

PENNSYLVANIA FIRE SERVICE VOLUNTARY CERTIFICATION PROGRAM



FIRE SERVICE INSTRUCTOR II CANDIDATE HANDBOOK

OFFICE OF THE STATE FIRE COMMISSIONER
PENNSYLVANIA STATE FIRE ACADEMY

Dear Certification Candidate,

Welcome to the Pennsylvania Fire Service Voluntary Certification Program. The purpose of this manual is to provide you information that will assist you in successfully participating in the certification test. 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) and the International Fire Service Accreditation Congress (IFSAC)

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 Fire Service Voluntary Certification Program.

Application Process

Obtain an application from either the Office of the State Fire Commissioner (OSFC) website www.osfc.pa.gov or an approved test site. You 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). Your application is then reviewed and either accepted or rejected based on compliance and deficiencies (i.e., lacks pre-requisites, no signatures, etc.).

The general test process is as follows:

1. A candidate must submit a complete application including all supporting documents;
2. After the application is approved, the candidate takes the written and subsequently the skills tests (NOTE: the skills test cannot be taken before the written test);
3. Upon successful completion of the written and skills tests 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.

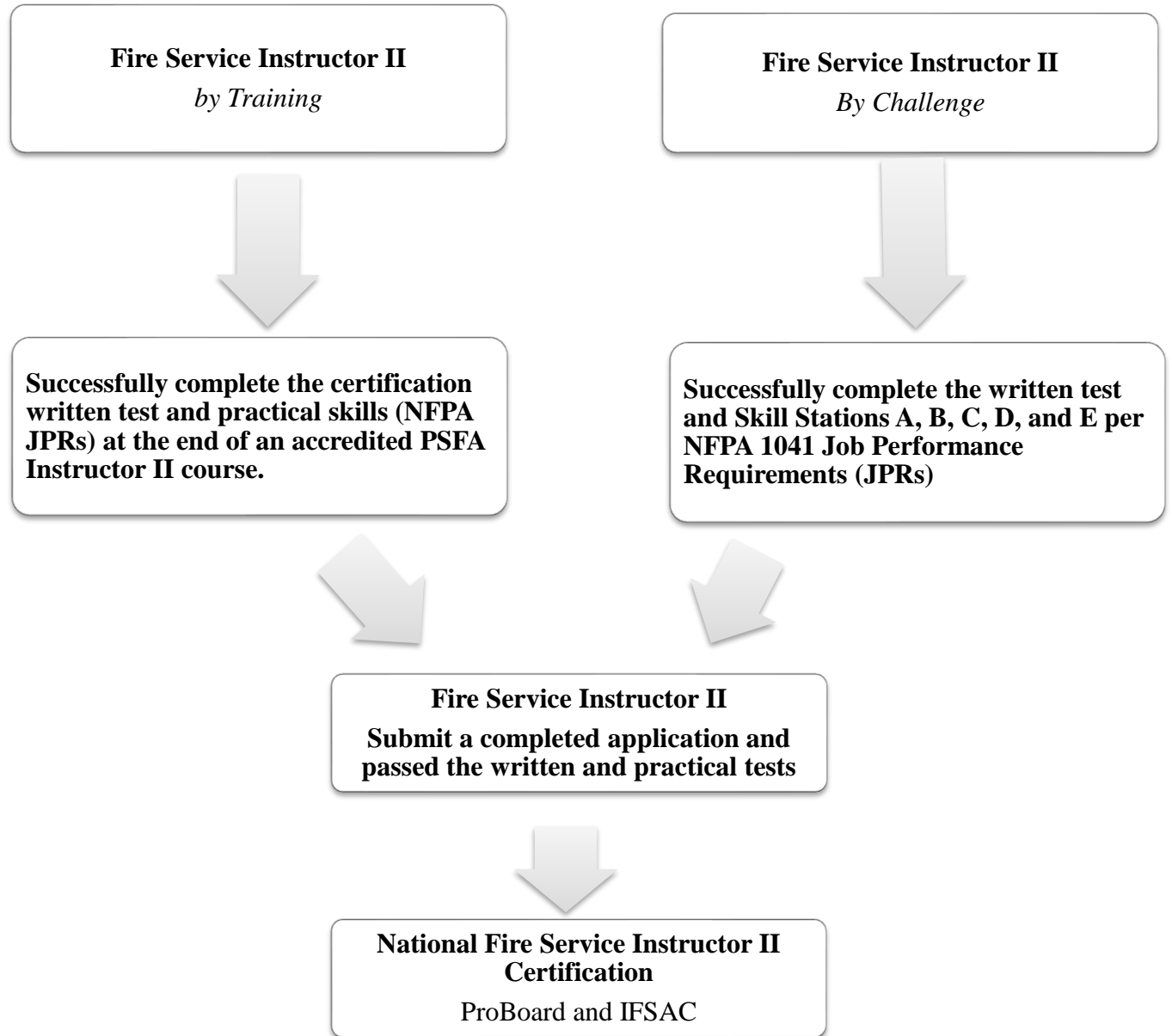
Application Pointers

1. Make sure the application is legible and check for completeness. Applications must be typed in.
2. Social Security Number: you have the option to provide the full nine (9) or just the last four (4) digits.
3. Make sure you provide your complete name including suffix (Jr, Sr, III, etc.) **NO** nicknames please.
4. Make sure your mailing address includes street, apartment number, city, state and zip.
5. Make sure all appropriate signatures are obtained and are signed in **BLUE** or **BLACK** ink.
 - a. *Please note that Chief Officers **CANNOT** sign for themselves where a Chief Officer's signature is required;*
 - b. *For this requirement, another Chief Officer **MUST** sign this section of the application.*
6. Legible copies of all pre-requisites must be attached and signed were applicable. **NOTE:** Copies must include both the front and back of the document where applicable. (i.e. CPR & Medical cards).
7. Make sure your Pre-Requisite Verification Form (found in the back of the application) is appropriately marked off and signed in **BLUE** or **BLACK** ink.

Pre-requisites

1. A candidate must be certified at the Fire Service Instructor I level (ProBoard or IFSAC).

Fire Service Instructor II Certification Pathways



Test Policy

Written Test: The written test is randomly generated and consists of one hundred (100) questions. Candidates have a maximum of two (2) hours to complete the test. A passing score for a written test is seventy percent (70%).

Skills Test: Must pass 100% of the skill stations offered at the time of test.

Re-test Policy

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

Skills Test: You must pass 100% of the skill stations used in this certification level.

- 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 later.
- A total of eight (8) retest attempts are permitted and must be completed in one (1) year from the date of the initial test.

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.

Send to: Pennsylvania State Fire Academy
Attn: Certification Program Manager
1150 Riverside Drive
Lewistown, PA 17044

Accommodations

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodations for the written certification exam for individuals with documented disabilities. Only written requests for accommodations are reviewed and each request is reviewed independent of any other requests (i.e., done on a case-by-case basis). A request **MUST** be submitted on the Accommodation Request Form. The Pennsylvania Fire Service Voluntary Certification Program provides written notification to the candidate regarding its decision upon completion of the review by PSFA and legal counsel.

The “Accommodation Request” form can be found on Page 7 of this manual; it is also available from the Pennsylvania State Fire Academy and test site coordinators. Please contact the Certification Program Manager for further information. The candidate requesting an accommodation **MUST** complete the request form and submit it with the application, or soon thereafter 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 a written examination **MUST** be current (i.e., within five years of the date of application). Such documentation should include a signed explanation on letterhead stationary from a professional 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 made.

Safety Policy

A 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.

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

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

Test Results / Release of Results

The Office of the State Fire Commissioner / PA State Fire Academy notifies candidates of their results in writing via the US Postal Service (i.e., mail). Only PASS / FAIL grades are provided.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974, a Federal law which established minimum standards for the protection of education/training records, the PSFA requires prior consent from a candidate before any candidate record or other personally identifiable information can be released. In the event a third party requests a candidate's test results, a Consent to Release Information form **MUST** be completed and signed by the candidate allowing the record(s) disclosure to the third party requesting the results / information.

No show policy

If a candidate is accepted for testing and fails to show up without an acceptable reason, the test site has the right to enforce their no-show policy that could include but is not limited to suspension from testing for an identified period of time and/or financial penalties.

Test Integrity and Dishonesty

Test dishonesty includes, but is not limited to, cheating, plagiarism, facilitating acts of test dishonesty by others, having unauthorized possession of test / examination documents, or submitting work of another person. Any instance of test dishonesty will constitute disciplinary and/or legal actions. All certification candidates shall act with personal integrity, respect others' rights and property, and help maintain a professional environment in which all can be successful.

Test site coordinators, assistant coordinators, test proctors, evaluators and instructors should take reasonable steps to anticipate and deter acts of dishonesty, reinforce integrity and support appropriate behavior to protect the rights and trust of honest candidates. At the beginning of each test, it is the responsibility of those mentioned above to provide test candidates with the "Testing Integrity and Dishonesty" policy and clarify any questions that arise.

Falsification of Documents

Any individual found to have forged, altered, or falsified documentation for a certification test will be indefinitely suspended from participating in any certification exam within the Commonwealth of Pennsylvania. Further action may be taken in accordance with the Pennsylvania Crimes Code 18 Pa C.S. 4904 relating to unsworn falsifications.

Cheating on Test

All candidates are expected to work entirely on their own while taking any test. Test integrity violations consist of any attempt to receive assistance from written or printed aids unless provided by the test proctor for a specific test, or any persons, papers or electronic devices, or of any attempt to give assistance

Document Integrity

Certification candidates are expected to complete any and all work individually. Any materials obtained from other sources such as plot plans, web maps, etc. a source reference must be given. All essay answers must be the candidate's own work.

Study Reference List

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

1. National Fire Protection Association, NFPA 1041 (2012 Ed) Standard for Fire Service Instructor Professional Qualifications;
2. IFSTA, Fire and Emergency Services Instructor, 8th Edition, 1st printing;
3. Jones and Bartlett, Fire Service Instructor: Principles and Practice, 2nd Edition, 1st Printing;
4. PTS Publications Fire Instructor I & II Exam Prep (5th Ed) www.Fire-EmsExamPrep.com;
5. Fire Service Instructor I Skill Sheets available on the OSFC website www.osfc.pa.gov

Additional Information:

1. Applications shall be submitted to the test site by their established deadline or no later than 3 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 tests.
4. Bring all appropriate PPE and SCBA needed to complete all possible skill stations.
5. Dress appropriately; bring extra dry clothes.
6. Bring food and water or a similar beverage to stay hydrated.

Certification applications and skill sheets, in addition to the test schedule and test site contact information, can be found at www.osfc.pa.gov under < State Fire Academy > link, then click the sub-link < Certification > at the top of the webpage. A page will open with information about the certification program and process. Scroll through the page to find the links for certification applications, skill sheets, test schedule, and test site contact information.

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

Fire Service Instructor II - Skill Station Information

Skill Station A: Instructor Evaluation

For this skill, the candidate evaluates another instructor and documents their observations. The evaluation should identify areas of strengths and weaknesses, and should document their recommendations which address instructional style and communication methods.

For candidates in an approved Fire Service Instructor II course, the evaluation will be provided both orally and in writing to the instructor; observations must be documented on the approved form. For candidates who are challenging the test, document your observations and **provide a summary report along with the evaluation form** of your assessment and return these documents with the completed evaluation form (Page 2 Skill A) with your practicum packet.

Please note: For both methods, Section 2 (Page 2) of Skill Station A provides the evaluation form. This form **MUST** be used in the evaluation process.

Skill Station B: Instructional Lesson Plan Development

For this skill, the candidate develops a lesson plan and supporting documents and/or other necessary resources for a unit of instruction. In designing the lesson plan, sufficient details should be provided so that it can effectively be utilized by an alternative instructor. Essential components in the plan development are:

- A title
- Lesson goal or overview
- Learning objective(s) that address the three criteria of an effective learning objective
- Level of instruction
- Time (estimated or actual)
- Setting(s) / Location(s)
- Equipment and materials
- References (multiple sources should be listed and each provided in detail:
(Example: Brannigan, F. L. & Corbett, G. P. (2008). *Building Construction for the Fire Service, 4th Ed.*, Boston, MA: Jones and Bartlett Publishers)
- Four components of instructional delivery
- Instructional content
- Evaluation / assessment tool(s)
- Three different medium forms (refer to Skill B Page 2)

The lesson **MUST** be developed by the candidate; it cannot be a commercially developed plan.

Skill Station C: High Hazard Training Supervision

Given a training topic with inherent increased potential for hazards and/or risks, the candidate will develop a safety plan (**NOT** a lesson plan) which addresses the identified hazards and/or risks. The list below provides the topics; further details on these topics follows. The list reflects either a class or a training evolution. [**NOTE:** *A class represents a scenario whereby you are the instructor and the skill(s) is done in a repetitive manner. A training evolution indicates you are the training officer and the skill(s) may occur one or more times.*] Nevertheless, whether a class or a training evolution, the candidate's role in this scenario is one which is responsible for the supervision of other staff, instructors, and students during the class or training evolution.

The following provides a list of topics:

- Trench Rescue (T-Trench or L-Trench) – **Training Evolution.**
- High Angle Rescue (Single rescuer pick-off or Self-rescue) - **Class**
- Swift Water Rescue (Line system or Boat) – **Training Evolution**
- Structural Collapse – **Training Evolution**
- Confined Space Rescue – **Training Evolution**
- Firefighter Survival (Bail-out, rope slide) – **Training Evolution**
- HAZMAT Chlorine Containment – (Railcar Chlorine C-Kit) – **Training Evolution**
- Structural Burn Session (Acquired structure) - **Class**
- Structural Burn Session (Fixed facility) - **Class**
- Advance Vehicle Rescue (i.e., commercial truck vs. passenger vehicle) – **Training Evolution**
- Rapid Intervention Team (Obscured / Smoke-Induced Environment) – **Training Evolution**

NOTE: If a candidate has an interest in developing a safety plan for a topic not listed above, the individual **MUST** contact the certification staff at PSFA and get approval **BEFORE** using the topic.

Topic Details:

Training Evolution: T-Trench

As the training officer, you are tasked with setting up a training evolution for your technical rescue team. The evolution will focus on shoring procedures for T-Trench rescues given a recent incident highlighted the team's weakness in these skills. Mid- December is the only time available to complete the training.

Training Evolution: L-Trench

As the training officer, you are tasked with setting up a training evolution for your technical rescue team. The quarterly training topic is L-Trenches. The training day will in focus on the practical skills necessary for shoring an 8-foot L-Trench. Mid-April is the only time available to complete this training.

Class: High Angle Single Rescuer Pick-off

You are preparing for a High Angle Rescue Program. Develop a high-hazard safety plan for the next class which involves demonstration of and having the students perform a single-rescuer pick-off.

Class: High Angle Self-Rescue

Develop a high-hazard safety plan that involves both a demonstration and performance skill sessions for a high angle self-rescue situation.

Training Evolution: Swift-water Rescue (line systems)

Your water rescue team asked you to set up and lead a training evolution using the Dynamic Ferry technique. Your training session is scheduled for late April.

Training Evolution: Swift-water Rescue (boat)

A neighboring water rescue company requested that you lead a training session involving boats. The primary objective for this training will be to assist victims into the boat.

Training Evolution: Structural Collapse

Your technical rescue team was given a Type II (non-combustible), two-story building that was heavily damaged by mine subsidence. Your assignment is to direct a training evolution for your team using this structure. Your primary objective is shoring procedures for Lean-To collapses.

Training Evolution: Confined Space Rescue (above grade, horizontal entry)

Your upcoming technical rescue training involves making horizontal entries into confined spaces that are above grade. Your training facility has a representative space that is 15' above grade leading to a series of 24" tubes.

Training Evolution: Firefighter Survival (bail-outs and rope slide)

This week's training topic involves firefighter survival skills to include the low window bail and the rope slide. These skills will be completed at the local training facility on the first Thursday of the month.

Training Evolution: Chlorine "C Kit" (railcar)

Your staff received a request by the HAZMAT team for a training evolution involving the application of a Chlorine C-Kit for a railcar dome leak. The training request is for the second Saturday of next month; you assembled the needed resources and now need to complete the high-hazard safety plan.

Class: Structural Burn Session (acquired structure)

You were provided an acquired structure for live fire training. The training will focus on coordinated fire attacks.

Class: Structural Burn Session (fixed facility)

The “XYZ” Fire Department asked you to lead a Structural Burn Session at the PA State Fire Academy. The fire chief expressed interests in working with standpipes and 2.5" handlines. The chief indicated there will be 24 participants.

Training Evolution: Advanced Vehicle Rescue (commercial truck vs. passenger vehicle)

The training schedule indicates this month's topic is cribbing of vehicle under-rides. The local wrecking yard agreed to provide both heavy trucks and passenger vehicles, and to provide an operator and equipment to "place" vehicles for your scenarios.

Training Evolution: Rapid Intervention Team (working in obscured / smoke-induced environments)

Your fire department acquired a structure in the middle of town; however, since exposures are a significant concern, using it for live fire training is not an option. The decision was made to use the structure for RIT training, specifically firefighter rescues while working in zero visibility (i.e., obscured / smoke filled environments).

For any scenario used, at minimum, develop the safety plan which addresses the following:

- **Emergency Notification / Procedures** (*List relevant personnel and agencies necessary to contact in the event of an emergency; write the necessary procedures to follow in the event of an emergency*).
- **Compliance / Reference Criteria** (*List applicable NFPA Standards and Federal, State, local, or other regulations, laws, policies, procedures, or permits; list all text references used in program development*).
- **Objectives** (*List SMART objectives to meet operational needs; recommend form ICS-202 and/or IAP*).
- **Incident Command Structure** (*Recommend use of form ICS 203 or 207*).
- **Safety Issues and Mitigation Tactics** (*List safety concerns and who, how, and what to do to mitigate and operational processes; consider location, weather, staffing, etc.; recommend ICS-215A form*).
- **Preparation** (*Consider briefings, walk-throughs, accountability, checklist, RIT and Mayday procedures*).
- **Resources** (*Identify positions, personnel, roles and responsibilities, communications; recommend ICS-204*).
- **Evaluation Criteria** (*List references used to establish acceptable participant performance (pass/fail) and overview the process of the post training critique*).

Skill Station D: Classroom Lecture Presentation

For this skill, the candidate conducts a training session using a lesson plan the instructor prepared. The lesson must involve utilization of multiple teaching methods and techniques, and shall demonstrate that the lesson objectives are achieved. Both a topic and a target audience shall be identified in this process.

Please Note: A candidate who completed an approved PSFA Educational Methodology for Local Level Instructors course and/or the Fire Service Instructor I certification meets an equivalency for this skill. A copy of the course and certification certificates are required for equivalency.

Skill Station E: Modify A Lesson Plan

For this skill, a candidate is provided a topic, an existing lesson plan, and a target audience. The candidate modifies the lesson plan content and learning objectives to meet the given audience's needs. Please note, the candidate **MUST** indicate on the existing lesson plan components added, modified, or dropped; additionally, the candidate **MUST** provide a revised, clean copy of the lesson plan and the rationale for the changes made to the original lesson plan.

For example, a lesson plan originally developed for fighters would need to be substantively modified for use in training caretakers, nursing assistants, and LPNs at a nursing home; or a 911 call procedures lesson plan used to educate children at a childcare center would need to be substantively modified in content and delivery methods than one used to train firefighters.

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, vehicle 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.

Developed by the National Society of Executive Fire Officers