INFORMATIONAL BULLETIN
Certification Exam Eligibility Requirements

OVERVIEW

Accredited facilities proctoring Certification Exams are now accommodating multiple types of exam candidates ranging from Accredited Academy, Alternate Delivery, Upgrade, and Reciprocity candidates. This information bulletin will outline the exam eligibility requirements for each of the candidate types, further clarifying what is published in the *State Fire Training Procedures Manual (January 2019)*. When testing these candidates, an Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) administering the State Fire Training (SFT) Certification Exam may be required to submit additional documentation to SFT that details the candidate's minimum eligibility requirements. Candidates shall inquire with the accredited academy to confirm if additional documentation is needed before testing.

CANDIDATE TYPES

The Registered Lead Evaluator is responsible for ensuring that all candidates have met the eligibility requirements prior to the exam date based upon which candidate type they are. SFT has identified four major candidate types:

Accredited Academy Candidate

An Accredited Academy Candidate is defined as a person who has completed their academic training at the ARTP or ALA administering the SFT Certification Exam(s). This option is limited to candidates enrolled in the current semester/academy.

Note: An Accredited Academy candidate who tests with an ARTP or ALA that did not provide the academic training is considered an *Alternate Delivery Candidate*.

Alternate Delivery Candidate

An Alternate Delivery Candidate is defined as a person who did not complete their academic training at the ARTP or ALA administering the SFT Certification Exam(s). The candidate shall provide the Lead Evaluator with evidence of completion for prerequisites and academic training. The academic training can be provided by submitting a copy of the Training Record or an Alternate Delivery Waiver Justification prior to the exam(s).

Upgrade Candidate

An Upgrade Candidate is defined as a person having an SFT certification (for the level seeking an upgrade) and is seeking to upgrade to IFSAC/Pro Board certification. The candidate shall provide the Lead Evaluator with an Exam Authorization provided by SFT to the ARTP or ALA as proof of exam eligibility.

Reciprocity Candidate

A Reciprocity Candidate is defined as a person having IFSAC/Pro Board certification(s) and seeks SFT certification reciprocity. The candidate shall provide the Lead Evaluator with an Exam Authorization provided by SFT to the ARTP or ALA as proof of exam eligibility.

EXAM ELIGIBILITY VERIFICATION

Verify Training or Exam Authorization:

The Lead Evaluator is responsible for ensuring that the candidate has the required training or exam authorization to participate in the exam.

- Alternate Delivery Candidates are required to provide evidence of completion for prerequisites and academic training. The academic training can be provided by submitting a copy of the Training Record or an Alternate Delivery Waiver Justification.
- Upgrade and Reciprocity Candidates are required to have an SFT Exam Authorization.
- Candidates who exhausted their exam attempts are required to complete the Remedial Training before re-enrollment into the exam.

Verify Exam History for Reattempts:

The Lead Evaluator is responsible for ensuring that the candidate has not exhausted the allowable exam attempts and is testing within the allowable time period. For more details on the reattempts allowed, review the Fire Fighter 1 and 2 (2019) Certification Exam Overview.

- For cognitive exams, a candidate is permitted to retake the exam up to two (2) times within one (1) year of the first attempt.
- For psychomotor skills exams, a candidate is permitted one retake exam conducted on a different day with different skills one (1) time within one (1) year of the initial exam date.

Exam History Documentation

The Lead Evaluator shall verify the exam history using the Training History Report and Student Course Transcript from the candidate's SFT User Portal.

- The Training History Report details all SFT training history and the total number of certification exams the candidate has participated in.

Figure 1: Training History Report

- The Student Course Transcript is a single report of a single exam (ex. Wildland Cognitive exam) identifying the final exam score. Additionally, the course transcript will list each retake

Figure 2: Student Course Transcript

attempt date, retake score, and how many attempts are allowed. Lead Evaluators should review this document prior to admitting candidates into a retake exam to confirm that a candidate does have exam attempts available and that they are within one year of the original attempt.

REMEDIAL TRAINING

If a candidate fails a certification exam, either by exhausting retake attempts or for an exam that is conducted more than one year from the initial attempt, the candidate must retrain on the entire curriculum (psychomotor and cognitive) for each failed module before re-enrolling into the exam process.

Remedial training is a supplementary education that is assigned to a student to assist them in achieving expected competencies. It includes the act or process of providing a remedy for deficient knowledge or skills. At the conclusion of the remedial training, the candidate shall obtain the documentation listed below from the approved instructor and submit to SFT so that additional exam attempts can be officially recorded:

- A completed Fire Fighter 1 or 2 Psychomotor Skills Exam Summary Sheet or Training Record for each module
- A letter signed by the approved Fire Fighter Instructor verifying that the candidate has received remedial training on the psychomotor and cognitive curriculum and activities for each module.