



**Wisconsin Fire Service Education Office
Policy and Procedures Manual**

July 2020

Acknowledgement

The Wisconsin Technical College System (WTCS) gratefully acknowledges the assistance of many dedicated fire service personnel during both the development and the administration of the WTCS Fire Service Education Office programming. It would be impossible to individually recognize each and every person who has helped to make the program the resounding success that it is.

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We would like to extend our appreciation to past and present committee members for their assistance in the development of this policy and procedures manual.

As a member of the Training Resources and Data Exchange (TRADE) of the National Fire Academy, the WTCS Fire Service Education Office (FSEO) is committed to fostering the ongoing exchange of ideas, programs, and curricula among and between Federal, State and local fire education and training organizations. Many of the publications and training materials of the WTCS FSEO may be freely used to aid emergency responders in any way possible. This manual is one of the aforementioned publications. We would appreciate the accompaniment of a credit line with any portion of this guide that is used indicating the WTCS FSEO as the origin of the material. We also ask that such materials borrowed from us not be sold for profit.

Foreword

On May 23, 1978, the Wisconsin Board of Vocational, Technical and Adult Education (WBVTAE), since renamed the Wisconsin Technical College System Board (WTCSB), approved the provision of certification to the Wisconsin fire service. The WTCSB also adopted the Professional Qualifications for the Fire Service, National Fire Protection Association (NFPA) 1000 Series Standards, and any future standards of the series as those which shall be used for identifying training course content for the certification of Wisconsin fire service personnel.

Fire service certification in the state of Wisconsin is not mandated by the WTCSB. Certification is rather an endeavor to be undertaken voluntarily by individuals or by collective members of fire departments. Those who aspire to Wisconsin Fire Service Certification, however, must satisfy the program requirements which are based on the appropriate NFPA Standards, and be tested for competency.

Certification is not necessarily a means of determining who may participate in the vocation or avocation of firefighting but is rather a symbol of dedication and commitment by the certified individual. Certification also provides documentation that the individual has demonstrated a high level of proficiency established through national consensus.

The WTCS Fire Service Training (FST) is ready and able to assist motivated individuals and/or fire departments in achieving their training and certification goals.

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WTCS Fire Service General Information/Definitions

Scope

This document identifies the prerequisites, training, examination, and certificate issue/expiration criteria for upcoming and existing firefighters in the state of Wisconsin who wish to become certified at a firefighter certification level(s). Duties and responsibilities for Fire District Coordinators, State Representatives and exam proctors are included as they relate to Fire Service education, training, and certification.

General

Prospective candidates shall meet the job performance requirements listed in the associated National Fire Protection Association (NFPA) standard for each certification level.

The minimum educational, medical, physical fitness and emergency medical care performance requirements listed in the NFPA Standard shall be the responsibility of the individual candidate's fire department or authority having jurisdiction (AHJ).

Wherever in this document the terms "rules," "regulations," "procedures," "supplies," "apparatus," or "equipment" are referred to, it is implied they are referring to those of the authority(ies) having jurisdiction.

Definitions

These definitions, many of which conform to those found in NFPA Standards, are provided to help individuals understand the terms referenced.

Advanced Standing: The process in which a candidate can challenge the written and practical examination for Wisconsin certification, based on documentation of training or education comparable to the criteria found within Policies 43-52.

Aerial Apparatus: A piece of fire apparatus with a permanently mounted, power-operated elevating device, including aerial ladders, aerial ladder platforms, telescoping aerial platforms, articulating aerial platforms, and elevating water delivery systems.

Aerial Device: An aerial ladder, elevating platform, aerial ladder platform, or water tower that is designed to position personnel, handle materials, provide egress and discharge water.

Aerial Operator: The fire apparatus driver who has met the requirements of NFPA 1002 Standard, 2017 edition.

Approved: Acceptable to the authority having jurisdiction.

Authority Having Jurisdiction (AHJ): For the purpose of training program development and certification, the certifying agency is the Wisconsin Technical College System (WTCS) Fire Service Education Office (FSEO). For the purpose of fire fighter candidate selection, the fire department chief or WTCS Fire District Coordinator is the AHJ.

Duties: Major subdivisions of work performed by one individual.

Fire Apparatus: A fire department emergency vehicle used for rescue, fire suppression, or other specialized functions.

Fire Apparatus Driver: The fire fighter that has met the requirements defined in NFPA 1002 Standard, 2014 edition.

Fire Department: An organization providing rescue, fire suppression, and related activities. The term "fire department" shall include any public, governmental, private, industrial or military organization engaging in this type of activity.

Fire Department Pumper: A piece of fire apparatus with a permanently mounted fire pump that has a rated discharge capacity of 750 gpm (2850L/min) or greater as defined in the current edition of NFPA 1901, *Standard for Automotive Fire Apparatus*.

Fire Department Vehicle: Any vehicle, including fire apparatus, operated by a fire department.

Fire Fighter Candidate: The person who has fulfilled the entrance requirements of the NFPA 1001 Standard, 2013 edition, but has not met the job performance requirements for Fire Fighter I.

Fire Fighter I: The person, at the first level of progression as defined in the NFPA 1001 Standard 2013 edition, who has demonstrated the knowledge and skills necessary to function safely and efficiently as an integral member of a fire fighting team. When engaged in hazardous activities, the Fire Fighter I works under direct supervision.

Fire Fighter II: The person, at the second level of progression as defined in the NFPA 1001 Standard 2013 edition, who has demonstrated the skills and depth of knowledge necessary to function under general supervision. This person will function safely and effectively as an integral member of a team of equally or less experienced fire fighters to accomplish a series of tasks. When engaged in hazardous activities, the Fire Fighter II maintains direct communication with a supervisor.

Fire Inspector Candidate: A person who has applied to become a fire inspector.

Fire Inspector I: An individual at the first level of progression who has met the job performance requirements specified in NFPA 1031 Standard, 2014 edition for Level I. The Fire Inspector I conducts basic fire inspections and applies codes and standards. (Wisconsin does not certify to the Fire Inspector II and III levels.)

Fire Officer Candidate: The person who has achieved the second level of progression as defined in National Fire Protection Association (NFPA) 1001, *Standard for Fire Fighter Professional Qualifications*, but has not yet met the job performance requirements for Fire Officer I as specified in NFPA 1021 Standard, 2014 edition.

Fire Officer I: The fire officer, at the supervisory level, who has met the job performance requirements specified in NFPA 1021 Standard, at the time they were Wisconsin State Certified as a Fire Officer I.

Fire Officer II: The fire officer, at the supervisory/management level, who has met the job performance requirements specified in NFPA 1021 Standard, at the time they were Wisconsin State Certified as a Fire Officer II. (Wisconsin does not certify to the Fire Officer III or IV levels.)

Fire Pump: Any pump with a rated discharge capacity of 750 GPM (2850L/min) or greater mounted permanently on a piece of fire apparatus.

Emergency Services Instructor I: An Emergency Service Instructor who has demonstrated the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environments so that learning is maximized; and meet the record keeping requirements of the authority having jurisdiction, according to the NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Emergency Services Instructor II: An Emergency Services Instructor who, in addition to meeting Emergency Services Instructor I qualifications, has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of the authority having jurisdiction; and supervise and coordinate the activities of other instructors.

Emergency Services Instructor III: An Emergency Services Instructor who, in addition to meeting Emergency Services Instructor II qualifications, has demonstrated the knowledge and ability to develop comprehensive training curriculum and programs for use by single or multiple organizations; conduct organizational needs analysis; and develop training goals and implementation strategies.

IFSAC: International Fire Service Accreditation Congress.

Job Performance Requirement (JPR): A statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

Listed: Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets identified standards or has been tested and found suitable for a specified purpose.

Personal Protective Clothing: The full complement of garments fire fighters are normally required to wear while on an emergency scene. For the purpose of this document, full protective clothing is considered to include a turnout coat, protective trousers, fire-fighting boots, fire-fighting gloves, a protective hood, and a helmet with face shield.

Personal Protective Equipment (PPE): Consists of full personal protective clothing, plus a self-contained breathing apparatus (SCBA) and a personal alert safety system (PASS) device.

Prerequisite Knowledge: Fundamental knowledge one must have in order to perform a specific task.

Prerequisite Skills: The essential skills one must have in order to perform a specific task.

Procedure: The series of actions, conducted in an approved manner and sequence, designed to achieve an intended outcome.

Prospective Fire Apparatus Driver/Operator: The person who has achieved the first level of progression as defined in NFPA 1002 Standard, 2017 edition, and wishes to advance to the driver/operator level.

Prospective Fire Fighter II: The person who has achieved the first level of progression as defined in the NFPA 1001 Standard, 2013 edition and wishes to advance to the next level.

Prospective Fire Officer II: The fire officer who has achieved the first level of progression as defined in NFPA 1021 Standard, 2014 Edition, at the time they were Wisconsin State Certified as a Fire Officer I and wishes to advance to the next level.

Prospective Emergency Services Instructor: The person who has achieved the second level of progression as defined in NFPA 1041 Standard, 2012 edition, and wishes to advance to the next level.

Prospective Emergency Services Instructor II: The person who has achieved the first level of progression as defined in NFPA 1041 Standard, 2012 edition, and wishes to advance to the next level.

Pump Operator: The fire apparatus driver/operator who has met the requirements of NFPA 1002 Standard, 2017 edition, for the operation of apparatus equipped with an attack or fire pump.

Pumping System: A pump, the piping, and associated devices mounted permanently on a piece of fire apparatus for the purpose of delivering a fire stream.

Reciprocal Certification: Certification awarded to individuals with IFSAC or ProBoard accredited certificates.

Shall: Indicates a mandatory requirement.

Safely: To perform a job performance requirement without risk of injury to self or to others.

Structural Fire Fighting: The activities of rescuing, fire suppression, and property conservation involving buildings, enclosed structures, vehicles, vessels or like properties that are involved in a fire or emergency situation.

Task: A specific job behavior or activity.

Team: Two or more individuals who have been assigned a common task and are in communication with each other, coordinate their activities as a work group, and support the safety of one another.

Volunteer: A volunteer firefighter is a member of the community who donates their time and expertise to help extinguish fires and respond to other emergency situations.

Policy Number and Name: <i>Policy 1: WTCS Mission and Vision Statements</i>	Origin Date:	Revision Date: March, 2018
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Wisconsin Technical College System (WTCS) Mission Statement

The mission of the Wisconsin Technical College System is focused on delivering skills training that recognizes the rapidly changing educational needs of residents to keep current with the demands of the workplace.

Wisconsin Technical College System (WTCS) Vision Statement

We provide dynamic education and training in a rapidly changing marketplace, increasing the economic vitality of students, employers, and communities throughout Wisconsin.

Policy Number and Name: <i>Policy 2: Fire Service Education Office Mission and Vision Statements</i>	Origin Date: 2009	Revision Date: 2009
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WTCS Fire Service Education Office (FSEO) Mission Statement

The mission of Wisconsin Fire Service Education Office is to provide the state’s fire service personnel with:

- A comprehensive education and training program in fire prevention and protection;
- Certification according to standards established by the National Fire Protection Association.

WTCS Fire Service Education Office (FSEO) Vision Statement

The Wisconsin Fire Service Education Office, through collaborative partnerships, strives to advance fire training and education that meets or exceeds national standards.

We will carry this vision out by:

- Providing safe and effective training and education
- Employing customer service strategies that reflect a passion for fire service training while collaborating with affected stakeholders
- Delivering training, education, related certification and life-long learning opportunities that maximize resources and reflect innovation and change
- Promoting current standards and responding to educational issues through creative leadership
- Influence future standards

Policy Number and Name: <i>Policy 3: Authority of Wisconsin Fire Service Education Office</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Authority of the Wisconsin Fire Service Education Office

Scope

It is the policy and practice of the Wisconsin Technical College System (WTCS), Fire Service Education Office (FSEO) to develop and deliver training courses and administer a certification program which satisfies the Professional Qualifications for the Fire Service, National Fire Protection Association (NFPA) Standards and/or other standards adopted by the International Fire Service Accreditation Congress (IFSAC) and/or ProBoard.

Purpose

The criteria described in this document are designed for application during administration of certification processes developed to satisfy IFSAC accreditation standards. Information contained herein in the form of policies, procedures and methods is provided to all parties interested in participating in the fire service certification process in the state of Wisconsin. Fire service certification in the state of Wisconsin is not mandated by the WTCS or any other state agency. Certification is rather an endeavor to be undertaken voluntarily by individuals or collective members of fire departments. Those who desire Wisconsin fire service certification must satisfy the program requirements which are based on the appropriate National Fire Protection Association (NFPA) or other adopted standards and be tested for competency.

Certification is not necessarily a means of determining who may participate in the vocation or avocation of firefighting but is rather a symbol of dedication and commitment by the certified individual. It is not the intent of this document to restrict any jurisdiction from exceeding these requirements.

Empowerment

On May 23, 1978, the Wisconsin Board of Vocational, Technical, and Adult Education (WBVTAE), since renamed the WTCS, approved the provision of certification to the Wisconsin fire service. The WTCS also adopted the Professional Qualifications for the Fire Service NFPA 1000 Series Standards, and any future standards of the series as those which shall be used for identifying course content for education and training for the purpose of certifying Wisconsin fire service personnel. Certification is strongly supported by all state fire service organizations. The WTCS FSEO shall not delegate its certifying authority to any political subdivision, local government entity, other state agency, or private entity.

Financial Support

Funding for the WTCS FSEO certification program is provided under Wisconsin State Statute 20.292(gm) Fire Schools; State Operations.

Additional financial support for the FSEO is obtained through grants. Wisconsin Emergency Management has been the source of many annual grants funding Hazardous Materials Training. In addition, Federal Emergency Management Administration (FEMA) grants support additional training.

Policy Number and Name: <i>Policy 4: Conflict of Interest and Non-Discrimination Clauses</i>	Origin Date: 08/2003	Revision Date: 10/2014
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Conflict of Interest Clause

The Wisconsin Technical College System Fire Service Education Office shall insure that no agency, entity, or individual has unfair or inappropriate influence over the testing and certification process. This shall be accomplished through maintenance of security procedures, audits, analysis, and selection process.

Non-Discrimination Clause

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

WTCS is an equal employment opportunity employer committed to promoting equal employment opportunities for all applicants and employees. Sections 111.31-111.395 of the Wisconsin Statutes provides that it is unlawful for employers, employment agencies, labor unions and licensing agencies to discriminate against employees and job applicants because of any of the following: Age, Ancestry, Arrest Record, Color, Conviction Record, Creed, Disability, Genetic Testing, Honesty Testing, Marital, Military Service, National Origin, Pregnancy or Childbirth, Race, Sex, Sexual Orientation, Use or nonuse of lawful products off the employer's premises during nonworking hours, and any other status protected under applicable federal or state law. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace.

WTCS is committed to creating a work environment that is free of harassment and ensures non-discrimination for all persons as required by applicable federal and state laws. The office will take affirmative action efforts on behalf of women, racial-ethnic minority groups, and persons with disabilities to ensure equal opportunity and to overcome effects of past discrimination.

WTCS is committed to equal employment opportunity and non-discrimination as it applies in all matters of employment including, without limitation: recruiting, testing, and certifying of candidates; interviewing; training of employees; assigning work; career advancement opportunities; layoffs and terminations; compensation and benefits; work environment; discipline; retention; committee appointments; transfer opportunities; hiring and promoting.

WTCS employees should direct any questions or requests for additional information concerning Affirmative Action or Equal Employment Opportunity to the WTCS Human Resources Manager (WTCS HR Manager) at 608-267-9745.

Policy Number and Name: <i>Policy 5: Performance Criteria</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Performance Criteria

The WTCS FSEO certifies fire service personnel to the latest edition of the NFPA 1000 series standards or other standards adopted by the WTCS FSEO and IFSAC. Updates or new standards will be adopted by the WTCS FSEO within three years of the official date of the new edition.

Policy Number and Name: <i>Policy 6: Entrance into the Certification Program</i>	Origin Date: 08/2003	Revision Date: 09/2014
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Entrance into the Certification Program

Individuals shall become qualified to enter the certification program by completing the approved state training program for the pertinent certification category or level, or a program deemed equivalent to the approved training program. Such equivalent education and training may consist of the approved programs of other states, the various branches of the United States military, or in isolated cases, those of foreign countries. Equivalency of the education and training shall be determined by the WTCS FSEO Fire Service Education Director or designee. Equivalency so granted shall be termed “[advanced standing](#),” and entitles the individual to a one-time challenge of the certification process (certification written examination and practical skills examination).

Those unsuccessful in the challenge must complete the approved state course before again being allowed to enter the certification process.

Qualified individuals may enter the certification process by contacting the Fire District Coordinator at their local WTCS district. Upon receipt of such request, appropriate application materials for the pertinent certification category or level will be provided. Completed application and state training summary forms shall be returned to the respective Fire District Coordinator. The *Wisconsin Technical College System Fire Service Education Office Program Policy and Procedures Manual* is an aid to the individuals in completing the forms.

This publication lists the applicable standard(s), prerequisites, training course/facilities/ equipment, and examination requirements for each category and level of certification provided. Also available to assist the individuals in preparing for the certification process is the WTCS FSEO Certification Preparation Guides. These guides provide study and practice hints, samples of typical written exam questions, reference textbook lists, and practical skills test descriptions and criteria. Manuals and preparation guides can be requested during initial contact with a WTCS Fire District Coordinator or from the WTCS FSEO web page <http://mywtcs.wtcsystem.edu/fire-service>.

Policy Number and Name: <i>Policy 7: Reciprocal Certification</i>	Origin Date: 08/2003	Revision Dates: 09/2018, 06/2020
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Reciprocal Certification

Reciprocal certification* shall be issued upon request to Wisconsin residents currently certified by an entity whose certifications are accredited by IFSAC and/or ProBoard.

*Fire and Emergency Services Instructor reciprocity shall only be granted to individuals whose certifications are accredited by IFSAC and/or ProBoard who have obtained certification or recertification within the prior five years. Students whose accredited Fire and Emergency Services Instructor certification from another state has expired shall follow the same two-year challenge process as Wisconsin Fire and Emergency Services Instructors.

*Fire Investigator reciprocity shall only be granted to individuals whose certifications are accredited by IFSAC and/or ProBoard who have obtained certification or recertification within the prior five years. Reciprocity certification will carry the incoming certification date to maintain the renewal cycle.

Requests for reciprocity shall be submitted by the individual requesting reciprocity and must have been received through a testing process to include both a written and practical exam, and not a grandfathering or historical recognition process. Submittal shall include:

- A copy of the certificate(s) for which reciprocity is being requested with the accreditation agency seal and number clearly displayed
- Name, address and date of birth of the individual requesting reciprocity

Electronic submission is preferred, using fireservice@wtcsystem.edu. Requests needing to be mailed may be sent to:

Wisconsin Technical College System Fire Service Education Office
4622 University Avenue
PO Box 7874
Madison, Wisconsin 53707-7874

Policy Number and Name: <i>Policy 8: Challenge/Advanced Standing/IFSAC Challenge</i>	Origin Date: 09/2014	Revision Date: 09/2018
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Challenge/Advanced Standing

Individuals may be granted “[Advanced Standing](#)” through recognition of equivalent training from another state or agency, except as noted in the Fire Investigator Policy. Individuals granted advanced standing will be allowed a one-time challenge of both the written and practical examinations for the requested certification level(s). Individuals will be given one-year from the date of being granted the challenge to successfully complete the exam(s).

A final score of 70 percent or greater satisfies the written examination element and all practical exams are graded on a pass/fail basis. Successful completion of both elements shall result in issuance of the certification by the WTCS FSEO. If an individual fails either the written or practical exam, they will then need to complete the appropriate certification course in order to be eligible for entry into the certification process.

Individuals seeking advanced standing must submit documentation of training/education/ certification from other entities to the WTCS FSEO.

IFSAC (International Fire Service Accreditation Congress) Challenge

Individuals awarded a Wisconsin Certification **prior** to the Wisconsin Fire Service Education Office becoming IFSAC Accredited and wanting an IFSAC Seal on their certificate must challenge only the written examination of the appropriate certification level.

This is also a one-time challenge; if an individual fails the exam they would need to successfully complete the appropriate course in order to receive an IFSAC accredited version of their certification.

Policy Number and Name: <i>Policy 9: Limitation of Time</i>	Origin Date: 08/2003	Revision Date: 03/2014
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Limitation of Time

Candidates have two years from the date of completion of the training course to satisfy the prerequisites for certification. Those failing to do so must repeat the entire certification course before being allowed to participate in the examination process (special circumstances, such as military deployment will be considered for extension of this time limit and shall be determined by the WTCS Fire Service Education Director).

Policy Number and Name: <i>Policy 10: Availability of Testing and Certification</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Availability of Testing and Certification

Testing and certification shall be made available to all qualified fire service personnel by scheduling certification exams based upon the needs of the local constituency and available resources. The WTCS Fire District Coordinators schedule each written and practical skills examination administered in their respective district. They should be contacted directly regarding written and practical certification examinations. The dates, times and locations of scheduled practical skills examinations are available from the WTCS Fire District Coordinator, or can be accessed at <http://mywtcs.wtcsystem.edu/fire-service/fire-certification/practical-skills-schedule>.

Policy Number and Name: <i>Policy 11: Previous Wisconsin Certification</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Previous Wisconsin Certification

IFSAC accreditation has no impact on certification issued prior to accreditation of the pertinent certification category or level. Previously certified Wisconsin fire service personnel who desire to become IFSAC accredited must successfully challenge the written examination process(es).

Policy Number and Name: <i>Policy 12: Proctor Appointment Procedures</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Proctor Appointment Procedures

Written examination proctors shall be appointed by the WTCS Fire District Coordinator subject to approval by the WTCS Fire Service Education Director. The following conditions shall be met prior to appointment:

- The individual is currently a full or part-time employee of a college district of the WTCS, a member of the Milwaukee Fire Department Bureau of Instruction and Training or a member of the WTCS Fire Service Education Office.
- The individual must have attended a WTCS written examination proctor training session. This can be completed as needed by the WTCS Fire Service Education Director. The WTCS FSEO will maintain a current list of all written exam proctors statewide.
- Proctors shall annually review the WTCS FSEO policies and procedures as they pertain to the testing process.

Policy Number and Name: <i>Policy 13: Station Examiner Appointment Procedures</i>	Origin Date: 08/2003	Revision Date: 10/2014
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Station Examiner Appointment Procedures

Practical skills Station Examiners shall be appointed by the WTCS examination site Fire District Coordinator, subject to approval by the WTCS Fire Service Education Director. The Fire District Coordinator shall ensure the following conditions are met and records maintained:

- The Station Examiner is currently certified in Wisconsin as an Emergency Services Instructor.
- The Station Examiner is currently a full or part-time Emergency Services Instructor for a college district of the WTCS.
- The Station Examiner must have attended a WTCS practical skills station examiner training session or job-shadowed a complete practical skills examination for the pertinent certification category or level.
- It is recommended the Station Examiner be certified to the level they are evaluating and/or attended the appropriate Train-the-Trainer.
- The Station Examiner shall annually review the WTCS FSEO policies and procedures as they pertain to the testing process.
- The Coordinator will assist in the continuing education for Station Examiners; i.e., in-service trainings, Train-the-Trainers, and policy reviews.

Policy Number and Name: <i>Policy 14: Site Coordinator Appointment Procedures</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Site Coordinator Appointment Procedures

The Site Coordinator is responsible for conducting the Practical Examination and shall be appointed by the WTCS Fire District Coordinator. The Site Coordinator must be a full or part-time employee of the fire training section of a college district of the WTCS.

Site Coordinators shall annually review the WTCS FSEO policies and procedures as they pertain to the testing process.

Policy Number and Name: <i>Policy 15: State Representative Appointment Procedures/ Expectations</i>	Origin Date: 08/2003	Revision Date: 10/2014
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Appointment Procedures

Practical skills examination State Representatives shall be appointed by the WTCS Fire Service Education Director. In addition to submitting three letters of recommendation and resume, the following conditions must be met prior to appointment:

- The individual is currently certified as a Wisconsin Emergency Services Instructor and must maintain certification throughout appointment.
- The individual has a minimum of five years' experience as an Emergency Services Instructor.
- The individual must have functioned as a practical skills examiner a minimum of four times in each level of certification or a minimum of 20 years' fire service experience.
- Upon appointment, the individual must serve as an unpaid apprentice under the direct supervision of a current State Representative of each level of certification at a site to be assigned by the AHJ.

Expectations

State Representatives are charged with representing the WTCS FSEO at each practical examination site. Duties include:

- Observing and evaluating Station Examiners to ensure proper procedures are followed.
- Observing examination stations and candidates to ensure safe practices are followed.
- Settling disputes and making final pass/fail decisions based on information provided by the Station Examiner and candidate.
- State Representatives shall annually review the WTCS FSEO policies and procedures as they pertain to the testing process.
- Ensuring a fair and consistent examination is conducted based on the WTCS FSEO Examination Administration Handbook.
- Staying current with updated practical skills exams by participating in train-the-trainer sessions
- Working at least three (3) exams per year.

Policy Number and Name: <i>Policy 16: Written Examination Element & Test Banks</i>	Origin Date: 08/2003	Revision Date: 09/2018
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Written Examination Test Bank

The WTCS FSEO shall maintain a test bank for each IFSAC accredited certification category and level. Each bank shall have a minimum of twice as many questions as are asked on the written examination.

Fire Fighter I, NFPA 1001, 2013 edition	1254
Fire Fighter II, NFPA 1001, 2013 edition	568
Hazardous Materials Awareness/Operations, NFPA 472, 2013 edition	267
Driver/Operator-Pumper, NFPA 1002, 2017 edition	272
Driver/Operator-Aerial, NFPA 1002, 2017 edition	215
Fire Inspector I, NFPA 1031, 2014 edition	346
Fire Officer I, NFPA 1021, 2014 edition	444
Fire Officer II, NFPA 1021, 2014 edition	240
Emergency Services Instructor I, NFPA 1041, 2012 edition	357

Test bank questions are revised after each revision of the pertinent NFPA standard. Validation of each test bank is completed as soon as possible after receipt. The current examination banks are purchased from Performance Training Systems, Inc., Jones and Bartlett, and International Fire Service Training Association (IFSTA). The Logic eXtension Resources (LXR) current version of the software allows for an impartial testing process using automatic scoring and measurement of test reliability.

Approved candidates will be allowed to write the state certification examination for the category and/or level chosen. The written examination will consist of 100 questions with a 90-minute time limit (with the exception of HazMat which is 25 questions with a 30-minute time is limit). Multiple choice and true/false questions can be expected. If the candidates successfully achieve a minimum score of 70 percent on the written examination, they will advance to the practical skills examination element of the process. Candidates who received their preparatory training through the state-approved training program and who fail their initial attempt at the written examination will be allowed up to 2 retests. If still unsuccessful after their second retest, these candidates are required to re-enroll in and complete the approved training program before being allowed to again write the examination. A variety of exams will be used to ensure that no candidate is allowed to take the same exam more than once.

Policy Number and Name: <i>Policy 17: Written Exam Validation</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Written Exam Validation

The WTCS FSEO shall ensure test validity by referencing each test item to the appropriate NFPA or other adopted standard and validated reference material(s). All test items are reviewed by test construction experts and are formatted to meet the criteria of the American Psychological Association. The test item analysis date is stored with each test item. Additionally, a technical committee composed of practicing Wisconsin fire service personnel reviews each test item for job relevance. Reliability is automatically measured as each test is scored, and statistics are compiled. Statistics regarding each test item are reviewed by WTCS FSEO staff. Based upon this review, items are updated and/or removed from the test bank by the WTCS FSEO staff.

Policy Number and Name: <i>Policy 18: Statistical Analysis of Written Exams</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Statistical Analysis of Written Exams

The number of test takers, distribution of test scores and the average test score for every written exam are reviewed by the WTCS Fire Service Education Director. If the average test score or the distribution of test scores fall below the determined review threshold, the Fire District Coordinator is contacted by the WTCS Fire Service Education Director to inquire about the test results. If necessary, corrective actions are established by the Fire District Coordinator and the Fire Service Education Director.

Policy Number and Name: <i>Policy 19: Examination Question Review</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Examination Question Review

Complaints filed regarding any written test questions are reviewed by WTCS Fire Service Education Director. Discrepancies found will be corrected and the question involved will be revalidated.

Policy Number and Name: <i>Policy 20: Test Bank Security</i>	Origin Date: 08/2003	Revision Date: 10/2014
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Test Bank Security

The WTCS FSEO shall maintain test banks both electronically and in hard copy form. The electronic test banks are stored on the agency network and are accessible only to FSEO personnel via personal password. The FSEO personal computer (PC) is supported by a dedicated printer on which examination booklets are generated as needed. Several versions of each exam are randomly generated from the banks, and these versions are revised periodically. Test items are reviewed periodically or as needed to ensure content and job reference validity. All hard copy printed masters, answer keys and exams, along with test bank CDs, are secured in locked file cabinets when not being utilized. The WTCS FSEO shall make test items for all levels available to site teams and administrative reviewers. Test items shall be reviewed in a secure setting and shall not be copied by site team members or administrative reviewers.

Electronic versions of the old examination development materials are archived on a secure network. Hard copies of the same examination development materials are securely disposed of.

Policy Number and Name: <i>Policy 21: Exam Booklet Security</i>	Origin Date: 08/2003	Revision Date: 12/2018
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Exam Booklet Security

The WTCS FSEO shall provide sealed exam booklets and answer forms (exam packets) upon request directly to the WTCS Fire District Coordinator via U.S. Mail. Such requests shall be based upon the exam administration schedule of the respective WTCS district. A minimum of **fifteen (15) business days** advance-notice shall be provided at the time the request is made. Requests made less than 15 business days in advance of a test may not be honored. Request shall be made using the Examination Request Form.

Exam packets shall be provided in sealed envelopes. Examination request information includes:

- Certification level
- Text Book/Publisher
- Examination date
- Mailing date
- Number of exams
- Exam version (initial, 1st retest, 2nd retest)

Upon receipt, the Fire District Coordinator shall secure the exam packets under lock and key until such time as it is turned over to the Written Examination Proctor.

Policy Number and Name: <i>Policy 22: Proctor Guidelines</i>	Origin Date: 08/2003	Revision Date: 06/2014
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Proctor Guidelines

Examinations shall be administered only to individuals (candidates) who have met all course prerequisites. Examinations shall be administered in one of two methods:

- at a WTCS college district; or
- on-site at the local fire department

Written Test Proctors shall not have been the candidates' instructor for the certification category/level examination they are administering.

Proctors shall monitor registration for all examinations. Scheduled candidates shall, upon reporting, provide photo identification (ID). Acceptable forms of photo ID include state ID cards, military ID cards, passports or drivers' licenses.

The testing room environment shall be as comfortable as possible with regard to temperature, lighting, and seating (tables and chairs are required). The room must be absent of posters, charts, pictures or other visible materials that could aid the candidates in answering exam items.

Candidates will not be allowed to bring any electronic devices into an exam including computers, tablets, cell phones, smart watches, etc. Any electronic devices needed for the test will be provided by the examination site.

Candidates shall be spaced to ensure that they cannot readily observe each other's answer sheets. Examinations shall not be administered to candidates who appear to be ill or obviously under the influence of drugs or alcohol.

Candidates shall be informed that if they need to use restroom facilities, they should quietly get up and turn in their booklet, answer sheet and pencils to the proctor. They will be excused, and upon their return, can obtain their exam materials from the proctor.

Proctors, candidates, WTCS FSEO personnel and State Representatives or IFSAC site team members (if applicable) shall be the only persons allowed in the room during testing. WTCS shall permit a representative designated by the Certificate Assembly Board of Governors to observe any testing process upon receiving notice of intent to observe the test at least forty-eight (48) hours prior to the test. The certifying entity shall provide the dates, time, and location of any testing process upon request for such information from IFSAC Administration.

Proctors shall not leave the room for any reason during the examination.

Policy Number and Name: <i>Policy 23: Examination Administration Procedure</i>	Origin Date: 08/2003	Revision Date: 03/2020
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Written Examination Administration Procedure

- Hazardous Materials Operations candidates shall be provided a current edition of the DOT Emergency Response Guide Book.
- The Driver/Operator-Pumper, Driver/Operator-Aerial and Fire Inspector candidates shall be provided with a calculator.
- The Driver/Operator-Pumper candidates will be provided a formula sheet.
- Candidates shall be advised of location of emergency exits and evacuation procedures in the event of inclement weather, fire, etc.
- Candidates shall be instructed that electronic devices are not allowed into the exam room during testing (i.e. cell phones, computers, tablets, smart watches, etc.).
- Candidates shall each be provided two, #2 pencils and a sealed exam packet. Additional pencils shall be available from the proctor if the need arises.
- Candidates shall be instructed to read the instructions on the booklet cover. When they have finished reading, the proctor shall ask if they understand the instructions. The proctor shall, if needed, provide clarification.
- Candidates shall be instructed at this point to break the exam booklet seals and only remove the answer sheet.
- Candidates shall be instructed to carefully and legibly fill in the necessary information on the answer sheet: Last name, First Name, Middle Initial.
- Candidates shall be informed of the number of questions on the exam.
- Candidates shall be informed that the only acceptable method of marking answer choices is as indicated on the answer sheet – to completely fill in the bubble with a #2 pencil. X's over the bubbles or circles around the bubbles will be scored as wrong answers.
- Candidates shall be informed that any questions left unanswered (blank) will be scored as wrong answers.
- Candidates shall be informed of the proper procedure to follow if they decide to change an answer after it has been marked:
 - Carefully erase the original answer choice. Incomplete erasure may cause the computer scan to read two answers for the question, which will result in a wrong answer being scored.
 - Completely fill in the bubble for the amended answer choice.
- Candidates shall be informed that their final score is determined by deducting the number of incorrect and blank answers from the total number of questions per exam.
- Candidates shall be informed that each test question is worth one point with the exception of 472 Hazardous Materials Operations examination for which each question is worth four points and 1072 Hazardous Materials Operations examination for which each question is worth two points.
- Candidates shall be informed that the minimum passing score on all certification exams is 70 percent.
- Candidates shall be informed that final scores of 70 percent or greater satisfy the written examination element of the certification process. They shall be further informed that they must also pass the practical skills examination element in order to become certified.
- Candidates shall be informed that final scores below 70 percent will result in the candidates' need to retest. They shall be further informed that, if needed, up to two retests are permitted within the two-year time limit.

- Candidates shall be informed that if the proctor observes them cheating on the exam in any way, their exam booklets and answer sheets will be confiscated, and they will be asked to immediately vacate the premises. They shall further be informed that this action will result, at a minimum, in their receiving a zero score for the examination attempt. The cheating incident will also be reported to the WTCS Fire Service Education Director for possible additional action.
- At this point, the proctor will ask if there are any questions – questions will be answered promptly.
- Candidates shall be informed that if they need individual clarification of a test question, they are to raise their hand. The proctor will walk to their location and quietly read the question aloud to them exactly as written.
- Candidates shall be informed that upon completing the examination, they are to reinsert their answer sheets in the exam booklets and seal utilizing the provided seals. They are also to initial one of the seals. They are to turn in the booklet and pencils to the proctor and quietly leave the room.
- Candidates shall be asked if there are any final questions – questions will be promptly answered.
- Candidates shall be informed that no talking will be allowed once exam booklets are opened.
- Candidates shall be informed that the total time allowance for the exam is 90 minutes (**472 Hazardous Materials Operations – 25 questions examination with a 30-minute time limit, 1072 Hazardous Materials Operations – 50 questions with a 60-minute time limit**).
- The proctor shall announce the time, instruct the candidates to open their exam booklets and begin the examination. Timing shall be initiated at this point.
- After the first hour has elapsed, the proctor will announce that 30 minutes remain.
- After the next 15 minutes have elapsed, the proctor will announce that 15 minutes remain.
- At the end of the 90-minute period, the proctor will announce that time has expired. Any remaining candidates are to be instructed to put their pencils down.
- Remaining candidates shall be instructed to reinsert their answer sheet in the exam booklet and seal utilizing the provided seals. They shall further be instructed to initial one of the seals and turn in the booklets and pencils to the proctor as they leave the room.
- The proctor shall inspect all collected booklets to ascertain they have been sealed and initialed by the candidates. The proctor shall initial the other seal on each booklet as this inspection is performed.
- All inspected exam packets shall be sealed, along with all unused exams and a listing of all participating candidates' names, in an envelope.
- The envelope shall be mailed to the WTCS FSEO within 3 business days of administration of the examination.

Failure on the part of the proctor to follow this procedure constitutes a breach in test security. The WTCS Fire Service Education Director shall revoke the approval of any proctor who compromises an examination. If the proctor is a certified Emergency Services Instructor, his/her certification may also be revoked.

Policy Number and Name: <i>Policy 24: Examination Accommodations</i>	Origin Date: 01/2014	Revision Date: 05/2014
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Examination Accommodations

The WTCS Technical Colleges shall identify candidates in need of an alternative examination method based on documented disabilities. Oral or electronic testing, including extended time limits, shall be administered by a proctor who has met the guidelines put forth by the WTCS district Student Services Office. *No alternative testing methods will be allowed for the Practical Exam.*

Policy Number and Name: <i>Policy 25: Exam Log-In</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Exam Log-In

Completed examination packets shall be returned to WTCS FSEO staff who will log in the following information:

- Technical College
- Receipt date
- Number of examination packets received

Policy Number and Name: <i>Policy 26: Exam Scoring/Notification</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Exam Scoring/Notification

Examinations shall be scored as soon as possible after log in. Used exam booklets shall be secured or destroyed at the time of scoring. Scores shall be provided to the respective Fire District Coordinator via e-mail as soon as possible after scoring. Electronic score files shall be maintained indefinitely by WTCS FSEO staff. Exam scores will be released to the candidate by the respective district adhering to their policy.

Policy Number and Name: <i>Policy 27: Examination Analysis</i>	Origin Date: 08/2003	Revision Date: 10/2014
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Examination Analysis

Requests from the Fire District Coordinator, due to special circumstances including but not limited to situations when questions are challenged, or a validation issue arises an examination analysis shall be provided by the WTCS FSEO staff. The examination analysis should not be given to the Instructor or the student but can be discussed to identify areas of weakness.

Policy Number and Name: <i>Policy 28: Self-Study Element</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Self-Study Element

Certain categories and/or levels within the WTCS FSEO certification program contain self-study elements that candidates must complete prior to participating in the practical skills examination element. For specific information regarding self-study requirements for a particular certification category or level, candidates should refer to the pertinent Certification Preparation Guide. These guides can be obtained from the WTCS Fire District Coordinator or can be accessed at <http://mywtcs.wtcsystem.edu/fire-service>.

Policy Number and Name: <i>Policy 29: Practical Skills Examination Element</i>	Origin Date: 08/2003	Revision Date: 09/2018
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Practical Skills Examination Element

The WTCS FSEO maintains practical skills examination stations for each certification category and level. The current certification examinations with the number of possible evolutions per exam include:

Fire Fighter I	44
Fire Fighter II	22
Driver/Operator-Pumper	17
Driver/Operator-Aerial	12
Fire Inspector I	13
Fire Officer I	6
Fire Officer II	6
Emergency Services Instructor I	4

Practical skills examination evolutions are developed by the WTCS FSEO upon the adoption of the pertinent certification category and/or level and are revised as soon as possible after revision of the applicable NFPA standard.

Candidates who have passed the written examination element will be assigned to a practical skills examination at an approved WTCS test site on a date of their choosing (pending availability of openings). All candidates are required to pay the standardized statewide practical skills examination fee to the assigned WTCS test site).

Candidates will be responsible for all skills required by the appropriate NFPA standard and must be prepared to perform any of the skills contained within the examination structure (a summary of the practical skills test stations is included in this document [see appendix]). Due to the large number of skills required by the standard, however, all skills cannot possibly be tested in a given examination. Rather, a number of series of skills will be selected for each exam through a random process. Skills to be tested will not be selected until the day of the exam to prevent prior knowledge by the candidates. The intent of this process is to ensure that candidates are prepared to test on all of the skills required by the standard.

Practical examinations are graded on a 100 percent pass/fail basis. Throughout the design of the evaluation checklists, critical components of the skills will be strictly evaluated. “Non-fatal” components and many “local issue” components that vary from fire department to fire department will not be critically evaluated during the examination.

Candidates must successfully complete all skills stations of an examination to receive a passing grade. Candidates who fail up to 2 stations may retest on the same day at no additional cost. If, after retesting, the candidates fail the station(s) again, they must retake the entire examination at a later date. Candidates who fail 3 or more stations on their initial examination attempt must retake the entire examination at a later date as well. This requirement is necessitated by the random examination skills selection process. Such retakes also require payment of another examination fee.

Candidates will be notified of certification examination results upon examination completion.

Policy Number and Name: <i>Policy 30: Practical Exam Validity</i>	Origin Date: 08/2003	Revision Date: 10/2014
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Practical Exam Validity

The WTCS FSEO shall ensure test validity by referencing each test evolution to the appropriate NFPA JPRs, requisite knowledge, skills (to the extent possible), and shall be examined through a process of objectively assessed examinations/tests. All test evolutions are reviewed by subject matter experts. Additionally, a technical committee composed of practicing Wisconsin fire service personnel reviews each test evolution for job reference. Reliability is evaluated as each examination is conducted and statistics are compiled. Based upon periodic review, evolutions are retained, redesigned or removed from the test.

Policy Number and Name: <i>Policy 31: Practical Examination Administration Guidelines</i>	Origin Date: 08/2003	Revision Date: 06/2018
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Practical Examination Administration Guidelines

Practical skills examinations shall be administered only to individuals who have met all prerequisites.

Practical Skills Examinations shall only be conducted at sites which have been approved by the WTCS Fire Service Education Director.

Only approved Station Examiners, Site Coordinators and State Representatives will be involved in the administration of practical skills certification examinations.

Station Examiners shall not have been the candidate's instructor(s) for the skills they are evaluating.

The instructor will not evaluate except in the cases of Emergency Services Instructor and Driver/Operator-Aerial based on the delivery model. In this case an audit procedure will be in place to maintain the quality and control between the instruction and examination requirements for certification.

Examination minimums and maximums are as follows:

Level	Minimum	Maximum
Firefighter I & II	24	63
Fire Inspector	15	30
Emergency Services Instructor	15	30
Driver/Operator Pumper & Aerial	Governed by availability of apparatus	
Fire Officer I & II	12	20

Combination of exams is encouraged to meet minimums when necessary. Sites may request exemptions to these limits by contacting the WTCS Fire Service Education Director.

Candidates are required to pay the standardized statewide practical skills examination fee (currently \$80.00). Payment shall be made to the WTCS examination site district.

Pre-registration is the responsibility of the candidate. Pre-registration information for candidates, including State Summary Forms from districts other than the test site district shall be forwarded to the test site district prior to the scheduled examination. Pre-registration of non-state resident applicants will be initially coordinated through the WTCS FSEO.

The Site Coordinator shall monitor registration for the practical skills examination.

Candidates reporting to the examination site shall have all equipment and/or materials necessary to participate including personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) that meets or exceeds applicable NFPA standards.

All apparatus and equipment used during practical certification exams will meet or exceed applicable NFPA standards.

A firefighter, either career or volunteer, shall meet the minimum qualifications as listed in the National Fire Protection Association Standards for Fire Fighter Professional Qualifications, 1001; Fire Apparatus

Driver/Operator Professional Qualifications, 1002; Fire Officer Professional Qualifications, 1021; Fire Inspector Professional Qualifications, 1031; Fire Service Instructor Professional Qualifications, 1041; Comprehensive Occupational Medical Program for Fire Departments Professional Qualifications, 1582; and Health-Related Fitness Programs for Fire Department Members, 1583.

Facial hair requirements of NFPA Standard 1500 and Wisconsin Department of Safety and Professional Services SPS 330 shall be followed in certification practical skills examinations which contain a SCBA use requirement.

Candidates shall provide photo ID and if applicable, a valid Driver's License or a CDL certificate for verification upon arrival at the test site. A photo of a student's ID/drivers license/CDL certificate is not acceptable for students who will be driving or operating emergency apparatus, and should only be accepted for exam identification in the case of extenuating circumstances.

Any individual whose name does not appear on the roster or does not have required paperwork will not be permitted to participate in the examination unless approved by the Site Coordinator.

All exams shall be graded on a pass/fail basis.

All facilities and/or station equipment/materials listed in the pertinent Examination Administration Handbook shall be provided for each exam.

Practical skills examinations will be conducted weather permitting. Cancellations due to adverse weather conditions shall be at the discretion of the Site Coordinator, assigned State Representative and/or Fire District Coordinator.

Candidates will be allowed to retest the same day at no additional cost per the retest allowance for the pertinent certification category and/or level. Such retests will only be conducted after all other candidates have completed testing or by approval of the State Representative. Retesting shall be conducted by a different station examiner and shall be observed by a State Representative.

Candidates failing more than the maximum allowed for the pertinent certification exam are required to complete a retest at a future date. Complete retests require payment of another examination fee.

Should a candidate necessitate a higher level of appeal, such appeal may be made to the Fire Service Education Director. The FSED shall do a thorough investigation and make a final determination on the student's status.

Policy Number and Name: <i>Policy 32: Examination Administration Procedures</i>	Origin Date: 08/2003	Revision Date: 04/2018
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Examination Administration Procedures

- Prior to administration of an exam, the Site Coordinator will assign the station examiners to the various stations. The Site Coordinator will, at the same time, assemble the Station Examiners' equipment:
 - Clipboards
 - Skills check-off forms for the pertinent exam
 - Completed State Summary Forms
 - Pens/pencils
 - Stopwatches
 - Payroll forms
 - DOT-ERG Book and SDS for Fire Fighter I
 - Placards for Fire Fighter I
 - Calculators for Fire Inspector I
- The Site Coordinator will assemble the Station Examiners and inform them of the skills choices made by the WTCS FSEO. The Station Examiners perform setup of their particular station based on the skills choices assigned.
- Upon completion of set-up by the Station Examiners, the State Representative(s) perform a complete site check, using a checklist.
- The State Representative(s) assembles the station examiners and addresses "best practices" for the pertinent exam, including:
 - Safety being the #1 priority
 - Pass/fail criteria
 - Remind that they are testing, not teaching
 - Stress fairness and consistency
 - Proper documentation of pass/fail
 - Complete/proper explanations of failure to the candidate
 - Remind that disagreements between them and the candidates must be deferred to the State Representative(s)
 - Remind that they should be monitoring the physical well-being of the candidates as they participate/pass through their individual stations.
 - Any adjustments/simulations to the testing procedure and station selection shall be agreed upon by the State Representative and Site Coordinator.
 - Update any changes to evaluation process.
 - Examination interruptions to due equipment failure – equipment will be repaired or replaced, and candidates will be afforded the opportunity to continue testing without penalty.
 - Decisions about interruptions due to inclement weather will be determined by the State Representative and Site Coordinator.
- The Site Coordinator or his/her representative performs registration of candidates and receipt of any fees due.
- Also, at this time, candidates will:
 - Be checked for compliance with equipment/material requirements
 - Be checked for compliance with facial hair requirements (if applicable to the certification exam being conducted)
 - Be required to sign the certification State Summary Form

- Completion of the Indemnity form.
- The Site Coordinator or his/her representative assembles the candidates and addresses them regarding the exam format:
 - Makes candidate team and color assignments (if applicable to the certification exam being conducted)
 - Describes the stations and their locations.
 - May use the DOT-ERG book anytime while at the hazmat stations.
 - Stresses that the candidates follow directions from the State Representatives and/or the Site Coordinator– do not leave the staging area until requested – return upon completion of each station unless directed otherwise.
 - Stresses the importance of the candidates keeping themselves hydrated – tells them location of water dispensers.
 - Explains that up to 2 stations failed can be retested the same day – explains that 3 or more stations failed means complete retest on another day
 - Stresses safety on the candidates’ part
 - Asks for and answers any questions the candidates have
 - Introduces the State Representative(s)
- Prior to administration of exam, the State Representative(s) addresses the candidates:
 - Explain who they represent – the WTCS FSEO/Fire Service Education Director
 - Explain they are there to resolve differences and be a liaison between the candidates and the Station Examiners
 - Explain that this is a testing, not a teaching event
 - Stress safety first to the candidates – wearing appropriate PPE/SCBA for the various stations and any additions/deletions due to weather conditions
 - Candidates will be advised of the location of emergency exits and evacuation procedures in the event of inclement weather, fire, etc.
 - Answer any questions of the candidates
 - The Site Coordinator shall provide secure staging for students to ensure unevaluated students cannot observe candidates being tested. Evaluated and unevaluated students cannot communicate with each other.
- Station examiners are to consistently provide the same directions to the candidates for each of the selected station tests. They are to read the directions exactly as written.
- Station examiners are to ask if the candidates as individuals or team members have any questions regarding the JPR(s). All questions are to be answered.
- Timing begins, and the candidates perform the required test function(s).
- While observing the performance, Station Examiners follow the checklist provided on each candidate’s station skills check-off form. Safety issues are a priority during this observance.
 - Station examiners are to grade the candidates, either as individuals for individual tests or as individual team members for team tests, utilizing the check-off form.
 - Station examiners are to document in ink and explain the pass/fail results.
 - Station examiners are to return the completed skills check-off forms to each candidate team leader.
 - Station examiners direct the candidates to the staging area.
- Throughout the course of the exam, the Site Coordinator makes him/herself available to:
 - Answer questions
 - Maintain an expedient flow of the candidate/teams from staging area to station, back to staging area.
 - Provide replacements in the event of equipment malfunction or failure
 - Replenishes water supply at refreshment dispensers

- Candidates
- Station Examiners
- State Representatives
- Throughout the course of the exam the State Representative(s):
 - Will represent the WTCS FSEO ensuring that practical examination policies and procedures are followed, facilities and equipment are adequate, and site safety for students and evaluators is assured.
 - Observe activities at all stations on a rotating basis
 - Listen to station examiner directions
 - Listen to candidates' questions and station examiners' answers
 - Answer questions directed to them
 - Settle disputes that may arise between candidates and station examiners
 - Make final pass/fail decisions in dispute situations
 - Provide same-day retest forms in applicable failure situations
 - Notify candidates of need to completely retest on a future date in applicable failure situations
 - Ensure all certification documentation is complete and correct

Turn all verified certification documentation over to the Site Coordinator for submission to the WTCS FSEO.

Policy Number and Name: <i>Policy 33: Documentation Submission</i>	Origin Date: 08/2003	Revision Date: 01/2014
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Documentation Submission

Properly completed certification documentation shall be mailed to the WTCS FSEO within 3 business days of administration of the examination. Properly completed documentation includes:

State Summary Form

- Candidate's name entered in space provided
- Date of Birth
- Certificate number for prerequisite certification level entered in space provided (if applicable)
- Candidate's fire department (if any) entered in space provided
- WTCS district entered in space provided
- Candidate's signature and dates entered in all spaces provided including Indemnity language
- Fire District Coordinator's signature and dates entered in all spaces required
- Candidate's passing written exam score and date entered in space provided
- Verification of candidate passing the practical skills examination and date entered in space provided
- State Representative's signature and dates entered in space provided

Information shall be mailed to:

WTCS Fire Service Office
 Attn: Denise Perkins
 4622 University Avenue
 Madison, WI 53705

Policy Number and Name: <i>Policy 34: Certificate Provision</i>	Origin Date: 08/2003	Revision Date: 09/2018
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Certificate Provision

Upon successful completion of all elements of the certification process, the candidate's name will be entered into the WTCS FST Certification database. Individuals will receive, at no additional cost, an individualized certificate from the WTCS FSEO. If applicable to the Certification, an IFSAC number will be assigned.

There are no renewal requirements except for Emergency Services Instructor.

Policy Number and Name: <i>Policy 35: IFSAC Reporting/Record Keeping</i>	Origin Date: 08/2003	Revision Date: 10/2014
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IFSAC Reporting/Record Keeping

The WTCS FSEO shall maintain electronic certification records and reports to IFSAC at least annually the following information.

- Name of certified individual
- Date of birth
- WTCS FSEO certification level
- IFSAC seal number
- Date of certification

In addition to this information the WTCS FSEO shall also collect the fire department and WTCS district information.

Policy Number and Name: <i>Policy 36: Denial or Revocation of Certification</i>	Origin Date: 08/2003	Revision Date: 09/2018
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Denial or Revocation of Certification

Fire Service certifications may be denied or revoked if an individual knowingly submits false information, cheats during class or an examination, fails to meet the certification criteria, engages in improper or criminal conduct or other actions that undermine the integrity of the Fire Service Education Office program(s).

If the WTCS Fire Service Education Director receives a written grievance pertaining to a failure to meet certification criteria or an allegation of improper conduct related to any aspect of the Fire Service Education Office programs, the Director will forward a copy of the grievance or allegation to the individual alleged to have engaged in improper conduct and the Certification Review Board. The Certification Review Board shall be appointed by the WTCS President on an ad-hoc basis to assess the merit of grievances or allegations of improper conduct. It shall consist of at least three members of the WTCS Fire Service Advisory Committee on Education and Training, who shall designate a chairperson.

Within ten business days of receiving a written grievance or allegation of improper conduct, the WTCS Fire Service Education Director, will begin an in-depth review/investigation with assistance from appropriate WTCS district staff. This review shall be completed within ten business days from the date it begins.

If the WTCS Fire Service Education Director finds that certification denial or revocation is not warranted, the Director will, within five business days, notify in writing the individual filing the grievance or alleged to have engaged in improper conduct (and the party that alleged improper conduct, if applicable), the Certification Review Board, the WTCS President, and appropriate WTCS district staff. No additional action will be taken.

If the WTCS Fire Service Education Director finds that certification denial or revocation may be justified, the Director will, within five business days, forward all relevant findings to the Certification Review Board for review and recommendation. In addition, the WTCS Fire Service Education Director will provide written notification to the individual alleged to have engaged in improper conduct, the party that alleged improper conduct, the Certification Review Board, the WTCS President, and appropriate WTCS district staff.

Within five business days of being notified that the WTCS Fire Service Education Director has found that certification denial or revocation may be warranted, the individual filing the grievance or alleged to have engaged in improper conduct may provide a written response to the Certification Review Board chairperson, which will be considered as part of the Board's deliberations.

If the Certification Review Board determines that sufficient reason exists for certification denial or revocation, the WTCS Fire Service Education Director shall provide written notification of the intent to deny or revoke the certification to the individual who filed a grievance or was alleged to have engaged in improper conduct (and the party that alleged improper conduct, if applicable), the WTCS President, and appropriate WTCS district staff. The written notification shall include the specific reason for certification denial or revocation and a statement that within ten business days of the notification date, the individual may request to appear before the Certification Review Board.

Policy Number and Name: <i>Policy 37: Right of Appeal</i>	Origin Date: 08/2003	Revision Date: 09/2018
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Right of Appeal: Certification Denial or Revocation

The Certification Review Board shall allow an individual for whom certification is denied or revoked to appeal the decision before the Board within 30 business days of the date such a request is received. The WTCS Fire Service Education Director shall provide written notice of the date, time, and location of the hearing to the individual filing a grievance or alleged to have engaged in improper conduct (and the party that alleged improper conduct, if applicable), the Certification Review Board, the WTCS President, and appropriate WTCS district staff.

Certification Review Board appeals are limited to the specific topics identified in the written notification of certification denial or revocation. Individuals appearing before the Certification Review Board may be represented by counsel.

Upon completion of the appeal, the Certification Review Board chairperson shall forward the Board’s findings to the WTCS Fire Service Education Director. Within 10 business days of receipt of the Board’s findings, the WTCS Fire Service Education Director shall provide written notification of such findings to the individual filing the grievance or alleged to have engaged in improper conduct (and the party that alleged improper conduct, if applicable), the WTCS President, and appropriate WTCS district staff.

If an individual fails to respond to the Certification Review Board’s written notice of certification denial or revocation, the WTCS Fire Service Education Director may request the individual’s presence at a special meeting of the Certification Review Board for the purpose of determining whether further action is necessary.

The WTCS Fire Service Education Office shall remain solely responsible for granting, denying, and revoking Fire Service certification credentials.

Policy Number and Name: <i>Policy 38: Letter of Equivalency</i>	Origin Date: Unknown	Revision Date: 09/2018
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Letter of Equivalency

The Wisconsin Fire Service Education Office (FSEO) recognizes the achievements and training of candidates to assist them in moving forward in their professional development. The FSEO provides the opportunity for members of the Wisconsin Fire Service to obtain a letter of equivalency in order to fulfill the prerequisite of a subsequent level of certification. Additionally, a letter of equivalency may be requested to satisfy hiring and/or promotional processes.

An individual who, due to significant length of service, experience, and/or training/education, feels that they are qualified in the current JPR's of a particular certification level may apply for a letter of equivalency from the FSEO. In order to give consideration of awarding a Letter of Equivalency based on the policy in the WTCS Policy and Procedures Manual, benchmarks/requirements have been implemented which the review committee will use to make their determination.

General Eligibility

- 1) Candidate must be a member of a Wisconsin Fire Department.
 - a) If candidate is not yet a member, the letter of equivalency may be conditionally approved pending acceptance of employment/membership on a Wisconsin Fire Department.
- 2) Candidate must have a minimum of 15 years' experience on a career, combination and/or volunteer Fire Department (except Fire Officer I, which requires a minimum of 20 years' experience).
- 3) Candidate must be requesting equivalency for Firefighter I, Firefighter II, Driver/Operator-Pumper, Driver/Operator-Aerial, Fire Inspector I and/or Fire Officer I.
 - a) Emergency Services Instructor I, II, and III and Fire Officer II are not eligible for a letter of equivalency.
- 4) The following pre-requisites are required:
 - a) To obtain a Firefighter I letter of equivalency, candidate must provide an out of state certification and/or Department training records to demonstrate equation to the current Firefighter I JPR's.
 - b) To obtain a Firefighter II letter of equivalency, candidate must provide Wisconsin State Firefighter I certification and additional Department training records to demonstrate equation to the current Firefighter II JPR's.
 - c) To obtain a Driver/Operator Pumper letter of equivalency, candidate must provide Department training records and/or college transcripts that equate to the current Driver/Operator-Pumper JPR's, which includes any Firefighter I JPR's.
 - d) To obtain a Driver/Operator Aerial letter of equivalency, candidate must provide Wisconsin State Driver/Operator-Pumper and/or Department training records and/or college transcripts that equate to the current Driver/Operator-Pumper and Driver/Operator-Aerial JPR's.
 - e) To obtain a Fire Inspector I letter of equivalency, candidate must provide Department training records and/or college transcripts that equate to the current Fire Inspector I JPR's. Proof of continuing education relating to Code knowledge and enforcement must also be provided.
 - f) To obtain a Fire Officer I letter of equivalency, candidate must have at least five years of experience as a Fire Officer (which may be within the 20-years of experience). Additionally, candidates must provide Wisconsin State Firefighter II certification and Wisconsin State Emergency Services Instructor I certification and/or Department training records or college transcripts of training that equates to the current Firefighter I and II JPR's, as well as experience or training as a Fire Service Instructor.

Submission Requirements

- 1) Candidate shall submit a cover letter of intent to the Wisconsin Fire Service Education Office stating

- the certification level(s) for which a letter of equivalency is being requested.
- 2) Candidate shall submit a letter from the Chief or Training Officer of the Department (on letterhead) verifying their membership.
 - a. If the candidate is not yet a member, documentation of the hiring process and/or a conditional offer shall be provided. This information will be kept confidential upon request.
 - 3) The candidate shall provide a portfolio of supporting documentation to demonstrate training/experience compliance with JPR's of the appropriate NFPA Standard(s).
 - a. If a candidate provides a certificate from another state or un-accredited organization, they must also provide the syllabus or course requirements to demonstrate compliance with the JPR's of the appropriate NFPA Standard(s).
*Detailed documentation of training that meets the JPR's of the appropriate NFPA Standard are the most crucial component of this submission.
 - 4) Candidate shall provide one letter of recommendation from the Fire Chief. If the candidate is the Fire Chief, letter must be from the hiring/appointment authority such as a board member, Police and Fire Commissioner, and/or Department training officer.

All applications must be submitted electronically to Fireservice@wtcssystem.edu and will be handled on an individual and non-precedent setting basis.

Review Process

- Materials submitted will be reviewed by a committee of at least three qualified individuals as designated by the Fire Service Education Director.
- The candidate may be granted a one-time challenge to successfully complete the written and/or practical certification examination for the requested level(s) to compensate for a lack of documentation.
- The applicant will be notified of the final decision by the Fire Service Education Office.
- If deemed appropriate, a Letter of Equivalency will be awarded for the certification level(s) which were evaluated. The candidate will not receive actual State Certification. The letter of equivalency can be used to fulfill the prerequisite of a subsequent level of certification

Policy Number and Name: <i>Policy 39: In House Training Programs</i>	Origin Date: 09/2018	Revision Date: 09/2018
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In House Training Programs

Wisconsin Administrative Code SPS 330.08 includes an option for Fire Departments to seek approval of the Wisconsin Technical College System, for in-house training programs (IHTP). Applicants meeting all of the following conditions may apply for this status:

Applicant Department (Training Program) shall:

- Own, maintain, insure, and operate a fire training facility.
 - The fire training facility must meet the standards outlined in the WTCS Fire Service Training Examination Administration Handbooks for each certification level.
 - The fire training facility must be inspected and approved by the Fire Service Education Director prior to approval.
- Have an established Training Program, Training Program Administrator, and full-time (non-roving) instructional staff.
 - Instructional staff shall be minimally certified to the Emergency Services Instructor I level and maintain that certification throughout their time instructing candidates.
 - The Training Program Administrator and instructors shall comply with all of the same policies and procedures as each of the Wisconsin Technical Colleges, as outlined in the WTCS Fire Service Training Examination Administration Handbook for each certification level.

To request in-house training status, the applicant Department shall submit a letter of interest to the Fire Service Education Director with the following information:

- Documentation including FDID, department information, staffing, district, ISO report, and other relevant details.
- A detailed explanation of why training cannot be obtained through the local Wisconsin Technical College District.
- Documentation of the fire training facility including plans, maintenance, inspections, etc.
- Documentation of the program and staff.
- Acknowledgement of ineligibility to obtain 2% dues funding from the WTCS for training costs incurred.
- Acknowledgement that all students shall test (both written and practical skills) at their local Wisconsin Technical College.
- Acknowledgement that IHTP's shall not instruct students/candidates who are not current members of their own Department or who have not accepted a (contingent, if applicable) position with the Department. All training shall be conducted at one of the IHTP Department's facilities (station, training center, etc.).

If all prerequisites are met, this letter shall be presented to the local Technical College(s) and Fire Service Advisory Committee for comments prior to the Fire Service Education Director's decision.

IHTP Approval Terms

Following approval of an IHTP, the Fire Service Education Director shall notify all WTCS Fire District Coordinators.

- IHTP's must notify their local Fire District Coordinator prior to a class commencing. That notification must include:
 - Name of scheduled course
 - Student roster
 - Course dates
- The Training Program Administrator must sign the State Summary Form in order for a student to be eligible for testing.
- Students must register to complete the certification examination process through their local Technical College. The Technical Colleges are not obligated to schedule separate and/or individual exams to accommodate IHTP's.

At any time, the Fire Service Education Director may suspend or revoke a Department's IHTP status for activity or procedures inconsistent with the purpose and intent of the original designation.

Policy Number and Name: <i>Policy 40: RESERVED</i>	Origin Date:	Revision Date:
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Reserved

Policy Number and Name: <i>Policy 41: RESERVED</i>	Origin Date:	Revision Date:
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Reserved

Policy Number and Name: <i>Policy 42: Entry Level Firefighter</i>	Origin Date: 01/2020	Revision Date:
NFPA Reference: 1001, 2019 Edition	IFSAC Accredited: No	

Wisconsin Entry Level Firefighter

Prerequisites

Entry

- n/a

Examination

- Entry Level Firefighter candidates shall successfully complete the required WTCS Entry Level Firefighter course or an equivalent course approved by the WTCS FSEO.

Certification

- Not available

Training

Required Course

- The course required by the authority having jurisdiction for Entry Level Firefighter training is the 60-hour course based on Jones & Bartlett, Fundamentals of Fire Fighter Skills and Hazardous Materials Response, 4th edition curriculum.

Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed a train-the-trainer for the course.

Facility/Apparatus/Equipment Requirements

- A classroom setting to comfortably accommodate the candidates during lectures and audio-visual aids and equipment to facilitate such instruction.
- All fire apparatus and personal protective equipment used in class shall conform to the standards of the National Fire Protection Association for the edition year to which they were manufactured. All manufacturer supplied safety equipment shall be utilized and maintained.

NOTE: The first requirement can be met at a college district of the WTCS or fire department training facilities. The second requirement can be met at live-fire training centers of the WTCS, fire department training centers which meet the same facility criteria as WTCS live-fire training centers, or acquired structures meeting the requirement of the current edition of NFPA 1403, *Standard on Live Fire Training Evolutions*.

Examination

Written Examinations

- An entry-level fire fighter candidate shall achieve a minimum grade of 70 percent on a written in-class, open book examination designed to test to the NFPA 1001 standard. The exam consists of 50 questions with a 60-minute time limit. Multiple choice and true/false questions can be expected.
- If an entry-level fire fighter candidate who completed the required course does not achieve at least a grade of 70 percent, the candidate will be allowed up to two retests. If, after retesting twice, the candidate still has not achieved the minimum grade of 70 percent, the candidate shall

retake the entire 60-hour course before again before being designated as successfully completing.

NOTE:

Students must participate in the live-burn portion of this course.

Completed Entry Level Firefighter rosters shall be forwarded to the WTCS FSEO at entrylevel@wtcsystem.edu for entry into the Wisconsin Fire Training lookup system. Candidates have **two years from the date of completion of the training course** to satisfy course requirements. Those failing to do so must complete the 60-hour course again before being allowed to participate in the examination process.

Policy Number and Name: <i>Policy 43: Wisconsin Fire Fighter I Certification</i>	Origin Date: 08/2003	Revision Date: 12/2019
NFPA Reference: 1001, 2019 Edition	IFSAC Accredited: Yes	

Wisconsin Fire Fighter I Certification

Prerequisites

Entry

- A fire fighter candidate shall have met the entrance requirements of NFPA 1001 Standard, current edition.

Examination

- A fire fighter candidate shall have successfully completed the required WTCS Fire Fighter I course or an equivalent course approved by the WTCS FSEO.
- A fire fighter candidate shall have paid the current practical skills fee to the examination Site Coordinator.

Certification

- Completion of the Hazardous Materials Awareness and Operation levels.
- Verification of completion of ICS-100 and IS-700 (FEMA) online courses.
- Verification of completion of Courage to Be Safe (NFFF) online course.
- Verification of completion of Blocking and Advanced Warning (TIM) online courses.
- Verification of completion of Stress First Aid online course.
- A fire fighter candidate shall attain a minimum grade of 70 percent on the written examinations for Fire Fighter I and Hazardous Materials Operations.
- A fire fighter candidate shall attain a “pass” grade on all skills stations of the selected practical examination.

Training

Required Course

- The course required by the authority having jurisdiction for Fire Fighter I certification training is the 96-hour course based on Jones & Bartlett, Fundamentals of Fire Fighter Skills and Hazardous Materials Response, 4th edition curriculum.

Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed a train-the-trainer for the course.

Facility/Apparatus/Equipment Requirements

- A classroom setting to comfortably accommodate the fire fighter candidates during lectures and audio-visual aids and equipment to facilitate such instruction.
- All fire apparatus and Personal Protective Equipment used in certification testing shall conform to the standards of the National Fire Protection Association for the edition year to which they were manufactured. All manufacturer supplied safety equipment shall be utilized and maintained.

NOTE: The first requirement can be met at a college district of the WTCS or fire department training facilities. The second requirement can be met at live-fire training centers of the WTCS, fire department training centers which meet the same facility criteria as WTCS live-fire training centers, or acquired structures meeting the requirement of the current edition of NFPA 1403, *Standard on Live Fire Training Evolutions*.

Examination

Written Examinations

- A fire fighter candidate shall achieve a minimum grade of 70 percent on a written examination designed to test to the current edition of NFPA 1001 Standard, JPR Prerequisite Knowledge for the Fire Fighter I level. The exam consists of 100 questions with a 90-minute time limit. Multiple choice and true/false questions can be expected.
- If a fire fighter candidate who completed the required course does not achieve at least a grade of 70 percent, the candidate will be allowed up to two retests. If, after retesting twice, the candidate still has not achieved the minimum grade of 70 percent, the candidate shall retake the entire 96 Hour course before again being allowed to write the examination.
- If advanced standing through an approved equivalent course was granted, **no** retest is permitted. Unsuccessful advanced standing candidates shall complete the entire 96 Hour course before again being allowed to write the examination.

Hazardous Materials Operations

- A fire fighter candidate shall achieve a minimum grade of 70 percent on a written examination for Hazardous Materials Operations which is a pre-requisite for Fire Fighter I. The exam consists of 50 questions with a 60-minute time limit. Multiple choice and true/false questions can be expected.
- If a fire fighter candidate who completed the required course does not achieve at least a grade of 70 percent, the candidate will be allowed up to two retests. If, after retesting twice, the candidate still has not achieved the minimum grade of 70 percent, the candidate shall retake the entire 20 Hour course before again being allowed to write the examination.
- If advanced standing through an approved equivalent course was granted, **no** retest is permitted. Unsuccessful advanced standing candidates shall complete the entire 20-hour course before again being allowed to write the examination.

Practical Skills Examination

- A fire fighter candidate shall achieve a passing grade on a practical skills examination designed to test to the current edition of NFPA 1001 Standard, JPR Prerequisite Skills for the Fire Fighter I level. A fire fighter candidate shall, either as an individual or as member of a team, complete all testing stations. Practical skills examinations are graded on a pass/fail basis. A fire fighter candidate shall safely and successfully complete all tasks within the selected skills stations of the examination to receive a passing grade.

NOTE: Completed Fire Fighter I state summary forms shall be forwarded to the WTCS FSEO for processing. Fire Fighter candidates have **two years from the date of completion of the training course** to satisfy the Prerequisites for Certification. Those failing to do so must complete the 96-hour Fire Fighter I course again before being allowed to participate in the examination process.

Certification

- A fire fighter candidate who satisfies all components of the certification process will receive Wisconsin Fire Fighter I certification.
- A Fire Fighter I certification is non-expiring.

Policy Number and Name: <i>Policy 44: Wisconsin Fire Fighter II Certification</i>	Origin Date: 08/2003	Revision Date: 12/2019
NFPA Reference: 1001, 2019 Edition	IFSAC Accredited: Yes	

Wisconsin Fire Fighter II Certification

Prerequisites

Entry

- A prospective Fire Fighter II shall be an Accredited IFSAC, ProBoard, or Wisconsin certified Fire Fighter I.

Examination

- A prospective Fire Fighter II shall have successfully completed the required Wisconsin Fire Fighter II course or equivalent course approved by the WTCS FSEO.
- A prospective Fire Fighter II shall have paid the current practical skills fee to the examination Site Coordinator.

Certification:

- Verification of completion of ICS-200 (FEMA) online course.
- A prospective Fire Fighter II shall attain a minimum grade of 70 percent on the written examination.
- A prospective Fire Fighter II shall attain a “pass” grade on all skills stations of the selected practical skills examination.

Training

Required Course(s)

- The courses required by the authority having jurisdiction for Fire Fighter II certification training include the 42-hour Fire Fighter II course based on the Jones & Bartlett, Fundamentals of Fire Fighter Skills and Hazardous Materials Response, 4th edition, curriculum.

Required Course Instructor Criteria

The course(s) shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed the train-the-trainer for the course(s).

Facility/Apparatus/Equipment Requirements

- A classroom setting to comfortably accommodate the Fire Fighter II candidates during lectures and audio-visual aids and equipment to facilitate such instruction.
- All fire apparatus and personal protective equipment used in certification testing shall conform to the standards of the National Fire Protection Association for the edition year to which they were manufactured. All manufacturer supplied safety equipment shall be utilized and maintained.

Note: The first requirement can be met at a college district of the WTCS or fire department training facilities. The second requirement can be met at live-fire training centers of the WTCS, fire department training centers which meet the same facility criteria as WTCS live-fire training centers, or acquired structures meeting the requirement of the current edition of NFPA 1403, *Standard on Live Fire Training Evolutions*.

Examination

Written Examination

- A prospective Fire Fighter II shall achieve a minimum grade of 70 percent on a written examination designed to test to the current edition of NFPA 1001 Standard, JPR Prerequisite Knowledge for the Fire Fighter II level. The exam consists of 100 questions with a 90-minute time limit. Multiple choice and true/false questions can be expected.
- If a prospective Fire Fighter II who completed the required course does not achieve at least a grade of 70 percent, the person will be allowed up to two retests. If a minimum grade of 70 percent has not been attained after the two retests, the candidate shall retake the entire course before again being allowed to write the examination.
- If advanced standing through an approved equivalent course was granted, **no** retest is permitted. Unsuccessful advanced standing candidates shall complete the required course before again being allowed to write the examination.

Practical Skills Examination

- A prospective Fire Fighter II shall achieve a passing grade on a practical skills examination designed to test NFPA 1001, current edition, JPR Prerequisite Skills for the Fire Fighter II level.
- A perspective Fire Fighter II shall, either as an individual or as a member of a team, complete all testing stations. Practical skills examinations are graded on a pass/fail basis.
- A prospective Fire Fighter II shall safely and successfully complete all tasks within the selected skills stations of the examination to receive a passing grade.

Note: Completed Fire Fighter II state summary forms shall be forwarded to the WTCS FSEO for processing. Fire Fighter II candidates have **two years from the date of completion of the training course** to satisfy the Prerequisites for Certification. Those failing to do so must complete the course again before being allowed to participate in the examination process.

Certification

Certificate Issue

- A prospective Fire Fighter II who satisfies all components of the certification process will receive Wisconsin Fire Fighter II certification.

Certificate Expiration

Fire Fighter II certification is non-expiring.

Policy Number and Name: <i>Policy 45: Wisconsin Driver/Operator-Pumper Certification</i>	Origin Date: 08/2003	Revision Date: 12/2018
NFPA Reference: 1002, 2017 Edition	IFSAC Accredited: Yes	

Wisconsin Driver/Operator-Pumper Certification

Prerequisites

Entry

- None

Examination

- A prospective Driver/Operator-Pumper must possess a valid Driver's License. If the prospective Driver/Operator-Pumper is not using a vehicle from their home Department, a valid CDL or CDL permit is required (per State law).
- A prospective Driver/Operator-Pumper shall have successfully completed the required WTCS Driver/Operator-Pumper course or an equivalent course approved by the WTCS FSEO.
- A prospective Driver/Operator-Pumper shall have paid the current practical skills fee to the examination Site Coordinator.

Certification

- A prospective Driver/Operator-Pumper shall attain a minimum grade of 70 percent on the written examination.
- A prospective Driver/Operator-Pumper shall attain a "pass" grade on all skills stations of the practical skills examination.

Training

Required Course

- The course required by the authority having jurisdiction for Driver/Operator-Pumper certification training is the 66-hour course based on the *Jones and Bartlett Fire Apparatus Driver/Operator, 3rd edition, curriculum*.

Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed a train-the-trainer for the course.

Facility/Apparatus/Equipment Requirements

- A classroom setting to comfortably accommodate the Driver/Operator candidates during lectures, and audio-visual aids and equipment to facilitate such instruction.
- All fire apparatus and equipment used in certification testing shall conform to the standards of the National Fire Protection Association for the edition year to which they were manufactured or as currently applicable. All manufacturer supplied safety equipment shall be utilized and maintained.
- Live fire training centers of the WTCS and/or fire department training centers for the pumping portion of the exam
- Streets or roads for the driving portion and barricaded street areas with hydrant and static water supply availability for the pump operation portion. A driving course may be used for practice, but

students shall drive on public roadways for their practical exam.

Examination

Written Examination

- The Driver/Operator-Pumper exam consists of 100 questions with a 90-minute time limit, designed to test the requisite knowledge of NFPA 1002, 2017 edition. Multiple choice and true/false questions can be expected.
- If a prospective Driver/Operator-Pumper who completed the required course does not achieve at least a grade of 70 percent, the person will be allowed up to two retests. If a minimum grade of 70 percent has not been attained after two retests, the candidate shall retake the entire course before again being allowed to write the examination.

Practical Skills Examination

- The Driver/Operator-Pumper practical skills exam consists of eight (8) testing stations, designed to test the requisite skills of NFPA 1002, 2017 edition. Practical skills examinations are graded on a pass/fail basis. A prospective Driver/Operator-Pumper shall safely and successfully complete (pass) all tasks within the selected skills stations of the examination to receive a passing grade.
- Personal Protective Equipment used shall minimally include: helmet, eye protection, gloves, boots, and a safety vest.
- Candidates must successfully complete all skills stations of an examination to receive a passing grade. Candidates who fail up to two (2) stations may retest on the same day at no additional cost. If, after retesting, the candidates fail the station(s) again, they must retake the entire examination at a later date. Candidates who fail three (3) or more stations on their initial examination attempt must retake the entire examination at a later date as well. This requirement is necessitated by the random examination skills selection process. Such retakes also require payment of another examination fee.

Candidates granted advanced standing shall be tested in accordance with Policy 8.

Note: Prospective Driver/Operator-Pumpers have two (2) years from the date of completion of the training course to satisfy the requirements for Certification. Those failing to do so must complete the course again before being allowed to participate in the examination process.

Certification

Certificate Issue

- A prospective Driver/Operator-Pumper who satisfies all components of the certification process will receive Wisconsin Driver/Operator-Pumper certification with IFSAC accreditation.

Certificate Expiration

Driver/Operator-Pumper certificates are non-expiring.

Policy Number and Name: <i>Policy 46: Wisconsin Driver/Operator-Aerial Certification</i>	Origin Date: 08/2003	Revision Date: 12/2018
NFPA Reference: 1002, 2017 Edition	IFSAAC Accredited: Yes	

Wisconsin Driver/Operator-Aerial Certification

Prerequisites

Entry

- A prospective Driver/Operator-Aerial shall have their Wisconsin Fire Fighter I and Wisconsin Driver/Operator-Pumper certifications. Students with IFSAAC and/or ProBoard certifications must receive a Wisconsin reciprocal or equivalency prior to entry.

Examination

- A prospective Driver/Operator-Aerial must possess a valid Driver's License. If the prospective Driver/Operator-Aerial is not using a vehicle from their home Department, a valid CDL or CDL permit is required (per State law).
- A prospective Driver/Operator-Aerial shall have successfully completed the required WTCS Driver/Operator-Aerial course or equivalent course approved by the WTCS FSEO.
- A prospective Driver/Operator-Aerial shall have paid the current practical skills fee to the examination Site Coordinator.

Certification

- A prospective Driver/Operator-Aerial shall attain a minimum grade of 70 percent on the written examination.
- A prospective Driver/Operator-Aerial shall attain a "pass" grade on all skills stations of the practical skills examination.

Training

Required Course

- The course required by the authority having jurisdiction for Driver/Operator-Aerial certification training is the 36-hour course based on the Jones and Bartlett *Fire Apparatus Driver/Operator, 3rd edition*, curriculum.

Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed a train-the-trainer for the course.

Facility/Apparatus/Equipment Requirements

- A classroom setting to comfortably accommodate the prospective Driver/Operator-Aerial candidates during lectures, and audio-visual aids and equipment to facilitate such instruction. This may be accomplished at a Technical College or fire department training facility.
- Live fire training centers of the WTCS and/or fire department training centers for the exam
- All fire apparatus and equipment used in certification testing shall conform to the standards of the National Fire Protection Association for the edition year to which they were manufactured or as currently applicable. All manufacturer supplied safety equipment shall be utilized and maintained

- Streets or roads for the driving portion and a two- or three-story structure surrounded by paved areas for the aerial device operation portion.
- A driving course may be used for practice, but students shall drive on public roadways for their practical exam.

Examination

Written Examination

- The Driver/Operator-Aerial exam consists of 100 questions with a 90-minute time limit, designed to test the requisite knowledge of NFPA 1002, 2017 edition. Multiple choice and true/false questions can be expected.
- If a prospective Driver/Operator-Aerial who completed the required course does not achieve at least a grade of 70 percent, the person will be allowed up to two retests. If a minimum grade of 70 percent has not been attained after two (2) retests, the candidate shall retake the entire course before again being allowed to write the examination.

Practical Skills Examination

- The Driver/Operator-Aerial practical skills exam consists of seven (7) testing stations, designed to test the requisite skills of NFPA 1002, 2017 edition. Practical skills examinations are graded on a pass/fail basis. A prospective Driver/Operator-Aerial shall safely and successfully complete all tasks within the selected skills stations of the examination to receive a passing grade.
- Personal Protective Equipment used shall minimally include: helmet, eye protection, gloves, boots, and a safety vest.
- Candidates must successfully complete all skills stations of an examination to receive a passing grade. Candidates who fail up to two (2) stations may retest on the same day at no additional cost. If, after retesting, the candidates fail the station(s) again, they must retake the entire examination at a later date. Candidates who fail three (3) or more stations on their initial examination attempt must retake the entire examination at a later date as well. This requirement is necessitated by the random examination skills selection process. Such retakes also require payment of another examination fee.

Candidates granted advanced standing shall be tested in accordance with Policy 8.

Note: Prospective Driver/Operator-Aerials have two (2) years from the date of completion of the training course to satisfy the requirements for Certification. Those failing to do so must complete the course again before being allowed to participate in the examination process.

Certification

Certificate Issue

- A prospective Driver/Operator-Aerial who satisfies all components of the certification process will receive Wisconsin Driver/Operator-Aerial certification with IFSAC accreditation.

Certificate Expiration

Driver/Operator-Aerial certificates are non-expiring.

Policy Number and Name: <i>Policy 47: Wisconsin Fire Officer I Certification</i>	Origin Date: 08/2003	Revision Date: 09/2018
NFPA Reference: 1021, 2014 Edition	IFSAC Accredited: Yes	

Wisconsin Fire Officer I Certification

Prerequisites

Entry

- A prospective Fire Officer I candidate shall be an Accredited IFSAC, ProBoard, or Wisconsin certified Fire Fighter II.

Examination

- A prospective Fire Officer I candidate shall have successfully completed the required WTCS Fire Officer I course, or equivalent course approved by the WTCS Fire Service Education Director.
- A prospective Fire Officer I candidate shall have paid the current practical skills fee to the examination site coordinator.

Certification

- A prospective Fire Officer I candidate shall attain a minimum grade of 70 percent on the written examination.
- A prospective Fire Officer I candidate shall attain a “pass” grade on all skills stations of the selected practical skills examination.
- A prospective Fire Officer I candidate shall complete the 40-hour Emergency Services Instructor I course. Participation in the certification process is not required to comply with Fire Officer I prerequisites.

Training

Required Course

- The course required for Fire Officer I certification is the 40-hour course based on the *Jones and Bartlett Fire Officer Principals and Practices, Enhanced 3rd edition*. The course also requires successful completion of the *Mentoring Project* including a 3-page report. Candidates must also have completed the *National Fallen Firefighters Foundation (NFFF) LACK (Leadership, Accountability, Culture, Knowledge) and Why Data?* online courses.

Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed a train-the-trainer for the course.

Facility/Equipment Requirements

- A classroom setting to comfortably accommodate the Fire Officer I candidates during lectures, and audio-visual aids and equipment to facilitate such instruction.

Note: The first requirement can be met at a college district of the WTCS or fire department training facilities.

Examination

Written Examination

- A prospective Fire Officer I candidate shall achieve a minimum grade of 70 percent on a written examination designed to test to the current edition of NFPA 1021 Standard, JPR Prerequisite Knowledge for the Fire Officer I level. The exam consists of 100 questions with a 90-minute time limit. Multiple choice and true/false questions can be expected.
- If a prospective Fire Officer I candidate who completed the required course does not achieve at least a grade of 70 percent, the candidate will be allowed up to two retests. If a minimum grade of 70 percent has not been attained after two retests, the candidate shall retake the entire course before again being allowed to write the examination.
- If advanced standing through an approved equivalent course was granted, **no** retest is permitted. Unsuccessful advanced standing candidates shall complete the required course before again being allowed to write the examination.

Practical Skills Examination

- A prospective Fire Officer I candidate shall achieve a passing grade on a practical skills examination designed to test to the current edition of NFPA 1021 Standard, JPR Prerequisite Skills for the Fire Officer I level. A prospective Fire Officer I candidate shall complete 6 testing stations. Practical skills examinations are graded on a pass/fail basis. A prospective Fire Officer I shall successfully complete all tasks within the selected skills stations of the certification exam.

Note: Completed Fire Officer I State Summary Forms shall be forwarded to the WTCS FSEO for processing. Fire Officer I candidates have **two years from the date of completion of the training course** to satisfy the Prerequisites for Certification. Those failing to do so must complete the course again before being allowed to participate in the examination process.

Certification

Certificate Issue

- A Fire Officer I candidate who satisfies all components of the certification process will receive Wisconsin Fire Officer I certification.

Certificate Expiration

Fire Officer I certificates are non-expiring.

Policy Number and Name: <i>Policy 48: Wisconsin Fire Officer II Certification</i>	Origin Date: 08/2003	Revision Date: 09/2018
NFPA Reference: 1021, 2014 Edition	IFSAC Accredited: Yes	

Wisconsin Fire Officer II Certification

Prerequisites

Entry

- A Fire Officer II candidate shall be an Accredited IFSAC, ProBoard, or Wisconsin certified Fire Officer I.

Examination

- A Fire Officer II candidate shall have successfully completed the required WTCS Fire Officer II course or equivalent course approved by the WTCS FSEO.
- A Fire Officer II candidate shall have paid the current practical skills fee to the examination Site Coordinator.

Certification

- A Fire Officer II candidate shall attain a minimum grade of 70 percent on the written examination.
- A Fire Officer II candidate shall attain a “pass” grade on all skills stations of the selected practical skills examination.

Training

Required Course

- The course required for Fire Officer II certification is the 40-hour course based on the *Jones and Bartlett Fire Officer Principals and Practices, Enhanced 3rd edition*. The course also requires successful completion of the *Mentoring Project including a 5-page report*. Candidates must also have completed the *National Fallen Firefighters Foundation (NFFF) LACK (Leadership, Accountability, Culture, Knowledge) and Why Data?* online courses.

Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed a train-the-trainer for the course.

Facility Requirements

- A classroom setting to comfortably accommodate the Fire Officer II candidates during lectures, and audio-visual aids and to facilitate such instruction.

Note: The first requirement can be met at a college district of the WTCS or fire department training facilities.

Examination

Written Examination

- A Fire Officer II candidate shall achieve a minimum grade of 70 percent on a written examination designed to test to the current edition of NFPA 1021 Standard, JPR Prerequisite Knowledge for the Fire Officer II level. The exam consists of 100 questions with a 90-minute time limit. Multiple choice and true/false questions can be expected.
- If a Fire Officer II candidate who completed the required course does not achieve at least a grade of 70 percent, the person will be allowed up to two retests. If a minimum grade of 70 percent has not been attained after two retests, the candidate shall retake the entire course before again being allowed to write the examination.
- If advanced standing through an approved equivalent course was granted, **no** retest is permitted. Unsuccessful advanced standing candidates shall complete the required course before again being allowed to write the examination.

Practical Skills Examination

- A Fire Officer II candidate shall achieve a passing grade on a practical skills examination designed to test to the current Edition of NFPA 1021 Standard, JPR Prerequisite Skills for the Fire Officer II level. A Fire Officer II candidate shall complete 6 testing stations. Practical skills examinations are graded on a pass/fail basis. A Fire Officer II shall safely and successfully complete all tasks within the selected skills stations of the examination to receive a passing grade.

Note: Completed Fire Officer II state summary forms shall be forwarded to the WTCS FSEO for processing. Fire Officer II candidates have **two years from the date of completion of the training course** to satisfy the Prerequisites for Certification. Those failing to do so must complete the course again before being allowed to participate in the examination process.

Certification

Certificate Issue

- A Fire Officer II candidate who satisfies all components of the certification process will receive Wisconsin Fire Officer II certification.

Certificate Expiration

Fire Officer II certificates are non-expiring.

Policy Number and Name: <i>Policy 49: Wisconsin Fire Inspector I Certification</i>	Origin Date: 08/2003	Revision Date: 09/2018
NFPA Reference: 1031, 2014 Edition	IFSAC Accredited: Yes	

Wisconsin Fire Inspector I Certification

Prerequisites

Entry

- A Fire Inspector I candidate shall meet the requirements of NFPA 1031 Standard, current edition.

Examination

- A Fire Inspector I candidate shall have successfully completed the required WTCS Fire Inspector I course, or an equivalent course approved by WTCS Fire Service Education Director.

Certification

- A Fire Inspector I candidate shall attain a grade of 70 percent or higher on the written examination.
- A Fire Inspector I candidate should have completed the self-study element outlined in the WTCS FSEO *Fire Inspector I Certification Preparation Guide* <http://mywtcs.wtcsystem.edu/fire-service/fire-certification/preparation-guides>.
- A Fire Inspector I candidate shall have paid the current practical skills fee to the examination Site Coordinator.

Training

Required Course

- The course required by the authority having jurisdiction for Fire Inspector I certification training is the 60-hour, Fire Inspector I course developed by WTCS FSEO. The course also requires successful completion of the *Job Shadow process*.

Required Course Instructor Criteria

The course shall be taught by instructor who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed a train-the-trainer for the course.

Facility/Equipment Requirements

- A classroom setting to comfortably accommodate the Fire Inspector I candidates during lectures, and audio-visual aids and equipment to facilitate such instruction.

Examination

Written Examination

- A Fire Inspector I candidate shall achieve a minimum grade of 70 percent on a written examination designed to test to the current edition of NFPA 1031 Standard, JPR Requisite Knowledge and Skills. The exam consists of 100 questions with a 90-minute time limit. Multiple choice and true/false questions can be expected.

- If a Fire Inspector I candidate who completed the required course does not achieve at least a grade of 70 percent, the candidate will be allowed up to two retests. If a minimum grade of 70 percent has not been attained after two retests, the candidate shall retake the entire course before again being allowed to write the examination.
- If advanced standing through an approved equivalent course was granted, **no** retest is permitted. Unsuccessful advanced standing candidate shall complete the required course before again being allowed to write the examination.

Practical Skills Examination

- A Fire Inspector I candidate shall achieve a passing grade on a practical skills examination designed to test to the current edition of NFPA 1031 Standard, JPR Prerequisite Skills for the Fire Inspector I level. A Fire Inspector I candidate shall complete six (6) testing stations. The Practical skills examinations are graded on a pass/fail basis. A Fire Inspector I shall safely and successfully complete all tasks within the selected skills stations of the examination to receive a passing grade.

Note: Completed Fire Inspector I state summary forms shall be forwarded to the WTCS FSEO for processing. Fire Inspector I candidates **have two years from the date of completion of the training course** to satisfy the prerequisite for certification. Those failing to do so must complete the course again before being allowed to participate in the examination process.

Certification

Certificate Issue

- A Fire Inspector I candidate who satisfies all components of the certification process will receive Wisconsin Fire Inspector I certification.

Certificate Expiration

Fire Inspector I certificates are non-expiring.

Policy Number and Name: <i>Policy 50: Wisconsin Emergency Services Instructor I Certification</i>	Origin Date: 08/2003	Revision Date: 12/2018
NFPA Reference: 1041, 2012 Edition	IFSAC Accredited: Yes	

Wisconsin Emergency Services Instructor I Certification

Prerequisites

Entry

- An Emergency Services Instructor I candidate shall be a certified Fire Fighter II (NFPA 1001 Standard, current edition); **OR**
- Shall have credentials approved by the authority having jurisdiction as being equivalent to (1) above, **and**
- Exception: Anyone submitting a bachelor or a post-graduate degree in education shall be approved for initial certification at the Emergency Services Instructor II level without any further testing.

Examination

An Emergency Services Instructor I candidate shall have successfully completed the required training course at a facility of the WTCS or a WTCS FSEO instructor training workshop, or an equivalent course approved by the authority having jurisdiction. Such approval of equivalent course(s) entitles the candidate to “advanced standing” status.

Certification

- An Emergency Services Instructor I candidate shall attain a grade of 70 percent or higher on both written and practical skills (practice teaching) examinations; and
- Shall satisfactorily perform the task of teaching a minimum of thirty (30) classroom/lab hours under the supervision of a certified Emergency Services Instructor I, II, or III. All thirty (30) hours shall occur after successful completion of the course.

Training

Required Course

The course required by the authority having jurisdiction for Emergency Services Instructor I certification training is the International Fire Service Training Association (IFSTA) *Fire and Emergency Services Instructor, 8th edition* or *Jones and Bartlett Fire Service Instructor Principles and Practice, 2nd edition*.

Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed a train-the-trainer for the course

Facility/Equipment Requirements

A classroom setting to comfortably accommodate the prospective Emergency Services Instructor I during instruction and a resource center/lab to facilitate self-study research and project completion.

These requirements can be met at:

- at a WTCS college district
- The NFA
- Institutions of higher learning other than the WTCS

Examination

Written Examination

- An Emergency Services Instructor I candidate shall achieve a minimum grade of 70 percent on a written examination designed to test NFPA 1041 Standard, current edition, JPR Requisite Knowledge and Skills. The exam consists of 100 questions with a 90- minute time limit. Multiple choice and true/false questions can be expected.
- If an Emergency Services Instructor I candidate who completed the required course does not achieve at least a grade of 70 percent, the candidate will be allowed up to two retests. If a minimum grade of 70 percent has not been attained after two retests, the candidate shall retake the entire course before again being allowed to write the examination.
- If advanced standing received through an approved equivalent course was granted, **no** retest is permitted. Unsuccessful advanced standing candidates shall complete the required course before again being allowed to write the examination.

Practical Skills Examination

- An Emergency Services Instructor I candidate shall successfully complete teaching scenarios within the curriculum, and the performing of a minimum of thirty (30) hours of classroom/lab instruction under the supervision of a certified Emergency Services Instructor I level or above. All thirty (30) hours shall occur after successful completion of the course.
- Instructional hours may be compiled while teaching in state-approved course deliveries, in-house or in-service programs, or in workshops or classes under the direction of a WTCS district or the WTCS FSEO.
- This requirement assures that the Emergency Services Instructor I candidate meets the JPR's defined in NFPA 1041 Standard, current edition.

Note: *This policy is considered to be course dependent. Due to time and class size constraints, JPR's will be evaluated by the instructor during the Emergency Services Instructor I course.*

Completed Emergency Services Instructor I state summary forms shall be forwarded to the WTCS FSEO for processing. Emergency Services Instructor I candidates have **two years from the date of completion of the training course** to satisfy the Prerequisites for Certification. Those failing to do so must complete the course again before being allowed to participate in the examination process.

Certification

Certificate Issue

- An Emergency Services Instructor I candidate who satisfies all components of the certification process will receive Wisconsin Emergency Services Instructor I certification (NFPA 1041 Standard, current edition).

Certificate Expiration

- Emergency Services Instructor I certification expires five (5) years from date of issue.

Certificate Renewal

An Emergency Services Instructor I can renew certification by providing documentation of:

- 240 hours of instruction over the 5-year certification period. These 240 hours can include train-the-trainers and continuing education courses dealing with instructional techniques.

Certificate renewal documentation shall be submitted to the local WTCS Fire District Coordinator for verification of certification renewal compliance. An Emergency Services Instructor State Summary

Renewal Form shall be forwarded by the Fire District Coordinator to the WTCS FSEO.

Recertification

An Emergency Services Instructor I who allows his/her certificate to expire by up to two (2) years may be recertified by:

- Meeting all requirements of certificate renewal as outlined in “Certificate Renewal”; and
- Meeting the same requirements for the period after certificate expiration on a pro-rated basis, and
- Must retake and pass the Emergency Services Instructor I certification written examination.
 - If the individual is unable to pass the written exam with one (1) attempt, that individual must retake the Emergency Services Instructor I course and pass the written and practical requirements.
- If an Emergency Services Instructor certification expires by more than 2 years, the individual must retake the Emergency Services Instructor course and pass the written and practical requirements.

Recertification documentation shall be submitted to the local WTCS Fire District Coordinator for verification of certification renewal compliance. An Emergency Services Instructor State Summary Renewal Form shall be forwarded by the Fire District Coordinator to the WTCS FSEO.

Policy Number and Name: <i>Policy 51: Wisconsin Emergency Services Instructor II Certification</i>	Origin Date: 08/2003	Revision Date: 09/2018
NFPA Reference: 1041, 2012 Edition	IFSAAC Accredited: No	

Wisconsin Emergency Services Instructor II Certification

Prerequisites

Entry

- A prospective Emergency Services Instructor II shall be a currently certified Emergency Services Instructor I (NFPA 1041, 2007 edition); and
- Shall provide documentation of fire service-related position requirements as specified in the current edition of the NFPA 1041 Standard.
- Anyone submitting a bachelor or a post-graduate degree in education shall be approved for initial certification at the Emergency Services Instructor II level without any further testing.

Examination

There is no established examination for Emergency Services Instructor II certification at this time.

Certification

A prospective Emergency Services Instructor II shall have successfully completed one of the approved courses and submitted copies of course-completion certificate(s) and a copy of the course(s) required self-study project(s) to the Fire District Coordinator. These requirements assure that the prospective Emergency Services Instructor II meets the JPRs defined in NFPA 1041 Standard, current edition.

Training

Required Course(s)

The FSEO requires completion of one of the following options:

- The National Fire Academy (NFA) *Training Course Design* course.
- A course equivalent to the NFA *Training Course Design* course, with prior approval from the WTCS Fire Service Education Director.
- The WTCS Wisconsin Instructional Design System (WIDS) Professional Development course.

Required Course(s) Instructor Criteria

The course(s) shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I; who have completed the train-the-trainer; or
- Are permanent faculty or adjunct instructors of the NFA (*Training Course Design* course); or
- Are faculty of an institution of higher learning approved by the Fire Service Education Director; or
- Are faculty or adjunct instructors of a college district of the WTCS

Facility/Equipment Requirements

A classroom setting to comfortably accommodate the prospective Emergency Services Instructor II during instruction and a resource center/lab to facilitate self-study research and project completion.

These requirements can be met at:

- a WTCS college district
- The NFA
- Institutions of higher learning other than the WTCS

Certification

Certificate Issue

A prospective Emergency Services Instructor II who satisfies all components of the certification process will receive Wisconsin Emergency Services Instructor II certification (NFPA 1041 Standard, current edition).

Certificate Expiration

Emergency Services Instructor II certification expires 5-years from date of issue.

Certificate Renewal

An Emergency Services Instructor II can renew certification by providing documentation of:

- 240 hours of instruction over the 5-year certification period. These 240 hours can include train-the-trainers and continuing education courses dealing with instructional techniques; **AND**
- Submitting a copy of 1 new course or 1 modification of an existing course of at least 12 hours in length during the 5-year certification period. Documentation shall demonstrate expertise in course design, delivery, and assessment.

Inability to satisfy both of the above requirements may result in an individual reverting back to the Emergency Services I status.

Renewal information shall be submitted to the local WTCS Fire District Coordinator for verification and then forwarded by the Fire District Coordinator to the WTCS Fire Service Education Director.

Recertification

An Emergency Services Instructor II who allows his/her certificate to expire by up to two (2) years may be recertified by:

- Meeting all requirements of certificate renewal as outlined in "Certificate Renewal"; and
- Meeting the same requirements for the period after certificate expiration on a pro-rated basis, and
- Must retake and pass the Emergency Services Instructor I certification written examination.
 - If the individual is unable to pass the written exam with one (1) attempt, that individual must retake the Emergency Services Instructor I course and pass the written and practical requirements.

Recertification documentation shall be submitted to the local WTCS Fire District Coordinator for verification and then forwarded by the Fire District Coordinator to the WTCS Fire Service Education Director.

Policy Number and Name: <i>Policy 52: Wisconsin Emergency Services Instructor III Certification</i>	Origin Date: 08/2003	Revision Date: 04/2015
NFPA Reference: 1041, 2012 Edition	IFSAC Accredited: No	

Wisconsin Emergency Services Instructor III Certification

Prerequisites

Entry

- A prospective Emergency Services Instructor III shall be a currently certified Emergency Services Instructor II (NFPA) 1041 Standard, (current edition); and
- Shall provide documentation of their position description containing management and supervisory responsibility for the organization's training function. Duties should include responsibilities for obtaining and managing personnel, fiscal and facility management, program planning, and supervision of instructional delivery.

Examination

There is no established examination for Emergency Services Instructor III certification at this time.

Certification

A prospective Emergency Services Instructor III shall have successfully completed the NFA Training Program Management course (submit a copy of completion certificate) or an equivalent course as approved by the WTCS Fire Service Education Director (submit a copy of the equivalent course shall include completion certificate, course description, and course competencies correlated to the JPRs to the certifying agency). This requirement assures that the prospective Emergency Services Instructor III meets the JPRs defined in NFPA 1041 Standard (current edition).

Training

Required Course(s)

The FSEP requires completion of one of the following options:

- The NFA *Training Program Management* course
- An approved course equivalent to the NFA *Training Program Management* course

Required Course(s) Instructor Criteria

The course(s) shall be taught by instructor who:

- Are faculty of the NFA (*Training Program Management*) course

Facility Requirements

- A classroom type setting to comfortably accommodate the prospective Emergency Services Instructor III during instruction and a resource center/lab to facilitate completion of library research and reports

Certification

Certificate Issue

A prospective Emergency Services Instructor III who satisfies all components of the certification process will receive Wisconsin Emergency Services Instructor III certification (NFPA 1041 Standard, current edition).

Certificate Expiration

Emergency Services Instructor III certification expires 5 years from date of issue.

Certificate Renewal

An Emergency Services Instructor III can renew certification by providing documentation of functioning as a certified Fire Service Instructor III by:

- Submitting completion of at least one JPR in each of the 3 sections of Chapter 6 of NFPA 1041, 2012 edition over the five (5)-year certification period
 - Program Management
 - Instructional Development
 - Evaluation and Testing

Inability to satisfy the above requirements or a change in job duties to the point that the individual no longer has training program management and supervisory responsibilities may result in an individual reverting back to the Emergency Services I or II status. The individual must then meet the recertification requirements for the appropriate level.

Renewal information shall be submitted to the local WTCS Fire District Coordinator for verification and then forwarded by the Fire District Coordinator to the WTCS Fire Service Education Director.

Recertification

An Emergency Services Instructor II who allows his/her certificate to expire by up to two (2) years may be recertified by:

- Meeting all requirements of certificate renewal as outlined above, and
- Meeting the same requirements for the period after certificate expiration on a pro-rated basis, and
- Must retake and pass the Emergency Services Instructor I certification written examination.
 - If the individual is unable to pass the written exam after one (1) attempt, that individual must retake the Emergency Services Instructor I course and pass the written and practical requirements.

Recertification documentation shall be submitted to the local WTCS Fire District Coordinator for verification and then forwarded by the Fire District Coordinator to the WTCS FSEO Fire Service Education Director.

Policy Number and Name: <i>Policy 53: Wisconsin Hazardous Materials Operations</i>	Origin Date: 12/2019	Revision Date:
NFPA Reference: 1072, 2017 Edition	IFSAC Accredited: Yes	

Wisconsin Hazardous Materials Operations Certification

Prerequisites

Entry

- A hazardous materials operations candidate shall have met the entrance requirements of NFPA 1072 Standard, 2017 edition, Chapter 4 (Awareness).

Examination

- A hazardous materials operations candidate shall have successfully completed the required WTCS Hazardous Materials Operations course or an equivalent course approved by the WTCS FSEO.
- A hazardous materials operations candidate shall have paid the current practical skills fee to the examination Site Coordinator as part of the Firefighter I examination.

Certification

- Completion of the Hazardous Materials Awareness and Operation levels.
- A hazardous materials operations candidate shall attain a minimum grade of 70 percent on the written examination for Hazardous Materials Operations.
- A Hazardous Materials Operations candidate shall attain a "pass" grade on all skills stations of the Fire Fighter I practical examination.

Training

Required Course

- The course required by the authority having jurisdiction for Hazardous Materials Operations certification training is the 20-hour course based on the Jones and Bartlett (J&B) Fundamentals of Fire Fighter Skills and Hazardous Materials Response, 4th edition curriculum.

Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Emergency Services Instructor I;
- Have completed the train-the-trainer for the course.

Facility/Apparatus/Equipment Requirements

- A classroom setting to comfortably accommodate the candidates during lectures and audio-visual aids and equipment to facilitate such instruction.
- Apparatus, tools, equipment and personal protective equipment.
Note: All fire apparatus and personal protective equipment used in certification testing shall conform to the standards of the National Fire Protection Association for the edition year to which they were manufactured. All manufacturer supplied safety equipment shall be utilized and maintained.

Examination

Written Examinations

- Candidates shall achieve a minimum grade of 70 percent on a written examination designed to test to the 2017 edition of NFPA 1072 Standard, JPR Prerequisite Knowledge for the Hazardous Materials Operations level responder. The exam consists of 50 questions with a 60-minute time limit. Multiple choice and true/false questions can be expected.
- If the candidate who completed the required course does not achieve at least a grade of 70 percent, the candidate will be allowed up to two retests. If, after retesting twice, the candidate still has not achieved the minimum grade of 70 percent, the candidate shall retake the 20-hour course before again being allowed to write the examination.
- If advanced standing through an approved equivalent course was granted, **no** retest is permitted. Unsuccessful advanced standing candidates shall complete the 20-hour course before again being allowed to write the examination.

Practical Skills Examination

- A candidate shall achieve a passing grade on the practical skills examination designed to test to the 2019 edition of NFPA 1001 and 2017 edition of NFPA 1072, JPR Prerequisite Skills for the Fire Fighter I and Hazardous Materials Operations level. Candidates shall, either as an individual or as member of a team, complete all required testing stations. Practical skills examinations are graded on a pass/fail basis. A candidate shall safely and successfully complete all tasks within the selected skills stations of the examination to receive a passing grade.

NOTE: Completed Fire Fighter I/Haz Mat Ops state summary forms shall be forwarded to the WTCS FSEO for processing. Candidates have **two years from the date of completion of the training course** to satisfy the prerequisites for certification. Those failing to do so must complete the 20-hour Hazardous Materials Operations course again before being allowed to participate in the examination process.

Certification

- A candidate who satisfies all components of the Fire Fighter I and Hazardous Materials Operations certification process will receive Wisconsin Fire Fighter I/Hazardous Materials Operations certification.
- A Fire Fighter I/Hazardous Materials Operations certification is non-expiring.

Policy Number and Name: <i>Policy 54: Fire Investigator</i>	Origin Date: 05/2020	Revision Date:
NFPA Reference: 1033, 2014 Edition	IFSAC Accredited: Yes	

Wisconsin Fire Investigator Certification

Prerequisites

Entry

- A fire investigator candidate shall have met the entrance requirements of NFPA 1033 Standard, 2014 edition.
 - Shall be at least 18 years of age
 - Shall have a high school diploma or equivalent
 - Shall pass a thorough background and character investigation by the authority having jurisdiction of the fire candidate
- Candidate shall have a minimum of three years of experience with the fire or law enforcement agency from which they are employed.
- Candidates shall apply to the WI DOJ/DCI online.

Examination

- A fire investigator candidate shall have successfully completed the required WI DOJ/DCI WTCS fire investigator course.
- A fire investigator candidate shall have paid the tuition and course fees to the WI DOJ/DCI.

Certification

- Successful completion of the Fire Investigator course titled "Basic Fire Investigation".
- A fire investigator candidate shall attain a minimum grade of 70 percent on the state written examination for fire investigator.
- A fire investigator candidate shall attain a "pass" grade on all the skills stations of the fire investigator practical examination.
- A fire investigator candidate will be given a "pass" or "fail" result and will not be provided with a specific written score.

Training

Required Course

- The course required by the authority having jurisdiction for Fire Investigator certification training is the fifty-six (56) hour course based on the Jones and Bartlett (J&B) Fire Investigator Principles and Practice to NFPA 921 and 1033, 5th edition curriculum.

Required Course Instructor Criteria

Instructors for this course shall be mutually agreed upon by the WTCS FSEO and WI DOJ. The course shall be taught by instructors who are one or more of the following:

- Are currently certified (minimally) as a Wisconsin Fire and Emergency Services Instructor I
- Are currently a Certified Fire Investigator (CFI)
- Are a currently qualified instructor with the WI DOJ/DCI and/or the ATF.
 - Course instructors may bring in subject matter experts as needed.

Facility/Apparatus/Equipment Requirements

- A classroom/courtroom setting to comfortably accommodate the candidates during lectures and other classroom style instruction.
- Apparatus, tools, equipment and personal protective equipment.
Note: All fire apparatus and personal protective equipment used in certification testing shall conform to the standards of the National Fire Protection Association for the edition year to which they were manufactured. All manufacturer supplied safety equipment shall be utilized and maintained.

Examination

Written Examinations

- Candidates shall achieve a minimum score of 70 percent on a written examination designed to test to the 2014 edition of NFPA 1033 Standard, JPR Prerequisite Knowledge for the fire investigator. The exam consists of 100 questions with a 90-minute time limit. Multiple choice and true/false questions can be expected.
- If the candidate who completed the required course does not achieve at least a grade of 70 percent, the candidate will be allowed one retest. If, after retesting, the candidate has not achieved the minimum score of 70 percent, the candidate shall retake the 56-hour course before again being allowed to write the examination.

Practical Skills Examination

- A candidate shall achieve a passing score on the practical skills examination designed to test to the 2014 edition of NFPA 1033, JPR Prerequisite Skills for the fire investigator. Candidates shall, either as an individual or as a member of a team, complete all required testing stations. Practical skills examinations are graded on a pass/fail basis. A candidate shall safely and successfully complete required tasks within the selected skills assessments of the examination to receive a passing grade.

NOTE: Completed fire investigator state summary forms shall be forwarded to the WTCS FSEO for processing. Candidates have **six (6) months from the date of completion of the training course** to satisfy the prerequisites for certification. Those failing to do so must complete the fire investigator course again before being allowed to participate in the examination process.

Certification

- A candidate who satisfies all components of the Fire Investigator certification process will receive Wisconsin Fire Investigator certification.
- A Fire Investigator certification must be renewed on a five (5) year basis.

Certificate Renewal

Students may renew their Fire Investigator Certification by providing the following documentation:

- The WSTC Investigator Renewal form signed by the applicant and the applicant's employer that documents the relevant dates and the applicant's general experience in a fire investigation related industry during the preceding five years.
- Information regarding the fire investigation related training courses the applicant has completed within the preceding five years. Supporting documentation should include the course title, date, the number of tested hours. The documentation can either be contained in a transcript or on a course certificate. The applicant **MUST** have completed at least 48 hours of tested training during the preceding five years.
- The renewal documents must be received 90 days prior to applicant's Fire Investigator certification expiration to allow for review and processing.

This documentation shall be submitted to the Fire Service Coordinator at Mid-State Technical College who will then forward the information to the WTCS Fire Service Education Director. The WTCS Fire Service Education Director may consult with WI DOJ/DCI to approve renewal information.

Inability to satisfy the above requirements or a change in job duties to a point where the individual no longer has responsibility for fire investigation will result in certificate expiration.

Reciprocal Certification

- Candidates who are an IFSAC and/or ProBoard certified NFPA 1033 Fire Investigator may apply for reciprocity. Candidate's certification must not be expired and have been issued in the prior five (5) years. See Policy 4.6 (Reciprocity).

Advanced Standing

- Candidates may be eligible for advanced standing based on the following scenarios
 - Candidate holds a current CFEI or CFI certification
 - Candidate holds a current FIT Certification and has graduated from the 80 hour - Fire Investigation: Essentials (Basic Fire Investigation) course provided by the National Fire Academy.
- Candidates will be required to take the written exam. See Policy 4.7 (Advanced Standing)

Policy Number and Name: <i>Policy 55: Aircraft Rescue Fire Fighter (ARFF)</i>	Origin Date: 06/2020	Revision Date:
NFPA Reference: 1003, 2019 Edition	IFSAC Accredited: Yes	

Course Information

The course required by the authority having jurisdiction for Airport Fire Fighter certification training is based on the NFPA 1003, 2019 Edition and the IFSTA Aircraft Rescue and Fire Fighting text.

Certification Prerequisite

- IFSAC and/or ProBoard Firefighter II (NFPA 1002) certification

Certification Requirements

- Must meet all requirements outlined in NFPA 1003 (edition listed above)
- Must pass written certification examination with a minimum score of 70/100 (70%)
 - The exam consists of 100 questions with a 90-minute time limit. Multiple choice and true/false questions can be expected.
 - If a Firefighter II candidate who completed the required course does not achieve at least a grade of 70%, the person will be allowed up to two retests. If a minimum grade of 70% has not been attained after two retests, the candidate shall retake the entire course before again being allowed to write the examination.
- Must participate in all practical skills during the course
- Must attain a grade of “pass” on the practical exam
 - Student must pay the practical skills examination fee to the district college
 - An Airport Fire Fighter candidate shall complete all of the testing stations either as an individual or as a team, as defined. Practical skills examinations are graded on a pass/fail basis.
 - An Airport Fire Fighter candidate shall safely and successfully complete all tasks within the selected skills stations of the examination to receive a passing grade.
 - Candidates who fail up to two (2) stations may retest on the same day at no additional cost. If, after retesting, the candidates fail the station(s) again, they must retake the entire examination at a later date.
 - Candidates who fail three (3) or more stations on their initial examination attempt must retake the entire examination at a later date as well. This requirement is necessitated by the random examination skills selection process. Such retakes also require payment of another examination fee.

Certification

A prospective Airport Fire Fighter who satisfies all components of the certification process will receive a non-expiring IFSAC accredited Wisconsin ARFF certification.

NOTE: All live-fire evolutions shall occur at live-fire training centers of the WTCS, fire department training centers which meet the same facility criteria as WTCS live-fire training centers, or acquired structures meeting the requirement of the current edition of NFPA 1403, *Standard on Live Fire Training Evolutions*.

Policy Number and Name: <i>Policy 56: Driver/Operator ARFF</i>	Origin Date: 06/2020	Revision Date:
NFPA Reference: 1002, 2017 Edition	IFSAC Accredited: Yes	

Course Information

The course required by the authority having jurisdiction for Driver/Operator-ARFF certification training is based on NFPA 1002, 2017 Edition, Chapters 4 and 9 and the IFSTA Aircraft Rescue and Fire Fighting text.

Certification Prerequisite

- IFSAC and/or ProBoard Firefighter II (NFPA 1002) certification
- IFSAC and/or ProBoard Airport Firefighter (NFPA 1003) certification

Certification Requirements

- Must meet all requirements outlined in NFPA 1002, Chapters 4 and 9 (edition listed above)
- A Driver/Operator-ARFF candidate must possess a valid Driver License and a valid CDL or CDL (per State law) if operating on public roadways.
- Must participate in all practical skills during the course
 - A driving course may be used for practice, but students shall drive on public roadways for their practical exam as required by NFPA 1002
 - Personal Protective Equipment used shall minimally include a helmet, eye protection, gloves, boots and a safety vest, and used when required by instructors (water supply operations).
- Must attain a grade of “pass” on the practical exam
 - Student must pay the practical skills examination fee to the district college
 - A Driver/Operator ARFF candidate shall complete all of the testing stations. Practical skills examinations are graded on a pass/fail basis. A Driver/Operator ARFF candidate shall safely and successfully complete all tasks within the selected skills stations of the examination to receive a passing grade.
 - Candidates who fail up to two (2) stations may retest on the same day at no additional cost. If, after retesting, the candidates fail the station(s) again, they must retake the entire examination at a later date.
 - Candidates who fail three (3) or more stations on their initial examination attempt must retake the entire examination at a later date as well. This requirement is necessitated by the random examination skills selection process. Such retakes also require payment of another examination fee.

Apparatus Requirements

- All fire apparatus and equipment used in certification testing shall conform to the standards of the National Fire Protection Association for the edition year to which they were manufactured or as currently applicable. All manufacturer supplied safety equipment shall be utilized and maintained.

Certification

A prospective Driver/Operator-ARFF who satisfies all components of the certification process will receive a non-expiring IFSAC accredited Wisconsin Driver/Operator-ARFF certification.

If you have questions or would like more information regarding WTCS Fire Service Education Office contact:

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WTCS Fire Service Education Office website: <http://mywtcs.wtcsystem.edu/fire-service>

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