evaluation shall be required to retake the entire examination. A minimum of fourteen (14) day waiting period is required between examination attempts.

Retest for Practical Skill Stations

Should a candidate fail an examination in one of the task steps of a JPR, they are entitled to a retest. The following outlines retesting procedures for certification levels:

Can Retest if:

- Fire Fighter I: Can fail 2 JPRs
- Fire Fighter II: Can fail 1 JPR
- Fire Instructor I: Can fail 1 JPR
- Haz-Mat Ops: Can fail 1 JPR
- Haz-Mat Tech: Can fail 2 JPRs
- Live Burn: Can fail 1 JPR
- DO/DOT: Can fail 1 JPR
- DOP/DOA: Can fail 1 JPR driving portion, can also fail 1 JPR pumping portion

Cannot Retest if:

Fail any retested JPR
Fire Fighter I: Fails a 3rd JPR
Fire Fighter II: Fails a 2nd JPR
Fire Instructor I: Fails a 2nd JPR
Haz-Mat Ops: Fails a 2nd JPR
Haz-Mat Tech: Fails a 3rd JPR
Live Burn: Fails retest
DO/DOT: Fails a 2nd JPR
DOP/DOA: Fails a 2nd JPR in pumping or driving section

Can retest if: Fire Fighter I: Can fail 2 JPRs. Fire Fighter II: Can fail 1 JPR. Fire Instructor I: Can fail 1 JPR. Haz-Mat Ops: Can fail 1 JPR. Haz-Mat Tech: Can fail 2 JPRs. Live Burn: Can fail 1 JPR. DO/DOT: Can fail 1 JPR.

If you have any questions, or need clarification regarding these instructions, please contact the Certification Manager with your concerns at:

COLORADO DIVISION OF FIRE PREVENTION & CONTROL

1697 Cole Blvd, Unit 200

Lakewood, CO 80401

303-239-4600



Thank you for being a part of the Colorado Division of Fire Prevention & Control testing process.

COLORADO DIVISION OF FIRE PREVENTION & CONTROL

APPENDICES

The following pages are copies of approved documentation for Practical Proctoring

