

State of Connecticut
Regulation of
Department of Emergency Services and Public Protection
Concerning
Fire Fighter Qualifications and Certification Policy and Procedures Rules and
Regulations

Sec 1. Sections 7-323I, of the Regulations of Connecticut State Agencies is amended to read as follows:

(NEW) Sec. 7-323I-1a. General

(a) **Scope:** This standard identifies the professional levels of competence required of fire department members.

(b) **Purpose:** The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service as a fire fighter. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) **Performance criteria:** All of the performance standards for any level shall meet the following criteria: They shall be performed swiftly, safely and with competence. Each objective shall be met in its entirety.

It is not required for the objectives to be mastered in the order they appear. The local, regional or state training program shall establish the instructional priority and the training program content to prepare individuals to meet the performance objectives of this standard.

(d) **Review and Approval:** The regulations contained in Sections 7-323I have been reviewed and approved by the Connecticut Commission on Fire Prevention and Control. The Commission will ensure that the regulations contained in this section are implemented and followed by the certification unit for those fire departments seeking certification levels for their members.

(NEW) Sec. 7-323I-2a. Definitions of terms

As used in sections 7-323I-1a to 7-323I-24a, inclusive, of the Regulations of Connecticut State Agencies:

(1) **“Authority having jurisdiction”** means an organization, office or individual responsible for enforcing the requirements of a code or standard or for approving equipment, materials, an installation or a procedure.

(2) **“Candidate”** means the person who has completed a training program but has not met the objectives for certification.

(3) **“Certification unit”** means the unit of the Commission on Fire Prevention and Control responsible for the development, administration and maintenance of the fire fighter certification examination process.

(4) **“Certify”** means to verify successful completion of an evaluation of knowledge, skills and abilities against a national standard.

(5) **“Commercial entity”** means any sole proprietorship, for-profit or non-profit business enterprise.

(6) **“Commission”** means the Commission on Fire Prevention and Control of the Department of Emergency Services and Public Protection.

(7) **“Driver operator”** means the fire apparatus driver operator who has demonstrated the knowledge, skills and abilities required for the operation of apparatus equipped with an attack or fire pump, aerial device or mobile water supply in accordance with the objectives specified in this standard for that level.

(8) **“Demonstrated”** means to show by actual use, illustration, simulation or explanation. This may be supplemented by or replaced by simulation, explanation, illustration or a combination of these.

(9) **“Evolution”** means a set of prescribed actions that result in an effective fireground activity.

(10) **“Fire department”** means the agency that provides fire suppression or fire prevention services to a state, municipality, organized fire district or institution, industrial fire brigade; also, any recognized fire education or training program.

(11) **“Fire Department Safety Officer”** means the member of a fire department assigned and authorized by the fire chief as the principal safety officer assigned to perform the duties and responsibilities of the health and safety officer and the incident safety officer in accordance with the objectives specified in this Standard for that level.

(12) **“Fire fighter candidate”** means the person who has fulfilled entrance requirements but has not met the objectives for Fire fighter I.

(13) **“Fire fighter I”** means the fire fighter, at the first level of progression, who has demonstrated the knowledge and skills to function as an integral member of a firefighting team under direct supervision in hazardous conditions.

(14) **“Fire fighter II”** means the fire fighter, at the second level of progression, who has demonstrated the skills and depth of knowledge to function under general supervision.

(15) **“Fire officer I”** means the fire officer, at the supervisory level, who has demonstrated the knowledge, skills and abilities in accordance with the objectives specified in this standard for that level.

(16) **“Fire officer II”** means the fire officer, at the supervisory-managerial level, who, in addition to meeting Fire Officer I qualifications, has demonstrated the knowledge, skills and abilities in accordance with the objectives specified in this standard for that level.

(17) **“Fire officer III”** means the fire officer, at the managerial-administrative level, who, in addition to meeting Fire Officer II qualifications, has demonstrated the knowledge, skills and abilities in accordance with the objectives specified in this standard for that level.

(18) **“Fire officer IV”** means the fire officer, at the administrative level, who, in addition to meeting Fire Officer III qualifications, has demonstrated the knowledge, skills and abilities in accordance with the objectives specified in this standard for that level.

(19) **“Fire inspector I”** means the fire inspector who has demonstrated the knowledge and ability to conduct basic fire inspections and apply codes and standards.

(20) **“Fire investigator”** means the fire investigator who has demonstrated the knowledge and ability to conduct, coordinate and complete a fire investigation.

(21) **“Fire service analyst”** means the Director of Certification responsible for the operation and management of the certification unit in the Connecticut Commission on Fire Prevention and Control.

(22) **“Fire service instructor I”** means a fire service instructor who has demonstrated the knowledge and ability to conduct instruction from prepared material in accordance with the objectives specified in this standard for that level.

(23) **“Fire service instructor II”** means the fire service instructor who, in addition to meeting Fire Service Instructor I qualifications, has demonstrated the knowledge, skills and ability to develop instructional materials in accordance with the objectives specified in this standard for that level.

(24) **“Fire service instructor III”** means the fire service instructor who, in addition to meeting Fire Service Instructor II qualifications, has demonstrated the knowledge, skills and ability to develop

comprehensive curricula and programs in accordance with the objectives specified in this standard for that level.

(25) **“Fireground”** means the site of a fire attended by firefighters.

(26) **“Hazardous material”** means a substance, either solid, liquid, gas or energy that when released is capable of creating harm to people, the environment and property, including weapons of mass destruction as defined in 18 USC 2332a, as well as any other criminal use of hazardous materials, such as illicit labs, environmental crimes or industrial sabotage

(27) **“Hazardous material incident commander”** means the individual who is responsible for directing and coordinating all operations involving hazardous materials/weapons of mass destruction (WMD).

(28) **“Hazardous material safety officer”** means the person who works within the incident command system to ensure recognized hazardous materials safe practices are followed at hazardous materials/WMD incidents.

(29) **“Hazardous material technician”** means an individual who responds to hazardous materials or weapons of mass destruction incidents using a risk-based response process by which the technician analyzes a problem involving hazardous materials or weapons of mass destruction, selects applicable decontamination procedures; controls a hazardous materials release using specialized protective clothing and control equipment in accordance with the objectives specified in this standard for that level.

(30) **“Initiation of the examination process”** means the date of the signature of the lead instructor authorized to sign the examination application form for the specific certification level.

(31) **“Juvenile firesetter intervention specialist I”** means an individual who has demonstrated the ability to conduct an intake interview with a firesetter or family, determines need for referral and implements intervention strategies.

(32) **“Live fire control examination”** means any psychomotor skills examination that consists of skills or tasks that exposes the candidate to actual fire conditions during efforts to control or extinguish the fire.

(33) **“NFPA”** means the National Fire Protection Association.

(34) **“Non-live fire practical skills examination”** means any psychomotor skills examination that consists of skills or tasks that do not expose the candidate to actual fire conditions.

(35) **“Objective”** means observable or measurable demonstration of a skill, knowledge or both.

(36) **“Public fire and life safety educator I and II”** means an individual who has demonstrated the ability to coordinate and deliver existing educational programs and information in accordance with the objective specified in this standard for that level.

(37) **“Qualified”** means having satisfactorily completed the requirements of the objectives.

(38) **“Rescue technician”** means a person who has demonstrated the knowledge, skills, and abilities and is trained to perform and direct the technical rescue in accordance with the objectives specified in this standard for that level.

(39) **“Safely”** means to perform the objective without injury to self or others.

(40) **“Safety officer”** means the member of a fire department or emergency service organization who performs the functions of a health and safety officer, incident safety officer or who serves as an assistant to a person in either position.

(41) **“Swiftly”** means the time, as determined by the authority having jurisdiction, that it takes an approved fire fighter to perform the objective satisfactorily.

(42) **“This standard”** means each section of the “Fire Fighter Qualifications and Certification Policy and Procedures” (section 7-323k-6 and sections 7-3231-5a to 7-3231-18a, inclusive, of the Regulations of Connecticut State Agencies).

(43) **“Traffic control incident management personnel”** means personnel responsible for traffic

control at roadway incidents and who are properly trained and equipped to establish temporary traffic control zones on roadways or special events.

(44) **“With competence”** means possessing knowledge, skills and judgment needed to perform the indicated objective satisfactorily.

(NEW) Sec. 7-323I-3a. Standard adoption

(a) The following NFPA Standards are hereby adopted by reference, as the Commission on Fire Prevention and Control standard for fire fighter certification.

(1) NFPA 472, Standard for Competence of Responders to Hazardous Materials Incidents/Weapons of Mass Destruction Incidents

(2) NFPA 1001, Standard for Fire Fighter Professional Qualifications

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

(4) NFPA 1006, Standard for Technical Rescuer Professional Qualifications

(5) NFPA 1021, Standard for Fire Officer Professional Qualifications

(6) NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner

(7) NFPA 1033, Standard for Professional Qualifications for Fire Investigator

(8) NFPA 1035, Standard for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist Professional Qualifications

(9) NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications

(10) NFPA 1091, Standard for Traffic Control Incident Management Professional Qualifications

(11) NFPA 1041, Standard for Fire Service Instructor Professional Qualifications

(12) NFPA 1521, Standard for Fire Department Safety Officer

(b) Copies of the standards are available at <http://www.nfpa.org/codes-and-standards/free-access>, or by writing the National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101.

(NEW) Sec. 7-323I-4a. Age requirement of certification

(a) Any candidate for certification under sections 7-323I -7-323I -25a, inclusive, of the Regulations of Connecticut State agencies shall be at least 18 years of age.

(NEW) Sec. 7-323I-5a. Fire fighter

(a) General

(1) A candidate for fire fighter I and fire fighter II certification shall be an active member of a fire department or actively enrolled as a student in an approved course of study at a regionally accredited institution recognized by the U.S. Department of Education.

(2) A candidate for fire fighter II shall be a certified fire fighter I, shall be an active member of a fire department or actively enrolled in an approved course of study at a regionally accredited institution recognized by the U.S. Department of Education or shall document in writing that the candidate has been an active member of a fire department since prior to July 1, 1977.

(3) No person shall be certified to the level of fire fighter I or fire fighter II until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the levels of fire fighter I and fire fighter II shall comply with the performance objectives of NFPA 1001, Standard for Fire Fighter Professional Qualifications.

(c) The commission shall certify as a fire fighter I or fire fighter II those candidates who have

satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-6a. Rescue technician

(a) General

(1) A candidate for rescue technician certification shall be an active member of a fire department or shall be an active member of the Connecticut Urban Search and Rescue Team.

(2) No person shall be certified to the level of rescue technician until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of rescue technician shall comply with the performance objectives of NFPA 1006, Standard for Technical Rescuer Professional Qualifications.

(c) The commission shall certify as a rescue technician those candidates who have satisfactorily demonstrated their ability to meet the requirements as defined in this section and the job performance requirements of one or more of the following rescue specialties as defined by chapter 5 rope rescue, chapter 7 confined space rescue, chapter 11 trench rescue, chapter 6 structural collapse rescue, chapter 8 vehicle rescue, or chapter 12 machinery rescue of NFPA 1006.

(NEW) Sec. 7-323I-7a. Driver operator

(a) General

(1) A candidate for driver operator certification shall be an active member of a fire department.

(2) A candidate for driver operator certification shall be a certified fire fighter I or shall document in writing that the candidate has been an active member of a fire department since prior to July 1, 1977.

(3) A candidate for driver operator certification shall be legally licensed to drive all emergency vehicles that the candidate is expected to operate.

(4) No person shall be certified to the level of driver operator until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of driver operator shall comply with the performance objectives of NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.

(c) The commission shall certify as a driver operator those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section and the job performance requirements of one or more of the following driver operator specialties as defined by chapter 5 pump operator, chapter 6 aerial operator, or chapter 10 mobile water supply of NFPA 1002.

(NEW) Sec. 7-323I-8a. Fire officer

(a) General

(1) A candidate for fire officer I, fire officer II, fire officer III and fire officer IV certification shall be an active member of a fire department.

(2) A candidate for fire officer I shall be a certified fire service instructor I or shall document in writing that the candidate has been an active member of a fire department since prior to July 1, 1977.

(3) A candidate for fire officer II shall be a certified fire officer I or shall document in writing that the candidate has served continuously as a fire department officer since prior to July 1, 1986.

(4) A candidate for fire officer III shall be a certified fire officer II.

(5) A candidate for fire officer IV shall be a certified fire officer III.

(6) No person shall be certified to the level of fire officer I, fire officer II, fire officer III or fire

officer IV until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of fire officer I, fire officer II, fire officer III and fire officer IV shall comply with the performance objectives of NFPA 1021, Standard for Fire Officer Professional Qualifications.

(c) The commission shall certify as a fire officer I, fire officer II, fire officer III or fire officer IV those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-9a. Public fire and life safety educator

(a) **General**

(1) No person shall be certified to the level of public fire and life safety educator I & II until all examination requirements of this standard for that level have been fulfilled.

(2) **Objectives:** The candidate for certification to the level of youth firesetter intervention specialist and youth firesetter intervention program manager shall comply with the performance objectives of NFPA 1035, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications

(3) The commission shall certify as a public fire and life safety educator I & II those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-10a. Fire service instructor

(a) **General**

(1) A candidate for fire service instructor I, fire service instructor II and fire service instructor III certification shall be an active member of a fire department.

(2) A candidate for fire service instructor I certification shall be a certified fire fighter II or shall document in writing that the candidate has been an active member of a fire department since prior to July 1, 1977.

(3) A candidate for fire service instructor II shall be certified fire service instructor I.

(4) A candidate for fire service instructor III shall be certified fire service instructor II.

(5) No person shall be certified to the level of fire service instructor I, fire service instructor II or fire service instructor III until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of fire service instructor I, fire service instructor II and fire service instructor III shall comply with the performance objectives of NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.

(c) The commission shall certify as a fire service instructor I, fire service instructor II or fire service instructor III those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-11a. Hazardous materials

(a) **General**

(1) A candidate for hazardous materials certification shall meet the Respiratory Standards of 29 CFR 1910.134 in the use of self-contained breathing apparatus.

(2) No person shall be certified to the level of hazardous materials awareness, hazardous materials operations, hazardous materials technician or hazardous materials incident commander until all examination requirements of this standard for that level have been fulfilled

(b) **Objectives:** The candidate for certification to the level of hazardous materials shall comply

with the performance objectives of NFPA 1072, Standard for Competence of Responders to Hazardous Materials Incidents/Weapons of Mass Destruction Incidents.

(c) The commission shall certify as a hazardous materials awareness, hazardous materials operations, hazardous materials technician or hazardous materials incident commander those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

Sec. 7-323I-12a. Hazardous materials safety officer

(a) **General Requirements**

(1) A candidate for hazardous materials certification shall meet the Respiratory Standards of 29 CFR 1910.134 in the use of self-contained breathing apparatus.

(2) No person shall be certified to the level of hazardous materials safety officer until all examination components for hazardous materials technician have been fulfilled.

(3) No person shall be certified to the level of hazardous materials safety officer until all examination requirements of this standard for hazardous materials safety officer have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of hazardous materials shall comply with the performance objectives of NFPA 472, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications, Chapter 11.

(c) The commission shall certify as a hazardous materials awareness, hazardous materials operations, hazardous materials technician or hazardous materials incident commander those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-13a. Fire department safety officer

(a) **General**

(1) No person shall be certified to the level of health and safety officer until all examination requirements of this standard for that level have been fulfilled.

(2) A candidate for incident safety officer certification shall be an active member of a fire department, and

(A) A candidate for incident safety officer – fire suppression certification shall be a certified fire officer I or have been a fire officer on or before July 1, 1986, or

(B) A candidate for incident safety officer – hazardous materials certification shall be a certified fire officer I or have been a fire officer on or before July 1, 1986 and shall be a certified hazardous materials technician.

(3) No person shall be certified to the level of incident safety officer until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of health and safety officer or incident safety officer shall comply with the performance objectives of NFPA 1521, Standard for Fire Department Safety Officer.

(c) The commission shall certify as a health and safety officer or incident safety officer those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-14a. Juvenile firesetter intervention specialist I

(a) **General**

(1) No person shall be certified to the level of youth firesetter intervention specialist and youth

firesetter program manager until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of youth firesetter intervention specialist and youth firesetter intervention program manager shall comply with the performance objectives of NFPA 1035, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications.

(c) The commission shall certify as a youth firesetter intervention specialist and youth firesetter program manager those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-15a. Traffic control incident management

(a) General

(1) No person shall be certified to the level of traffic control incident management until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of traffic control incident management shall comply with the performance objectives of NFPA 1091, Standard for Traffic Control Incident Management Professional Qualifications.

(c) The commission shall certify to the level of traffic control incident management those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-16a. Fire inspector I

(a) General

(1) A candidate for fire inspector I certification shall be trained to the hazardous materials awareness level.

(2) No person shall be certified to the level of fire inspector I until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of fire inspector I shall comply with the performance objectives of NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner.

(c) The commission shall certify to the level of fire inspector I those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-17a. Fire investigator

(a) General

(1) No person shall be certified to the level of fire investigator until all examination requirements of this standard for that level have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of fire investigator shall comply with the performance objectives of NFPA 1033, Standard for Professional Qualifications for Fire Investigator.

(c) The commission shall certify to the level of fire investigator those candidates who have satisfactorily demonstrated the ability to meet the requirements as defined in this section.

(NEW) Sec. 7-323I-18a. Examinations – general

(a) The certification unit shall prepare and conduct oral, written and practical skills examination as

deemed appropriate to determine if a person is qualified and eligible to be certified.

(b) The commission may:

(1) Accept successful completion of programs of training developed by public or private agencies and approved by the commission as proof of qualifications for certification eligibility or,

(2) Prepare and conduct a training program, the successful completion of which shall qualify an individual for certification eligibility.

(c) All examination components for a given level of certification shall be completed within a 12-month period. The 12-month period shall be deemed to have been initiated on the date of signature of the lead instructor authorized to sign the examination application form for the specific certification level. Failure to complete requirements within the 12-month period shall render all examination components that have been completed void.

(1) Individuals authorized to sign examination applications shall meet the following requirements:

(A) Be certified to the level of fire service instructor I, and

(B) Be certified to at least one level higher than that being applied for within the same job category if a higher level of certification exists. If a higher level of certification does not exist, the authorizing individual shall be certified to the same level as that being authorized and shall document at least three years practical experience in that job category. Approval of practical experience shall be granted by the director of certification prior to signature being affixed to the examination application.

(C) In circumstances where the level of certifications is not at the same level or higher, an authorizing individual shall provide equivalent documentation in the same job category, such as FEMA certificates, and document at least three years practical experience in that job category. Approval of practical experience shall be granted by the director of certification prior to signature being affixed to examination application.

(2) The deadline for testing to any level of certification may be extended up to three months in some extenuating circumstances such as military deployment, serious personal illness and such circumstances as the commission, in its discretion, may determine to be extenuating. A written request for an extension that states the specific reasons why the examination cannot be accomplished within the allotted 12-month time limit shall be submitted to the commission before the expiration of the original 12-month time limit.

(d) All examinations and components of examinations shall be structured and administered in accordance with the Americans with Disabilities Act, 28 CFR 35 and Title VI of the Civil Rights Act of 1964, 28 CFR 42.104. Appropriate examination accommodations shall be made on an as-needed basis when supported by appropriate documentation of disability or language needs.

(e) Candidates for certification to any level specified in sections 7-3231-5a through 7-3231-18a, inclusive, of the Regulations of Connecticut State Agencies shall successfully complete any written and non-live fire practical skills examination required for that level in accordance with sections 7-3231-20a through 7-3231-21a of the Regulations of Connecticut State Agencies prior to applying for and participating in any live fire control examination required for that level. This requirement does not apply to written verification of live fire suppression activities.

(f) The commission may establish such examination fees as deemed appropriate and necessary, CGS 7-323p.

(NEW) Sec. 7-3231-19a. Written examination administration

(a) All written examinations shall be provided and administered by the certification unit. Periodically, the certification unit may offer statewide open examinations. These examinations may be given in conjunction with practical examinations. Generally, for levels that so require, the candidate shall successfully complete the practical examination for certification prior to applying for and participating in the written examination for that level. The requirement to complete the practical

examination successfully prior to participating in the written examination may be waived to improve examination delivery efficiency or in cases in which a formal appeal of a practical examination grade is pending. Dates of upcoming written examinations and application forms may be obtained from the certification unit. Candidates applying for examinations shall file an application form with the certification unit at least 10 business days before the scheduled date of the examination.

(b) Local delivery or regional school delivery of state written exams.

(1) At least 28 calendar days prior to the anticipated test date for a fire department, regional fire school or commercial entity examination, the chief of the department, lead certified fire service instructor, director of the regional fire school or the lead certified fire service instructor of the commercial entity shall submit to the certification unit a completed Request for Examination form.

(2) Local written examinations shall be administered by certification unit personnel for a reasonable number of candidates based upon a given room capacity.

(c) Written examination structure

(1) Certification written examinations shall consist of questions covering one or more objectives required for certification of the levels in sections 7-3231-5a to 7-3231-18a, inclusive, of the Regulations of Connecticut State Agencies.

(2) Certification written examinations shall consist of a number of questions deemed appropriate by the commission to adequately measure the cognitive knowledge of the objectives required for certification of the levels specified in sections 7-3231-5a to 7-3231-18a, inclusive, of the Regulations of Connecticut State Agencies.

(d) Scoring

(1) An overall grade of 70 percent is required on each certification level tested for successful completion of a written examination.

(2) All written examinations shall be scored by the certification unit and recorded permanently in commission files.

(3) Official test scores shall be sent to each candidate by first class mail 6 to 8 calendar weeks after the date of the examination.

(e) Examination delivery system

(1) All written examinations shall be administered under direct control of the certification unit.

(2) Examination booklets and answer sheets shall be delivered by a representative of the certification unit to the examination site. The package containing the examination booklets shall not be opened except in the presence of the candidates at the time and place the examination is to be administered. If this package has been opened prior to this time, the particular examination session is void.

(3) Upon completion of the examination, the proctor shall place all examination booklets along with all scratch paper used by the candidates, in the return package provided. The proctor shall place the answer sheets in the package provided in the same manner.

(f) Administration procedures

(1) The examination shall be closed when the proctor begins to read the instructions for the examination. At that time, all discussion shall cease. The time allowed to complete each written examination shall begin after the proctor has read the instructions for that examination. From that time to the time the candidate completes the examination and remits the examination materials to the proctor, candidates shall not be permitted to speak to each other or to the proctor and all "Instructions to the Candidates" contained in the proctor's instructions shall be followed.

(2) The time allowed for each written examination shall be deemed appropriate by the commission. The commission shall inform the candidates of the time allowed prior to the day of the examination and as part of the "Instructions to the Candidates" on the day of the examination.

(g) Reexamination

(1) Any candidate receiving an examination score below 70 percent shall have the opportunity to be reexamined. Candidates applying for reexamination shall be reexamined in the entire examination.

(2) Procedures:

(A) Within 180 calendar days of the original examination, individuals who score between 60 percent and 70 percent may be reexamined in the entire examination without retraining or counseling.

(B) Individuals scoring less than 60 percent on an examination or beyond 180 calendar days of the original examination shall be retrained or counseled prior to any reexamination.

(C) Upon successful completion of an examination, the final grade of record shall be the percentage received on the successfully completed examination.

(D) To be reexamined in a state certification examination at any level within 12 months of the date of initiation of the certification examination process, does not require reexamination of the practical skills portion.

(E) A candidate may retake the examination an unlimited number of times during the 12-month period, provided retraining or counseling requirements are met for each retake.

(F) Any candidate who has not successfully completed all certification examination components for a particular level by the end of the 12-month period shall lose all satisfactory scores.

(G) Any candidate failing to successfully complete all certification examination components by the end of the 12-month period must retake the appropriate training program before retesting at the appropriate level.

(NEW) Sec. 7-323I-20a. Practical skills examination

(a) All practical skills certification examinations shall be provided and administered by the certification unit.

(1) Periodically, the commission may offer statewide open examinations. These practical skills examinations may be given in conjunction with written examinations. Generally, the candidate shall successfully complete the practical examination for a certification level (if required) prior to applying for and participating in the written examination for that level. The requirement to complete the practical examination successfully prior to participating in the written examination may be waived to improve the delivery efficiency or in cases in which a formal appeal of a practical examination grade is pending. Dates of upcoming practical examinations and application forms may be obtained from the certification unit. Candidates applying for examinations shall file an application form with the Commission at least 10 business days before the scheduled date of the examination. Applications received by the Commission with less than 10 business days before the scheduled date may be denied and will need approval of the Fire Service Analyst.

(b) Local delivery or regional school delivery of state practical skills examinations

(1) At least 60 calendar days prior to the anticipated test date for a fire department, regional fire school or commercial entity examination, the chief of the department, lead certified fire service instructor, director of the regional fire school or the lead certified fire service instructor of the commercial entity shall submit to the certification unit a completed Request for Examination form.

(A) Upon receipt of a Request for Examination form, the certification unit shall forward a Certification Site Compliance form to be completed by the entity requesting the examination. It shall be the responsibility of the entity requesting the examination to complete the form and certify to the certification unit that the site is conducive to conducting the examination. The certification unit may conduct a site visit for the purpose of assessing site suitability and for approving the location for administration of a practical skills examination. Approved sites may not require subsequent Compliance Forms or visits unless, in the opinion of the certification unit, the characteristics and facilities of the site have changed substantially.

(B) If, in the opinion of the certification unit or its designated representative, the examination site is not suitable for conducting an examination on the specified date, and modification cannot be made in a reasonable period of time, the examination shall be canceled or postponed and the requesting entity shall be required to resubmit the Request for Examination form.

(2) Local or regional school practical skills examinations shall be administered by certification unit personnel for a reasonable number of candidates, as determined by the fire service analyst, and each fire fighter shall have demonstrated proficiency in all skill evaluations identified for that level by having been previously observed and evaluated by a certified and qualified fire service instructor in the accomplishment of these skills.

(3) Examination evaluators for local or regional practical skill examinations shall be provided by the entity requesting the examination. The evaluators shall be certified by the State of Connecticut to the level of fire service instructor I and shall have not been directly involved in the training of the candidate being examined in the specific skill(s) being evaluated. The names of the evaluators shall be provided to the certification unit at least ten business days prior to the examination for verification of credentials.

(4) The certification unit shall provide, as a minimum, a chief examiner to administer each local or regional school practical skill examination.

(c) **Practical skills examination structure – Number of skills**

(1) Certification practical skill examinations shall consist of evaluation of psychomotor skills required by one or more of the objectives required for certification to the levels specified in sections 7-3231-5a to 7-3231-18a, inclusive, of the Regulations of Connecticut State Agencies.

(2) Certification practical skill examinations shall consist of evaluation of a number of practical skills deemed appropriate by the certification unit to adequately measure the psychomotor skills required by the objectives required for certification of the levels specified in sections 7-3231-5a to 7-3231-18a, inclusive, of the Regulations of Connecticut State Agencies.

(d) **Scoring**

(1) Successful completion of all practical skills evaluated on a given examination day shall be required for certification. Successful completion shall mean a minimum grade of 70 percent on each skill evaluation sheet with no failure of identified critical skills.

(2) All practical skill examinations shall be scored by the certification unit and shall be recorded permanently in commission files.

(3) Test results shall be made available to each candidate at the examination site on the date of the examination.

(A) Test results for candidates participating in Oral Review Panel examinations shall be made available by first class mail within 4 weeks of the date of the examination.

(e) **Administration procedures**

(1) Practical skills evaluations may be conducted in evaluation stations, the purpose of which is to approximate actual fireground situations that take into account the testing environment. Candidates shall be expected to perform skills safely, swiftly, and with competence.

(2) Evaluators shall furnish candidates with specific instructions for each skill to be evaluated. Evaluators shall be allowed to clarify instructions but shall not be permitted to assist the candidate, either through verbal or practical assistance, once the evaluation has begun. In the case of multiple-candidate evaluations, candidates shall be allowed to communicate with each other as would be expected in normal fireground operations.

(3) The time allowed for each examination shall be as deemed appropriate by the certification unit.

(f) **Reexamination**

(1) Any candidate receiving an overall grade below 70 percent on any practical skill evaluation sheet shall be afforded the opportunity to reexamine the skill or skills failed one time at the time of

examination. Subsequent failure of the skill or skills shall require the candidate to retake the entire practical skill examination. The requirement to retake the entire practical skill examination may be waived in extenuating circumstances by submittal of such a request in writing to the certification unit.

(2) Procedures

(A) Candidates shall be made aware of the skill or skills failed at the time of the examination. Candidates shall be given a reasonable period to prepare for the retake of the skill or skills. Candidates shall be permitted to review the practical skills grading sheet used for the original evaluation only. The use of any outside materials shall be prohibited. Candidates shall not be allowed to consult with any outside individual prior to participating in the retake.

(B) Individuals failing a practical examination or beyond 180 calendar days of the original examination shall be retrained or counseled prior to any reexamination.

(C) No person may be reexamined without complying with all requirements of section 7-3231-21a and 7-3231-22a of the Regulations of Connecticut State Agencies

(D) A candidate may retake any practical skills examination as frequently as the certification unit offers the examination. There are no restrictions as to the number of times the individual may take examinations.

(E) Any candidate who has not successfully completed all certification examination components for a particular level by the end of the 12-month period shall lose all satisfactory scores.

(F) Any candidate failing to successfully complete all certification examination components by the end of the 12-month period must retake the appropriate training program before retesting at the appropriate level.

(NEW) Sec. 7-3231-21a. Appeal

(a) A candidate may appeal any examination grade by writing to the Fire Service Analyst, within 30 calendar days after the notification of grades, who shall arrange a hearing not more than 30 calendar days after receipt of the appeal to take evidence and testimony. The Fire Service Analyst may permit the candidate to inspect the candidate's practical skills grading summary sheet to verify the mathematical accuracy of the grade and may, upon request, be apprised as to which section needs further preparation for both practical and written examination. The fire service analyst shall issue a written decision.

(b) In the event the candidate is not satisfied by the aforementioned hearing, a candidate may appeal any examination grade or other certification unit decision, by writing, within 30 calendar days of the receipt of the decision or receipt of examination grades, to the state fire administrator, who shall arrange a hearing not more than 30 calendar days after the receipt of the appeal to take evidence and testimony and shall issue a written decision. The hearing board shall be composed of the state fire administrator and the Connecticut Fire Academy Appeal Committee consisting of three certified fire service instructors.

(c) In the event the candidate is not satisfied by the aforementioned hearing, further appeal may be made to the commission, in writing, not more than 30 calendar days after said hearing. The commission shall schedule the appeal as an item on the agenda for a regularly scheduled meeting not more than 60 calendar days after the receipt of the request and shall so notify the appellant not less than twenty days prior to the date of said meeting. The commission may take testimony and evidence and thereafter issue a written decision.

(NEW) Sec. 7-3231-22a. Reciprocity

(a) Any fire fighter who possesses fire service certification from another agency that is deemed at least equivalent to a level of certification offered by the commission may receive credit for said level

of certification. Such reciprocity shall be limited to members of the Connecticut fire service, members of non-Connecticut fire departments that provide mutual aid to Connecticut fire departments, regional reserve units, national guard units, and members of the department of defense on active duty, activated for training, or activated for deployment.

(b) Individuals who have been granted reciprocal credit by the commission to any prerequisite level to allow the individual to enter the certification system at an advanced level shall not be considered to be certified by the commission to that or any prerequisite level in the state until all examination requirements for the level(s) have been satisfactorily fulfilled. Reciprocal credit shall not be considered to mean that the individual has in any way complied with the NFPA Professional Qualifications System Standard for prerequisite level(s).

(c) Reciprocal credit levels shall be recognized as being equal to the corresponding state certification level and individuals granted such reciprocal credit shall be entitled to all rights and privileges granted to persons who have received state certification.

(d) The certification unit shall determine the level of credit to be awarded in accordance with the minimum standards of the State of Connecticut.

(NEW) Sec. 7-323I-23a. Issuance and revocation

(a) The commission shall issue a certificate upon determination that an individual is eligible to be certified.

(b) The commission may waive the provision that a candidate for certification be an active member of a fire department in such cases as that provision is required as part of sections 7-323I-5a to 7-323I-18a, inclusive, of the Regulations of Connecticut State Agencies for the purpose of personnel recruitment. In such cases, successful completion of the examination process for a level shall entitle the candidate to a letter of certification eligibility. The actual certification shall be issued upon receipt of proof that the individual has become an active member of a fire department.

(c) The commission may revoke a certificate for any of the following reasons:

(1) The certificate was issued by administrative error, OR

(2) The holder of the certificate obtained such certification through fraud or intentional misrepresentation of a material fact, OR

(3) The holder of the certificate is professionally unfit to perform the duties for which the certificate was granted, OR

(4) The holder of the certificate is convicted in a court of law of a crime, and the commission considered (i) the nature of the crime and its relationship to the certification for which the person holds; (ii) information pertaining to the degree of rehabilitation of the convicted person; and (iii) the time elapsed since the conviction or release.

(d) An individual may appeal the revocation of a certification as specified in section 7-323I-22a.

(NEW) Sec. 7-323I-24a. Department of defense

(a) The commission shall recognize the certification eligibility of members of reserve units, regional national guard units, and members of the department of defense on active duty, activated for training, or activated for deployment.

(b) Members of the department of defense shall comply with this standard.

Sec. 2 Sec. 7-323I-77 through 7-323I-102, inclusive, of the Regulations of Connecticut State Agencies, are repealed.

R-39 Rev. 02/2012

Statement of Purpose

The purpose of this proposal is to add certification levels offered, on a voluntary basis to members of the Connecticut fire service, by the Commission on Fire Prevention and Control, pursuant to section 7-3231 of the Connecticut General Statutes. Authority to certify individuals is a requirement of department's accrediting agencies, the National Board on Fire Service Professional Qualifications (Pro Board) and the International Fire Service Accreditation Congress (IFSAC). Pro Board and IFSAC review each accredited certifying agency on a five-year cycle. The department has increased the levels offered for fire fighter certification requiring a change in the level of the standard in Connecticut's regulation.

The proposal also:

1. Clarifies adoption of the National Fire Protection Association (NFPA) Professional Qualification Standards, by reference, as the standard for fire fighter certification in Connecticut. NFPA professional standards are revised on a rotating five-year cycle. The department offers 48 levels of professional certification correlated to 13 separate NFPA standards to meet the demands of the department's constituency. Adoption by reference allows the department to revise certification testing requirements without the need to revise regulations on a continual basis while maintaining the department's compliance with the adopted standards and requirements of the accrediting agencies. NFPA standards are available through free access at <http://www.nfpa.org/codes-and-standards/document-information-pages>.
2. Clarifies the examination completion period requirements for certification candidates. Proposed language for both practical and written examinations is the same and specifies that the candidate retake the requisite course after the 12-month certification period expires.
3. Revises the criteria for revocation of certificates. Proposed language is aligned with C.G.S. Sec. 46a-80.
4. Outlines appeal process for grades and revocation of certificates.
5. Makes technical and editorial revisions.