

PENNSYLVANIA FIRE SERVICE

VOLUNTARY CERTIFICATION PROGRAM



CANDIDATE HANDBOOK

Driver/Operator Pumper

OFFICE OF THE STATE FIRE COMMISSIONER
PENNSYLVANIA STATE FIRE ACADEMY

Dear Certification Candidate,

Welcome to the Pennsylvania Voluntary Fire Service Certification Program. The purpose of this manual is to provide you with information to successfully participate in certification testing. This manual outlines the pre-requisites, testing and application process, and provides you with a study guide reference list. Tests are conducted under the sanction and approval of the Pennsylvania Office of the State Fire Commissioner with accreditation granted by the National Board on Fire Service Professional Qualifications (National Pro-Board).

In accordance with Act 61 of 1995, The State Fire Commissioner Act, the Office of the State Fire Commissioner is the certifying agency within the Commonwealth of Pennsylvania, and the Pennsylvania State Fire Academy is the administering agency. Any United States Citizen eighteen (18) years of age or older who resides in Pennsylvania may apply for consideration as a test candidate.

Good luck and thank you for participating in the Pennsylvania Voluntary Fire Service Certification Program.

Application Process

Upon obtaining an application from either the Office of the State Fire Commissioner (OSFC) website or an approved test site, the candidate must fill out the form, in full, and provide all required supporting documentation. The completed application and accompanying documents are to be submitted to an approved test site or PA State Fire Academy (PSFA). The test sites or PSFA will review and either accept or reject the application, based on deficiencies (i.e., lacks pre-requisites, no signatures, etc.). ***The candidate must meet all the requirements/pre-requisites as required by the NFPA standard for the level of certification sought.***

The general testing process is as follows:

1. A candidate must submit a completed application including all supporting documents;
2. Upon approval of the application, a candidate takes the written and subsequently the skills tests (NOTE: the skills test cannot be taken before the written test);
3. Upon successfully completing the written and skills test and a review of the application for completeness by the test site and PSFA or Delegated Authority, the candidate can be certified for the level tested. If a candidate should not pass any part of the testing process, a retest can be administered and must be completed within one (1) year of the original test date

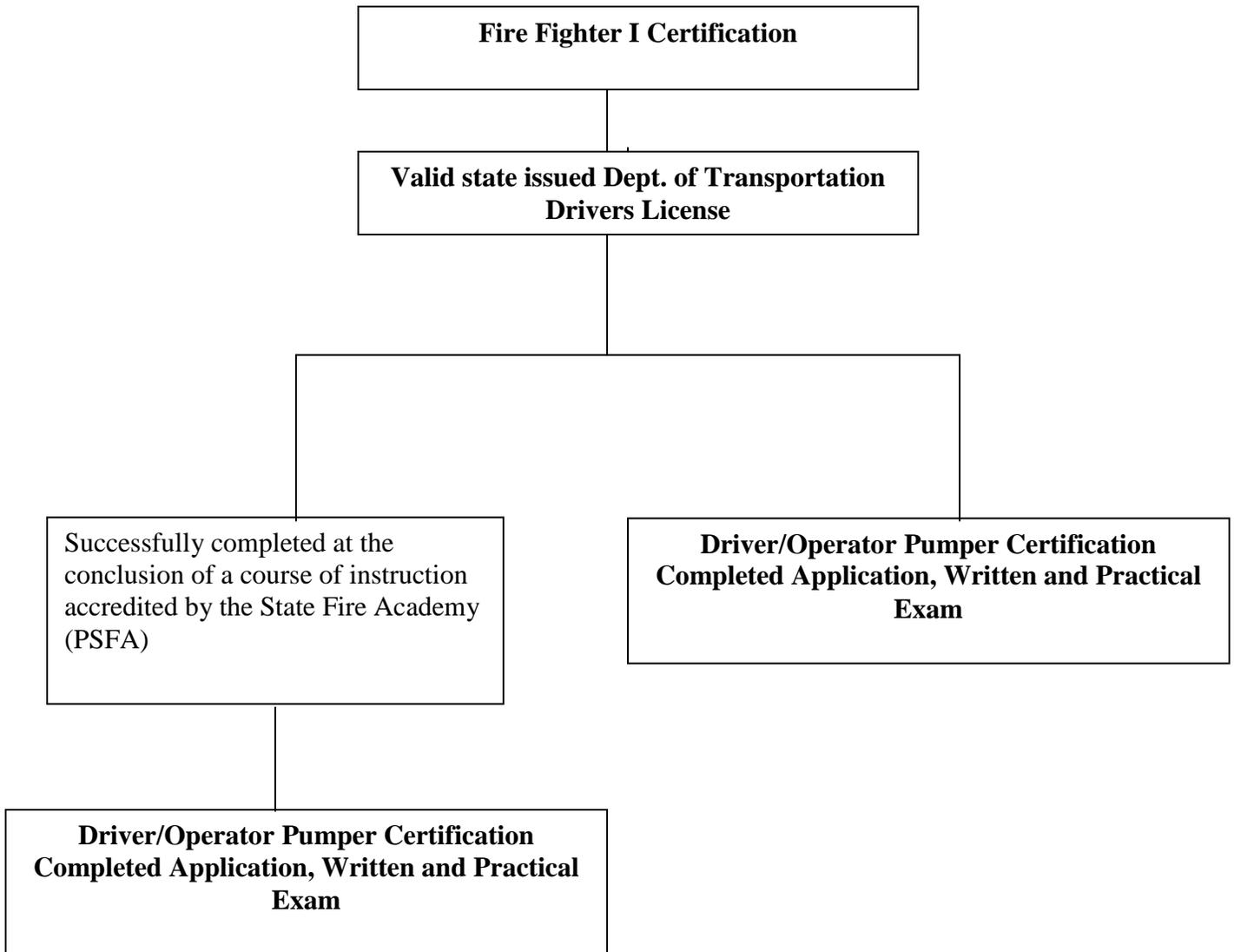
Application Pointers

1. Make sure application is legible and check for completeness
2. Social Security Number: you have the option to provide the full nine (9) digits or just the last four (4) digits.
3. Complete Name is listed including suffix (Jr, Sr, III, etc) **NO** nicknames please
4. Address includes street, apartment number, city, state and zip
5. All appropriate signatures are obtained and are in blue or black **ink**. Please note that Chief Officers may NOT sign for themselves where a Chief Officer signature is required, another Chief Officer must sign.
6. Copies of required certificates and/or certifications are attached and current copy of both front and back of medical training and CPR cards with signature
7. Make sure your Pre-Requisite Verification Form is appropriately marked off and signed in blue or black **ink**.

Pre-requisites

1. 1. Fire Fighter I certification - You must be certified (Pro-Board or IFSAC) at the Fire Fighter I level.
2. Valid State issued Department of Transportation Drivers License

Driver/Operator Pumper Certification Pathway



** Please refer to the Driver/Operator Pumper application OR the previous section of this document titled “Pre-requisites” for a complete listing of approved courses that will be accepted to meet the pre-requisites.

Testing Policy

Written Test

Passing scores for any written test is seventy percent (70%).

Skills Test

Must pass 100% of the skill stations offered.

NOTE: For Skill Station A, B and C there are equivalency that meet the competency in these skill stations and will be accepted as successful completion of the station the following documentation is required:

Skill Station A – Preventative Maintenance – Valid CDL with no restrictions (Tank and Air Brake)

Skill Station B – Driving – Valid CDL with no restrictions (Tank and Air Brake)

Skill Station C – Navigation – Valid CDL, with no restrictions (Tank and Air Brake) **OR** PA Emergency Vehicle Drivers Training - EVDT course (16hrs). Apparatus type must be listed on the training certificate.

To prove pre-existing competency in a skill station ALL documentation MUST be submitted with the application before the testing process begins.

Re-test Policy

Written Test

1. If you are unsuccessful you may retest a total of two (2) times and have one (1) year to complete the retest. You will need to contact the fire academy or a test site of your choice to schedule retest.

Skills Test

1. Must pass 100% of the skill stations offered.
 - If you are unsuccessful on three (3) or less skill stations, you may retest the same day. (only one retest per skill station);
 - If you are unsuccessful on four (4) or more skill stations, you may NOT retest the same day. Skill retests must be scheduled at a later time.
 - A total of eight (8) retest attempts are permitted and must complete in one (1) year to successfully complete the testing process.

Test Results/Release of Results

The Office of the State Fire Commissioner/PA State Fire Academy notifies candidates of their results in writing via US Mail. Only pass/fail grades are given.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974 which is a federal law that established a minimum standard for the protection of records requires prior consent of a person before any records or other personally identifiable information can be released. In the event a third party request test results of a candidate a Consent to Release Information form will need to be completed and signed by the candidate that the third party is requesting results for.

Appeals

Within thirty (30) days of receipt of a failure notice, a candidate may request a review of his/her performance records by the State Fire Academy. Appeals must be in writing and in accordance with the policies and procedures of the Certification Program

No show policy

If a candidate is accepted for testing and fails to show up for testing without an acceptable reason the candidate will be suspended from further certification activities for a period of one (1) year from the date of the original test

Non-Discrimination Policy

The Office of the State Fire Commissioner (OSFC), Pennsylvania State Fire Academy (PSFA) ensures that the certification exam procedures are not discriminatory and are in full compliance with the EEO Act under the Commonwealth of Pennsylvania, Office of the Governor, Administrative Policies and Procedures manual section four (4), subsection 401 through 405 which states “this agency will act affirmatively in attracting and utilizing the talents of the citizens of the Commonwealth without regard to race, color, religious creed, union membership, age, sex, sexual orientation, national origin or non-job related handicap or disability”.

Accommodations

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodations for the written certification exams for individuals with documented disabilities. Only written requests for accommodations for certification examinations are reviewed and each request is reviewed on a case-by-case basis. Request must be submitted on the Accommodation Request” form, page 8 of this document. The Pennsylvania Fire Service Voluntary Certification Program provides written notification of its decision to the candidate upon completion of its review and the review by legal counsel of the request for accommodation.

The “Accommodation Request” form is located on page 8 of this manual or is available from the Pennsylvania State Fire Academy and test site coordinators. Please contact the Certification Program Manager for further information. The candidate who is requesting an accommodation must complete the request form at the time of application submission or as soon as the need for an accommodation is recognized. All requests must be made prior to the scheduled date of the examination. Any request for accommodation not submitted at least twenty (20) working days prior to the scheduled examination will result in a delay in the candidate’s date of examination.

Documentation of a specific disability which would impact a candidate’s performance on the written examination must be current (within five (5) years of the date of application). Such documentation should include a signed explanation on letterhead stationary from a professional who is familiar with the applicant’s disability or a copy of an Individual Education Plan (IEP) from an educational institution. See below comment.

The statement must confirm and describe the disability for which the accommodation is requested. The professional must have expertise in the specific disability for which the accommodation is being requested.

Safety Policy

PPE

For the safety and protection of all participants all equipment and Personal Protective Equipment (PPE) being used for testing must meet the NFPA standard at the time of manufacturing. PPE will be inspected prior to being used for testing.

Medical

Candidate should meet the requirements of NFPA 1582, Standard on Medical Requirements for Firefighters and information for Fire Department Physicians prior to physical testing to ensure his/her ability to safely perform the required tasks.

Rehab will be required at all certification tests where physically demanding and strenuous activities occur during certification testing. EMS will establish a rehab area that shall be utilized by personnel participating in certification testing. The rehabilitation process will follow the Pennsylvania Department of Health "Rehabilitation at Fire/Incident Scene Guidelines. PA DOH BEMS BLS and/or ALS Protocols and the Rehab Protocol will have the authority to hold individuals in rehab, release from activities and if warranted transport for further medical evaluation and/or treatment.

Rehab is MANDATORY during testing of specified level of certification involving Live Fire and/or with identified skill stations as noted below:

1. Fire Fighter I - Skill Stations: C, E, F, I, K, M, Q, Y and AA
2. Fire Fighter II - Skill Stations: E and F
3. Hazardous Materials Operations: PPE and Product Control Station
4. Hazardous Materials Technician: Stations: E through K
5. Any other skill(s) that the site coordinator (assistant coordinator) feels rehab is necessary.

Facial Hair

The facial hair policy directs that a candidate with facial hair that interferes with the operation or use of a Self Contained Breathing Apparatus (SCBA) will not be permitted to participate in a testing process that requires the use of a SCBA.

Study Reference List

Reference list 0608

The following is a list of text that may be reference in preparation for testing.

1. National Fire Protection Association, NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications, 2009 Edition
2. NFPA 1500 Fire Department Occupational Safety and Health
3. IFSTA Pumping Apparatus Driver/Operator Handbook, 1st Edition, 1st Printing
4. Jones and Bartlett, Exam Prep Book - Fire Department Apparatus Driver Operator
<http://www.jbpub.com/fire/ExamPrep/>
5. Skill Sheets are available on the OSFC website www.osfc.state.pa.us

Additional Information:

1. Application should be to the test site at least 2 weeks prior to the test date
2. Please contact the test site of your choice to receive information about fees for testing
3. Photo ID is required at the time of the written and skills testing
4. Bring all appropriate PPE for completion of all possible skill stations
5. Dress appropriately, bring extra dry clothes
6. Bring food and beverage with you, stay hydrated.

Certification applications and skill sheets as well as a testing schedule and test sites contact information can be found at www.osfc.state.pa.us . Click on the Certification link on the left hand side of the screen. A page will open with information about the certification program and process. At the end of that page you will find several other links for the certification applications, skill sheets, test schedules and test site contact information.

If you have any additional questions or concerns about the testing process please contact the test site coordinator at the site in which you applied to be tested at or the PA State Fire Academy Certification Program Staff.

FIREFIGHTER CODE OF ETHICS

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.