

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

Section 1. Sections 7-323l-1a to 7-323l-24a, inclusive, of the Regulations of Connecticut State Agencies are amended to read as follows:

Sec. 7-323l-2a. Definitions of terms

As used in sections 7-323l-1a to 7-323l-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) **“Approved”** means acceptable to the authority having jurisdiction.
- (3) **“Candidate”** means the person who has completed a training program but has not met the objectives for certification.
- (4) **“Certification unit”** means the unit of the commission responsible for the development, administration and maintenance of the fire fighter certification examination process.
- (5) **“Certify”** means to verify successful completion of an evaluation of knowledge, skills and abilities against a national standard.
- (6) **“Commercial entity”** means any sole proprietorship, for-profit or non-profit business enterprise.
- (7) **“Commission”** means the Commission on Fire Prevention and Control within the Department of Emergency Services and Public Protection.
- (8) **“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.
- (9) **“Demonstrated”** means to show by actual use, illustration, simulation or explanation, or any combination thereof.
- (10) **“Evolution”** means a set of prescribed actions that result in an effective fireground activity.
- (11) **“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 or any recognized fire education or training program.
- (12) **“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.
- (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 fire fighting 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.
- (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 fire fighters.
- (26) **“Hazardous material”** has the same meaning as provided in NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications.
- (27) **“Hazardous materials incident commander”** means the individual who is responsible for directing and coordinating all operations involving hazardous materials/weapons of mass destruction (WMD).
- (28) **“Hazardous materials 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 materials technician”** means an individual who responds to hazardous materials or weapons of mass destruction incidents using a risk-based response process by which the individual analyzes a problem involving hazardous materials or weapons of mass destruction, selects applicable decontamination procedures and 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]compliance document for the specific certification level.
- (31) **“Youth firesetter intervention specialist I”** means an individual who has demonstrated the ability to conduct an intake interview with a youth firesetter or such youth firesetter’s family, determine the need for referral and implement 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) **“Live fire instructor”** means a fire service instructor who demonstrates competency in knowledge and skills in all subjects, methods, and equipment being taught and the objectives contained in NFPA 1400 and identified for the live fire evolution
- (34) **“Live fire instructor in charge”** means a fire service instructor who demonstrates competency in knowledge and skills in all subjects, methods, and equipment being taught and the objectives contained in NFPA 1400 and identified for the live fire evolution
- (35) **“Learning Management System”** means a Commission-approved online platform used for training administration, certification, compliance tracking, coursework delivery, and educational recordkeeping.
- (36) **“NFPA”** means the National Fire Protection Association.
- (37) **“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.
- (38) **“Objective”** means observable or measurable demonstration of a skill, knowledge or both.
- (39) **“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.
- (40) **“Qualified”** means having satisfactorily completed the requirements of the objectives.
- (41) **“Rescue technician”** means a person who is trained to and has demonstrated the knowledge, skills and ability to perform and direct technical rescue in accordance with the objectives specified in this standard for that level.
- (42) **“Safely”** means without injury to self or others.
- (43) **“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.
- (44) **“Swiftly”** means the time, as determined by the authority having jurisdiction, that it takes an approved fire fighter to perform the objective satisfactorily.
- (45) **“This standard”** means sections 7-323l-5a to 7-323l-18a, inclusive, of the Regulations of Connecticut State Agencies.
- (46) **“Traffic control incident management”** 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.
- (47) **“With competence”** means possessing knowledge, skills and judgment needed to perform the indicated objective satisfactorily.

Sec. 7-323l-3a. Standard adoption

(a) The following NFPA standards are hereby adopted by reference, as the commission's standards for fire fighter certification:

(1) NFPA [472]470, Standard for Competence of Responders to Hazardous Materials Incidents/Weapons of Mass Destruction Incidents

(2) NFPA [1001]1010, Standard for Fire Fighter Professional Qualifications

(3) NFPA [1002]1010, Standard for Fire Apparatus Driver/Operator Professional Qualifications

(4) NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications

(5) NFPA [1021]1020, Standard for Fire Officer Professional Qualifications

(6) NFPA [1031]1030, Standard for Professional Qualifications for Fire Inspector and Plan Examiner

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

(8) NFPA [1035]1030, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications

(9) NFPA [1072]470, 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]1020, Standard for Fire Service Instructor Professional Qualifications

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

(b) Copies of the NFPA 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.

Sec. 7-323l-4a. Age requirement for certification

Any candidate for certification under sections 7-323l-5a to 7-323l-24a, inclusive, of the Regulations of Connecticut State Agencies shall be at least [18] 17 years of age.

Sec. 7-323l-5a. Fire fighter I and II

(a) **General**

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

(2) A candidate for fire fighter II certification shall be a certified fire fighter I and shall:

(A) be an active member of a fire department; or

(B) be actively enrolled in an approved course of study at a regional accredited institution by an agency recognized by the United States Department of Education; or

(C) document in writing that the candidate has been an active member of a fire department since prior to July 1, 1977.

Sec. 7-323l-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 Urban Search and Rescue, Connecticut Task Force 1.

(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 Rescue Personnel Professional Qualifications.

(c) The commission shall certify as a rescue technician any candidate who has satisfactorily demonstrated the ability to meet the requirements as prescribed in this section and the job performance requirements of one or more of the following rescue specialties as described by NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications: Tower Rescue, Chapter 4, Rope Rescue, Chapter 5; Structural Collapse Rescue, Chapter 6; Confined Space Rescue, Chapter 7; Vehicle Rescue, Chapter 8; Trench Rescue, Chapter 11; or Machinery Rescue, Chapter 12.

(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 fire fighter I or fire fighter II certification 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 prescribed in this section.

Sec. 7-323l-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]1010, Standard for Fire Apparatus Driver/Operator Professional Qualifications.

(c) The commission shall certify as a driver operator any candidate who has satisfactorily demonstrated the ability to meet the requirements as prescribed in this section and the job performance requirements of one or more of the following driver operator specialties as described by NFPA 1002, Fire Apparatus Driver/Operator Professional Qualifications: Apparatus Equipped with a Fire Pump, Chapter 5; Apparatus Equipped with an Aerial Device, Chapter 6; or Mobile Water Supply Apparatus Chapter 10.

Sec. 7-323l-10a. Fire service instructor I, II and III

(a) General

(1) A candidate for fire service instructor I, fire service instructor II or 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 a certified fire service instructor I.

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

(5) A candidate for live fire instructor shall be a certified fire service instructor I

(6) A candidate for live fire instructor in charge shall be a certified fire service instructor II

(7) 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 those levels have been fulfilled.

(b) **Objectives:** The candidate for certification to the level of fire service instructor I, fire service instructor II or fire service instructor III shall comply with the performance objectives of NFPA [1041]1020, 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, live fire instructor, or live fire instructor in charge any candidate who has satisfactorily met the requirements as prescribed in this section.

Sec. 7-323l-11a. Hazardous materials awareness level personnel, hazardous materials operations level responder, hazardous materials technician and hazardous materials incident commander

(a) **General**

(1) A candidate for hazardous materials awareness level personnel, hazardous materials operations level responder, hazardous materials technician or hazardous materials incident commander certification shall comply with standards relating to the use of self-contained breathing apparatus described in 29 CFR 1910.134.

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

(b) **Objectives:** The candidate for certification to the level of hazardous materials awareness level personnel, hazardous materials operations level responder, hazardous materials technician or hazardous materials incident commander shall comply with the performance objectives of NFPA [1072]470, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.

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

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

(a) **General**

- (1) A candidate for hazardous materials safety officer certification shall comply with standards relating to the use of self-contained breathing apparatus described in 29 CFR 1910.134.
 - (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 safety officer shall comply with the performance objectives of NFPA [472]470, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, Competencies for Hazardous Materials Safety Officers, Chapter 11.
- (c) The commission shall certify as a hazardous materials safety officer those candidates who have satisfactorily demonstrated the ability to meet the requirements as prescribed in this section.

Sec. 7-323l-13a. Health and safety officer and incident 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 Professional Qualifications.
- (c) The commission shall certify as a health and safety officer or incident safety officer any candidate who has satisfactorily demonstrated the ability to meet the requirements as prescribed in this section.

Sec. 7-323l-14a. Youth firesetter intervention specialist and youth firesetter program manager

(a) **General**

- No person shall be certified to the level of youth firesetter intervention specialist or youth firesetter program manager until all examination requirements of this standard for those levels have been fulfilled.
- (b) **Objectives:** The candidate for certification to the level of youth firesetter intervention specialist or youth firesetter program manager shall comply with the performance objectives of NFPA [1035]1030, 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 or youth firesetter program manager any candidate who has satisfactorily met the requirements as prescribed in this section.

Sec. 7-323l-16a. Fire inspector I

(a) **General**

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

(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 1030, 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 prescribed in this section.

Sec. 7-323l-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 shall prepare and conduct a training program, the successful completion of which shall qualify an individual for certification eligibility.

(c) The commission may 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.

(d) (1) All examination components for a given level of certification shall be completed within a 12-month period. The 12-month period shall commence on the date of signature of the lead instructor authorized to sign the examination [application form]compliance document for the specific certification level. Failure to complete requirements within the 12-month period shall render all examination components that have been completed void.

(2) Lead instructors authorized to sign examination [application forms]compliance documents shall be certified to:

(A) the level of fire service instructor I; and

(B) at least one level higher than that the certification level indicated on the examination [application form]compliance document within the same job category if a higher level of certification exists. If a higher level of certification does not exist, the lead instructor shall be certified to the same level as the certification level indicated on the examination [application form] and shall document at least three years practical experience in that job category.

(3) In circumstances where a lead instructor is not certified to the certification level indicated on the examination [application form]compliance document, a lead instructor shall provide documentation of at least three years of practical experience in the same job category. Such

documentation may include, but not be limited to, FEMA certificates. Approval of such documentation shall be granted by the director of certification prior to signature being affixed to examination [application form]compliance document.

(e) 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 period shall be submitted to the commission before the expiration of the original 12-month period.

(f) All examinations and components of examinations shall be structured and administered in accordance with the Americans with Disabilities Act of 1990, 42 USC 12101 et seq., and Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq. Appropriate examination accommodations shall be made on an as-needed basis when supported by appropriate documentation of disability or language needs.

(g) Candidates for certification to any level specified in sections 7-323l-5a to 7-323l-17a, 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 7-323l-20a through 7-323l-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.] including written verification of live-fire suppression activities, if required for the level being certified.

(h) The Department of Emergency Services and Public Protection, in consultation with the commission may establish such examination fees as deemed appropriate and necessary, pursuant to section 7-323p of the Connecticut General Statutes.

Sec. 7-323l-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 written examinations. These written 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 practical examination delivery efficiency or in cases in which a formal appeal of a practical examination grade is pending. Dates of upcoming written examinations and written examination application forms may be obtained from the certification unit. Candidates applying for written examinations shall file a written examination application form with the certification unit's designated learning management system at least 10 business days before the scheduled date of the written examination.

(b) Local administration or regional school administration of state written examinations

(1) At least 28 calendar days prior to the anticipated test date for a fire department, regional fire school or commercial entity written examination, the chief of the fire department, lead certified fire service instructor of the fire department, 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) Written examinations shall consist of questions covering one or more objectives required for certification to the levels in sections 7-323l-5a to 7-323l-17a, inclusive, of the Regulations of Connecticut State Agencies.

(2) 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 7-323l-5a to 7-323l-17a, inclusive, of the Regulations of Connecticut State Agencies.

(d) Scoring

(1) An overall grade of 70 percent or greater 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 written examination scores shall be sent to each candidate entered into the designated learning management system 5-8 business days after the date of the written examination and by first class mail 6 to 8 calendar weeks after the date of the written examination.

(e) Examination administration and 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 written 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 written examination is administered. If such package is opened prior to such time, the written examination shall be 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 written examination shall be closed when the proctor begins to read the instructions for the written 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 written examination. From that time to the time the candidate completes the written examination and remits the written 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 commission shall determine the amount of time permitted for each written examination. The commission shall inform the candidates of the time allowed prior to the day of the written examination and as part of the “Instructions to the Candidates” on the day of the written examination.

(g) Reexamination

(1) Any candidate receiving a written examination score below 70 percent shall have the opportunity to be reexamined. Candidates who are reexamined shall retake the entire written examination.

(2) Any candidate receiving a written score below 70 percent on any section of a multiple part examination the candidate shall retake only the part(s) of the examination failed

(2) Procedures

~~(A) Not more than 180 calendar days after completion of the original written examination, individuals who score between 60 percent and 69 percent may retake the entire written examination without retraining or counseling.~~

~~(B) Individuals scoring less than 60 percent on a written examination or who will be reexamined 180 or more calendar days after the date of the original written examination, shall be retrained or counseled prior to any reexamination.~~

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

(B) 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]~~(C) A candidate may retake the written examination an unlimited number of times during the 12-month period. [provided any applicable retraining or counseling requirements are met for each written examination.]

~~[(F)]~~(D) 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)]~~(E) 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.

Sec. 7-323I-20a. Practical skills examination

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

(b) 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 skills examination for a certification level, if such practical skills examination is required, prior to applying for and participating in the written examination for that level. The requirement to complete the practical skills 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 skills examinations and practical skills examination application forms may be obtained from the certification unit. Candidates applying for practical skills examinations shall file a compliance document with the commission's designated learning management system at least 10 business days before the scheduled date of the practical skills examination. Practical skills examination compliance document received by the commission less than 10 business days before the scheduled date may be denied and shall need approval of the fire service analyst.

(c) Local administration or regional school administration 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 fire department, lead certified fire service instructor of the fire department, 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 attest to the certification unit that the site is conducive to conducting the examination] [T]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 certification site 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 practical skills 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 practical skills examination shall be canceled or postponed and the requesting entity shall be required to resubmit the request for examination form.

(2) Local and 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 candidate 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) Practical skills examination evaluators for local and 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 or skills 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 certification.

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

(c) Practical skills examination structure – number of skills

(1) Certification practical skills 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 7-323l-5a to 7-323l-17a, inclusive, of the Regulations of Connecticut State Agencies.

(2) Certification practical skills 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 7-323l-5a to 7-323l-17a, inclusive, of the Regulations of Connecticut State Agencies.

(d) Scoring and examination results

(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 skills examinations shall be scored by the certification unit and shall be recorded permanently in commission files.

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

(4) Practical skills examination results for candidates participating in oral review panel examinations shall be sent to candidates by first class mail not more than 4 weeks after the date of the examination.

(e) Administration procedures

(1) Practical skills examinations 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 perform skills safely, swiftly, and with competence.

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

(3) The time allowed for each practical skills examination shall be determined by the certification unit.

(f) Reexamination

(1) Any candidate receiving an overall grade below 70 percent on any practical skills 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 skills examination. The requirement to retake the entire practical skills 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 practical skills examination. Candidates shall be given a reasonable period to prepare for the reexamination of the skill or skills. Candidates shall review the practical skills grading sheet used for the original evaluation only. The use of any outside materials shall be prohibited. Candidates shall not consult with any outside individual prior to the reexamination .

(B) Individuals failing a practical skills examination or who took a practical skills examination more than 180 calendar days prior to the date of reexamination, shall be retrained or counseled prior to any reexamination.

(C) No person shall be reexamined without complying with all requirements of section 7-323l-20a and 7-323l-21a of the Regulations of Connecticut State Agencies.

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

(E) Any candidate who has not successfully completed all certification examination components for a particular level within 12 months of the date of initiation of the certification examination process period shall lose all satisfactory scores.

(F) Any candidate who has not successfully completed all certification examination components for a particular level by the end of the 12 months shall retake the appropriate training program before being reexamined at the appropriate level.

Sec. 7-323f-21a. Appeal

(a) A candidate may appeal any examination grade in writing to the fire service analyst not later than 30 calendar days after the [mailing of grades] the entry of grades into the learning management system. The fire service analyst shall schedule and conduct a hearing not later than 30 calendar days after receipt of the appeal. At such hearing, the fire service analyst shall take evidence and testimony and may permit the candidate to inspect the candidate's practical skills grading summary sheet to verify the mathematical accuracy of the grade. The candidate 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 by certified mail not later than 30 calendar days after the hearing.

(b) In the event the candidate is not satisfied by the written decision issued by the fire service analyst pursuant to subsection (a) of this section, a candidate may make a further appeal in writing to the state fire administrator, not later than 30 calendar days after receipt of the written decision. The state fire administrator shall schedule a hearing on such appeal not later than 30 calendar days after the receipt of the appeal. Such hearing shall be conducted by a hearing board. The hearing board shall be composed of the state fire administrator and three certified fire service instructors appointed by the state fire administrator. The hearing board shall take evidence and testimony and issue a written decision by certified mail not later than 30 calendar days after the hearing.

(c) In the event the candidate is not satisfied by the written decision issued by the hearing board pursuant to subsection (b) of this section, the candidate may make a final appeal in writing to the commission not later than 30 calendar days after receipt of the written decision. The commission shall conduct a hearing during a regularly scheduled commission meeting not later than 60 calendar days after the receipt of the appeal, and shall notify the candidate of such hearing date not less than twenty days prior to the date of said hearing. The commission shall take evidence and testimony and issue a written decision by certified mail not later than 30 days after the hearing.

R-39 Rev. 02/2012

Statement of Purpose

The purpose of these revisions to the *Fire Fighter Qualification and Certification Policy and Procedures Rules and Regulations* is to update and align the regulatory framework with recent changes in applicable National Fire Protection Association (NFPA) standards and to ensure consistency with current best practices in the fire service. These updates, adopted by the Fire Prevention Commission, also include technical and administrative amendments to improve clarity, accuracy, and implementation of the certification process.