



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

**October 2025**

## **Acknowledgment**

The Wisconsin Technical College System (WTCS) gratefully acknowledges the assistance of many dedicated fire service personnel in both the development and the administration of Wisconsin Fire Service Education and Training programming. 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.

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## **Foreword**

On May 23, 1978, the Wisconsin Board of Vocational, Technical and Adult Education (WBVTAE), since renamed the Wisconsin Technical College System Board (WTCSB), was approved for the provision of certification for 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 is not mandated in the state of Wisconsin. Certification is voluntarily pursued by individuals or by collective members of fire departments. Those who aspire to Wisconsin Fire Service Certification must satisfy the program requirements which are based on the appropriate NFPA Standards and be tested for competency. Certification provides documentation that the certified individual has demonstrated a high level of proficiency established through national standards.

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## General Information and Definitions

This manual identifies the prerequisites, training, examination and certificate issuance and expiration criteria required for each fire fighter certification level in the state of Wisconsin. Duties and responsibilities for District Fire Coordinators, State Fire Exam Representatives (State FE Reps) and Exam Proctors are included as they relate to Fire Service education, training and certification.

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

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

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.

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 Board. For the purpose of fire fighter candidate selection, the fire department chief or WTCS District Fire Coordinator is the AHJ.

Duties: Major subdivisions of work performed by one individual.

Fire and 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 AHJ; organize the learning environments so that learning is maximized; and meet the record keeping requirements of the AHJ, according to the NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

Fire and 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; schedules training sessions based on overall training plan of the AHJ; and supervises and coordinates the activities of other instructors.

Fire and 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; conducts organizational needs analysis; and develops training goals and implementation strategies.

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

Fire Apparatus Driver: A person that has met the requirements defined in NFPA 1002 Standard.

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, but has not yet met the job performance requirements for Fire Fighter I.

Fire Fighter I: A person, at the first level of progression as defined in the NFPA 1001 Standard, 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: A person, at the second level of progression as defined in the NFPA 1001 Standard, 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: A person at the first level of progression who has met the job performance requirements specified in NFPA 1031 Standard, 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: A 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 NPFA 1021 Standard.

Fire Officer I: A 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: A 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.

IFSAAC: 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: A person who has achieved the first level of progression as defined in NFPA 1002 Standard, and wishes to advance to the driver/operator level.

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

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

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

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

Pump Operator: A fire apparatus driver/operator who has met the requirements of NFPA 1002 Standard, 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 a person 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 fire fighter is a member of the community who donates their time and expertise to help extinguish fires and respond to other emergency situations.

Wisconsin Fire Certification, accredited: Certification issued by WTCS and accredited by International Fire Service Accreditation Congress (IFSAC) and containing an IFSAC seal, which indicates that the individual successfully completed the Wisconsin testing process.

Wisconsin Fire Certification, non-accredited: Certification issued by WTCS, indicates that the individual either obtained the certification prior to Wisconsin having IFSAC accreditation in 2003 OR were issued a Wisconsin Fire Certification under a reciprocity agreement and did not go through Wisconsin testing.

## Policy 1: WTCS Mission, Vision and Values

Origin Date	Revision Date
03/2018	10/2021, 5/2025

### WTCS Mission Statement

The Wisconsin Technical College System (WTCS) provides comprehensive education opportunities that position students and employers to thrive in the face of rapid changes in the workplace, creating economic vitality for individuals and communities throughout the state.

### WTCS Vision Statement

We empower technical colleges to recognize and meet the unique needs of individuals and employers in driving economic prosperity for all and promoting lifelong learning as a model for the advancement of diverse communities throughout Wisconsin.

### WTCS Values

**Diversity:** We believe in individual and collective strength through diversity, and we commit to respecting and celebrating the traditions, heritage, and experiences of all.

**Equity:** Our work is not complete until every person – attending or employed by a technical college, or by the System – has the opportunity, resources and support to be successful.

**Inclusion:** We envision, create, and foster access to and success in work and learning spaces where every person has a sense of safety, belonging, value and purpose.

**Innovation:** We believe that for technical colleges to adapt and thrive, we must listen to our stakeholders and continuously reimagine our processes, structures, and offerings.

**Collaboration:** We actively cultivate a “culture of collaboration” to advance our work – within our office and with our colleges, students, employers and a wide variety of local, state and national partners.

**Inspiration:** To successfully convey that lifelong learning is essential, we must inspire students and employers to recognize its rewards, and how technical colleges support it in every phase.

**Transformation:** We believe that if we adhere to our values in fulfilling our mission and vision, we will transform education, the lives of individuals and the economic success of communities in Wisconsin.

## **Policy 2: Wisconsin Fire Service Education and Training Mission and Vision**

<b>Origin Date</b>	<b>Revision Date</b>
2009	2009, 07/2025

### **Wisconsin Fire Service Education and Training Mission Statement**

To provide the state's fire service personnel with:

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

### **Wisconsin Fire Service Education and Training Vision Statement**

Wisconsin Fire Service Education and Training, 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; and
- Influencing future standards.

### **Policy 3: Authority of Wisconsin Fire Service Education and Training**

<b>Origin Date</b>	<b>Revision Date</b>
08/2003	01/2014, 07/2025

#### **Scope**

It is the policy and practice of the Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) 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).

#### **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.

#### **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 FSET shall not delegate its certifying authority to any political subdivision, local government entity, other state agency, or private entity.

#### **Financial Support**

Funding for WTCS FSET is provided under Wisconsin State Statute 20.292(gm) Fire Schools; State Operations.

Additional financial support for WTCS FSET 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 4: Conflict of Interest and Non-Discrimination Clauses

Origin Date	Revision Date
08/2003	10/2014, 06/2023 02/2024, 07/2025

### Conflict of Interest Clause

The Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) shall ensure 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. The WTCS complies with all applicable local, state and federal standards, regulations and laws such as OSHA, EPA, FERPA, ADA, etc.

### Non-Discrimination Clause

WTCS complies with Federal civil rights laws and is committed to providing its programs and services without discrimination based on race, color, national origin (including language), disability, sex, age, or religion. To learn more, including how to file complaints and request information and services, please view our [Nondiscrimination Policy and Notice](#).

### 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 5: Performance Criteria

Origin Date	Revision Date
08/2003	01/2014, 07/2025

The Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) certifies fire service personnel to the latest edition of the NFPA 1000 series standards or other standards adopted by WTCS FSET and IFSAC. Updates or new standards will be adopted by WTCS FSET within three years of the date of NFPA approval to the new edition.

## Policy 6: Entrance into the Certification Program

Origin Date	Revision Date
08/2003	09/2014, 07/2025

Individuals shall become qualified to enter the certification program by completing an approved Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) program through a WTCS college for the pertinent certification category or level, or a program deemed equivalent by WTCS FSET staff 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 FSET staff. 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 applicable approved WTCS training program through a WTCS college before again being allowed to enter the certification process.

Qualified individuals may enter the certification process by contacting the District Fire Coordinator at their local WTCS college. Upon receipt of such request, appropriate application materials for the pertinent certification category or level will be provided.

This manual lists the applicable standard(s), prerequisites, training course/facilities/equipment, and examination requirements for each category and level of certification provided. WTCS FSET Certification Preparation Guides are available to assist the individuals in preparing for the certification process. These guides provide study and practice hints, samples of typical written exam questions, reference textbook lists, and practical skills test descriptions and criteria. Preparation guides can be obtained from the [WTCS FSET Certification Course Resources](#) web page.

## Policy 7: Reciprocal Certification

Origin Date	Revision Date
08/2003	09/2018, 10/2021, 02/2022, 07/2025

Reciprocal certification\* shall be issued upon request to Wisconsin residents (or those in a current Wisconsin application/hiring process) who have an accredited IFSAC and/or ProBoard certification.

\*Fire and Emergency Services Instructor (NFPA 1041) reciprocity shall only be granted to individuals whose certifications are accredited by IFSAC and/or ProBoard and who have obtained certification or recertification within the prior five years.

\*Fire Investigator (NFPA 1033) 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.

Reciprocal certification shall only be granted for certifications that were received through an accredited testing process.

To submit a request, please complete the Wisconsin Fire Service Education and Training (FSET) [Reciprocity Certification Application form](#), attach copies of the accredited certification(s), and email to [fireservice@wtcsystem.edu](mailto:fireservice@wtcsystem.edu).

## Policy 8: Advanced Standing

Origin Date	Revision Date
09/2014	09/2018, 06/2022

Individuals may be granted advanced standing by the Fire Service Director through recognition of equivalent certification(s) and applicable training, with appropriate documentation from another state or agency for the following levels only:

- Fire Fighter I, Fire Fighter II
- Hazardous Materials Operations
- Fire Inspector
- Fire Officer I

Individuals granted advanced standing will be permitted a single opportunity to challenge both the written and practical examinations for the requested certification level. Individuals will be tested to the standard in effect at the time of testing. Only one level may be attempted at a time. Individuals will be given one year from the date of approval to attempt the exams.

A final score of 70 percent or greater satisfies the written examination element. All practical exams are graded on a pass/fail basis. Passing both elements shall result in the issuance of the applicable accredited certification. If an individual fails either the written or practical exam, they will need to successfully complete the appropriate certification course in order to be eligible for re-entry into the certification process.

Individuals seeking advanced standing must submit documentation of training (transcript and syllabus) or certification from another state or agency to the WTCS FSET. Each submittal will be treated independently and will not create a precedent for future submittals.

Documentation shall include:

- Completed request form
- Certificate and transcript (if applicable) from other state or agency
- Proof of completion of pre- and co-requisites as shown below

Hazardous Materials Operations

- None

Fire Fighter I

- Hazardous Materials Operations
- [ICS-100](#)
- [IS-700](#)
- [Courage to Be Safe](#)
- [Blocking and Advance Warning](#)
- [Stress First Aid](#)

Fire Fighter II

- [ICS-200](#)
- Portfolio

Fire Inspector

- none

Fire Officer I

- Portfolio

## Policy 9: Limitation of Time

Origin Date	Revision Date
08/2003	03/2014, 06/2023, 07/2025

Candidates have two years from the date of completion of the training course to satisfy all requirements for certification. This two-year time period begins on the date of course completion. Failure of any element of the course or exam(s) requires retaking the course and constitutes the end of that opportunity, despite other successful elements.

A couple common examples include:

1. If a candidate successfully completes the course and the practical exam but fails the written three times, that attempt at certification is over and the entire process must be started again.
2. If a candidate takes the course and passes the practical but doesn't take the written for two years, that attempt at certification is over and the entire process must be started again.
3. Candidates who pass the Fire Fighter I written and practical exams but fail the Hazardous Material Operations course or written exam must retake the Hazardous Materials Operations course and written exam (student will not have to retake Fire Fighter I as long as everything is completed within the 2-year time limit).

Candidates who take the 60-hour entry-level Fire Fighter course may take the remaining 36-hours to complete Fire Fighter I at any time. Once a candidate completes the 36-hour training course, they have two years to complete certification.

**Note:** Special circumstances such as military deployment will be considered for extension of this time limit and shall be determined by the WTCS Fire Service Director.

## Policy 10: Availability of Testing and Certification

Origin Date	Revision Date
08/2003	01/2014, 07/2025

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 District Fire 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 District Fire Coordinator, or can be accessed at [Practical Skills Examination Schedule](#).

## Policy 11: Previous Wisconsin Certification

Origin Date	Revision Date
08/2003	01/2014, 6/2022, 07/2025

International Fire Service Accreditation Congress (IFSAC) accreditation has no impact on certification issued prior to accreditation of the pertinent certification category or level.

Individuals awarded a Wisconsin Certification prior to the Wisconsin Fire Service Education and Training becoming IFSAC accredited and wanting an IFSAC seal on their certificate(s), will be granted a single opportunity to challenge the written examination for the appropriate certification level.

A final score of 70 percent or greater satisfies the written examination element. If an individual is unsuccessful on the written exam, they will need to successfully complete the appropriate course and testing process (written and practical) in order to receive an IFSAC accredited version of the certification.

## Policy 12: Proctor Appointment

Origin Date	Revision Date
08/2003	01/2014, 07/2025

Written examination proctors shall be appointed by the Wisconsin Technical College System (WTCS) District Fire Coordinator subject to approval by WTCS Fire Service Education and Training (FSET). 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 and Training Team.
- The individual must have attended a WTCS written examination proctor training session and familiarized themselves with the written exam administration procedure (Policy 23). This can be completed as needed by the WTCS District Fire Coordinator. The WTCS FSET will maintain a current list of all written exam proctors statewide.
- Proctors shall annually review the WTCS FSET policies and procedures as they pertain to the testing process.

## Policy 13: Station Evaluator Appointment

Origin Date	Revision Date
08/2003	10/2014, 07/2025

Practical skills Station Examiners shall be appointed by the Wisconsin Technical College System (WTCS) District Fire Coordinator. The District Fire Coordinator shall ensure the following conditions are met and records maintained:

- The Station Examiner is currently certified in Wisconsin as a Fire and Emergency Services Instructor.
- The Station Examiner is currently a full or part-time Fire and Emergency Services Instructor for a WTCS college.
- 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 prior to exam date.
- 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 WTCS FSET policies and procedures as they pertain to the testing process.
- The District Fire Coordinator will assist in the continuing education for Station Examiners, i.e., in-service trainings, Train-the-Trainers and policy reviews.

## Policy 14: Site Coordinator Appointment Procedures

Origin Date	Revision Date
08/2003	01/2014, 07/2025

The site coordinator is responsible for conducting the practical examination and shall be appointed by the Wisconsin Technical College System (WTCS) District Fire Coordinator. The site coordinator must be a full or part-time employee of the fire training section of a WTCS college.

Site coordinators shall annually review WTCS Fire Service Education and Training (FSET) policies and procedures as they pertain to the testing process.

## Policy 15: State Fire Exam Reps Appointment Procedures and Expectations

Origin Date	Revision Date
08/2003	10/2014, 07/2025, 05/2026

### Appointment Procedures

Practical skills State FE Reps shall be appointed by the Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET). In addition to submitting three letters of recommendation and resume, the following conditions must be met prior to appointment:

- The individual has previously held a Wisconsin Fire and Emergency Services Instructor certification; current certification is not required.
- The individual has a minimum of five years experience as a Fire and Emergency Services Instructor.
- The individual must have functioned as a practical skills examiner a minimum of four times in each level of certification OR have a minimum of 20 years of fire service experience.

Upon appointment, the individual must serve under the direct supervision of a current State FE Rep for one exam of each level of certification at a site to be assigned by the authority having jurisdiction (AHJ).

### Expectations

State FE Reps are charged with representing the WTCS FSET 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 FE Reps shall annually review the WTCS FSET policies and procedures as they pertain to the testing process.
- Ensuring a fair and consistent examination is conducted based on the WTCS FSET 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 16: Written Exam Test Banks

Origin Date	Revision Date
08/2003	09/2018, 3/2020, 10/2021, 01/2023, 07/2025

The Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) shall maintain a test bank for each accredited certification category and level. Each bank shall have a minimum of twice as many questions as are asked on the written examination.

Standard, edition	# of Questions in Bank	# of Questions on Test	Question Point Value	Time Limit
Fire Fighter I, NFPA 1001, 2019 Edition	641	100	1	90 min
Fire Fighter II, NFPA 1001, 2019 Edition	317	100	1	90 min
ARFF Fire Fighter, NFPA 1003, 2019 Edition	500	100	1	90 min
Hazardous Materials Operations, NFPA 1072, 2017 Edition	403	50	2	60 min
Hazardous Materials Technician, NFPA 1072, 2017 Edition	471	100	1	90 min
Driver/Operator-Pumper, NFPA 1002, 2017 Edition	272	100	1	90 min
Driver/Operator-Aerial, NFPA 1002, 2017 Edition	215	100	1	90 min
Fire Inspector I, NFPA 1031, 2014 Edition	346	100	1	90 min
Fire Investigator I, NFPA 1033, 2022 Edition	305	100	1	90 min
Fire Officer I, NFPA 1021, 2020 Edition	414	100	1	90 min
Fire Officer II, NFPA 1021, 2020 Edition	161	100	2	60 min
Fire and Emergency Services Instructor I, NFPA 1041, 2019	585	100	1	90 min
Fire and Emergency Services Instructor II, NFPA 1041, 2019	147	50	2	60 min

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 Jones and Bartlett (J&B), and/or International Fire Service Training Association (IFSTA). The Logic eXtension Resources (LXR) and Acadis testing platforms allow for an impartial testing process using automatic scoring and measurement of test reliability.

Approved candidates will be allowed to take the state certification examination for the category and/or level chosen. Multiple choice and true/false questions can be expected. Multiple versions of exams will be used to ensure that no candidate is allowed to take the same exam more than once.

## Policy 17: Written Exam Validation

Origin Date	Revision Date
08/2003	01/2014, 07/2025

The Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) 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 subject matter experts. 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 FSET staff. Based upon this review, items are updated and/or made inactive by the WTCS FSET staff.

## Policy 18: Statistical Analysis of Written Exams

Origin Date	Revision Date
08/2003	01/2014, 07/2025

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

## Policy 19: Examination Question Review

Origin Date	Revision Date
08/2003	01/2014, 07/2025

Complaints filed regarding any written test questions are reviewed by Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) staff. Discrepancies found will be corrected and the question involved will be revalidated.

## Policy 20: Test Bank Security

Origin Date	Revision Date
08/2003	10/2014, 07/2025

Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) shall maintain test banks both electronically and in hard copy form. The electronic test banks are stored on the agency network, ACADIS Readiness Suite and are accessible only to FSET personnel via personal password. 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 are secured in locked file cabinets when not being utilized. The WTCS FSET 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 21: Exam Booklet Security

Origin Date	Revision Date
08/2003	12/2018, 07/2025

Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) shall provide sealed exam booklets and answer forms (exam packets) upon request directly to the WTCS District Fire 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, available on the District Fire Coordinators Resource Site.

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

- Certification level
- Examination date
- Mailing date
- Number of exams
- Exam version (initial, 1<sup>st</sup> retest, 2<sup>nd</sup> retest)

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

## Policy 22: Proctor Guidelines

Origin Date	Revision Date
08/2003	06/2014, 07/2025

Examinations shall be administered only to individuals (candidates) who have met all course prerequisites. Examinations shall be administered by a Wisconsin Technical College System (WTCS) college.

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 driver's 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 use any personal electronic devices during testing. All items including cell phones, smart watches and other electronics shall be turned off and placed under the table. Baseball hats shall be turned backwards or taken off. Nothing is allowed on the table other than a computer, unless provided by the Test Proctor.

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

If taking a paper exam, 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. Only one student will be excused to use the restroom at a time.

If taking an online exam, candidates shall be informed that if they need to use restroom facilities, they should quietly get up and let the proctor know. The proctor will then lock the exam and when the student returns, the proctor will unlock the exam so the student can continue testing. Only one student will be excused to use the restroom at a time.

If a student needs 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.

Proctors, candidates, WTCS FSET staff and State FE Reps 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.

A proctor needs to be physically present within the room in which candidates are testing.

## Policy 23: Examination Administration Procedure

Origin Date	Revision Date
08/2003	01/2023, 07/2025

- Hazardous Materials Operations candidates shall be provided a current edition of the North American Emergency Response Guidebook.
- 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 with a formula sheet.
- Candidates shall be advised of the location of emergency exits and evacuation procedures in the event of inclement weather, fire, etc.
- Candidates will not be allowed to use any personal electronic devices during testing. All items including cell phones, smart watches and other electronics are turned off and placed under the table and baseball hats shall be turned backwards or taken off. Nothing is allowed on the table other than your computer, unless provided for you.
- For paper testing, 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.
- For paper testing, 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.
- For paper testing, candidates shall be instructed to break the exam booklet seals and only remove the answer sheet.
- For paper testing, 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 (see Policy 16).
- For paper testing, 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.
- For paper testing, 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 of the question value as stated in the chart in Policy 16.
- Candidates shall be informed that the minimum passing score on all certification exams is 70 percent.
- 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 from course completion.
- 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. Online exams will be locked. Students 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 WTCS FSET staff for possible additional action.
- The proctor will read the appropriate proctor script to the students and promptly answer any questions prior to the test beginning.
- 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.

- For paper testing, candidates shall be informed that upon completing the examination, they must reinsert their answer sheets into the exam booklets and seal the exam utilizing the provided seals. They must also initial one of the seals. They must turn in the booklet and pencils to the proctor and quietly leave the room.
- Candidates shall be informed that no talking will be allowed once the exam begins.
- Candidates shall be informed of the total time allowance for the exam in accordance with Policy 16.
- For paper testing, 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. The proctor will announce when half time remains and 15 minutes remain. At the end of the time period, the proctor will announce that time has expired. Any remaining candidates are to be instructed to put their pencils down.
- For online testing, the time you have remaining for the exam will be visible in the upper right corner of your screen. You are responsible for monitoring the time you have left.
- For paper testing, 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.
- Paper exam packets shall be sealed, along with all unused exams and an Examination Submission Form in an envelope. The envelope shall be mailed to WTCS FSET 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. FSET staff may revoke the approval of any proctor who compromises an examination. If the proctor is a certified Emergency Services Instructor, their certification may also be revoked.

## Policy 24: Examination Accommodations

Origin Date	Revision Date
08/2003	05/2014, 07/2025

Wisconsin Technical College System (WTCS) colleges shall identify candidates in need of examination accommodations 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 college accommodations office.

Accommodations may be allowed on practical exams only if they can be implemented without impeding on the safety and reliability of the exam for all participants. Any examination accommodation request shall be submitted to the WTCS FSET staff 15 business days prior to exam date.

## Policy 25: Paper Exam Log

Origin Date	Revision Date
08/2003	01/2014, 07/2025

Completed paper examination packets shall be returned to Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) staff who will log the following information:

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

## Policy 26: Exam Scoring and Results

Origin Date	Revision Date
08/2003	01/2014, 07/2025

Paper 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 District Fire Coordinator via e-mail as soon as possible after scoring. Electronic score files shall be maintained according to the applicable record retention schedule by Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) staff. Exam scores will be released to the candidate by the respective district according to their local policy.

Online exam scores will be available in the student personal portal within 2 hours of exam completion.

## Policy 27: Examination Analysis

Origin Date	Revision Date
08/2003	10/2014, 07/2025

For paper testing, the District Fire Coordinator can request an examination analysis for any reason. The examination analysis shall be completed by Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) staff. The examination analysis shall not be given to the instructor or the student but can be discussed to identify areas of weakness.

For online testing the examination analysis is available in the student's portal account.

## Policy 28: Self-Study Element

Origin Date	Revision Date
08/2003	01/2014, 07/2025

Certain categories and/or levels within the Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) 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 accessed at the [Certification Course Resources](#).

## Policy 29: Practical Skills Examination

Origin Date	Revision Date
08/2003	01/2023, 07/2025

The Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) maintains practical skills examination stations for each certification category and level. The current certification examinations with the number of possible evolutions per exam include:

Certification Examination Level	Possible Number of Evolutions
Hazardous Materials Operations (470)	15
Fire Fighter I	44
Fire Fighter II	22
Driver/Operator-Pumper	17
Driver/Operator-Aerial	12
ARFF	9
Driver/Operator ARFF	6
Fire Inspector I	13
Fire Investigator	12
Fire Officer I	6
Fire Officer II	6
Fire & Emergency Services Instructor I	5
Fire & Emergency Services Instructor II	4
Hazardous Materials Technician	25
Live Fire Instructor	6

Practical skills examination evolutions are developed by the WTCS FSET 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 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 if applicable 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 the student prep guide and can be obtained through the [Certification Course Student Resources site](#). All skills cannot possibly be tested in a given examination. A number 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 one time per station 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. 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 30: Practical Exam Validity

Origin Date	Revision Date
08/2003	10/2014, 07/2025

Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) 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 31: Practical Examination Administration

Origin Date	Revision Date
08/2003	06/2018, 07/2025

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 Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) staff.

Only approved Station Examiners, Site Coordinators and State FE Reps 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.

An instructor may only evaluate a practical exam for a student for whom they have taught a prerequisite course of instruction if the practical exam occurs in class and the instructor has completed the Fire Coordinator/Instructor Signed Agreement.

Examination minimums and maximums are as follows:

Level	Minimum	Maximum
Fire Fighter I & II	24	63
Fire Inspector	15	30
Driver/Operator Pumper & Aerial	Based on availability of apparatus	
Fire Officer I & II	12	20
Hazardous Materials Technician	12	24
Live Fire Instructor	15	30

Combining exams is encouraged to meet participant minimums when necessary. Sites may request exemptions to these limits by contacting WTCS FSET staff.

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.

State Summary Forms should be forwarded by fire coordinator for students testing out of district prior to the scheduled examination.

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 fire fighter, either career or volunteer, shall meet the minimum qualifications as listed in the National Fire Protection Association Standards for the applicable NFPA standards listed in this document.

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/driver's 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 FE Reps and/or District Fire 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 FE Reps. Retesting shall be conducted by a different station examiner and may be observed by State FE Rep(s).

Candidates failing more than the maximum allowed skill stations 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 WTCS FSET staff. WTCS FSET staff shall do a thorough investigation and make a final determination on the student's status.

## Policy 32: Examination Administration Procedures

Origin Date	Revision Date
08/2003	04/2018, 07/2025

- Prior to the administration of an exam, the Site Coordinator will assign Station Examiners to the various stations. Please refer to the applicable exam handbook for further directions. The Site Coordinator will assemble the following equipment:
  - Clipboards
  - Practical skills exam forms for the pertinent exam
  - Exam handbook skills check off forms for the pertinent exam
  - Completed State Summary Forms
  - Pens/pencils
  - Stopwatches
  - Payroll forms
  - Department of Transportation Emergency Response Guidebook and Safety Data Sheet for Fire Fighter I/Hazmat Ops (if applicable)
  - Placards for Fire Fighter I/Hazmat Ops
  - Calculators (if applicable)
- The Site Coordinator will assemble the Station Examiners and inform them of the skills choices made by Fire Service Education and Training (FSET) staff, if applicable. 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 FE Rep(s) perform a complete site check, using the procedure checklist in the exam handbook.
- The State FE Rep(s) assembles the Station Examiners and addresses “best practices” for the pertinent exam, including:
  - Safety is 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 Station Examiners and the candidates must be deferred to the State FE Rep(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 FE Rep(s) and Site Coordinator
  - Update any changes to evaluation process.
  - Examination interruptions due to 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 FE Rep(s) and Site Coordinator
- The Site Coordinator or their representative performs registration of candidates and receipt of any fees due.
- The Site Coordinator or their representative will:
  - Check candidates for compliance with equipment/material requirements
  - Check candidates for compliance with facial hair requirements (if applicable to the certification exam being conducted)
  - Be required to sign the certification State Summary Form
  - Ensure 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 FE Rep(s) 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
  - Introduce the State FE Rep(s)
- Prior to administration of exam, the State FE Rep(s) addresses the candidates:
  - Explain who they represent – the WTCS FSET
  - Explain they are there to resolve differences and be a liaison between the candidates and the Station Examiners
  - Explain that this is an exam, 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 the 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 FE Rep(s)
- Throughout the course of the exam the State FE Rep(s):
  - Will represent the WTCS FSET 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 FSET.

### Policy 33: Documentation Submission

Origin Date	Revision Date
08/2003	01/2014, 07/2025

Properly completed certification documentation shall be mailed to Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) within 3 business days of administration of the examination. Properly completed documentation includes:

#### Certification Submission Form

- Student name and valid email address

#### State Summary Form

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

Information shall be mailed to:

Wisconsin Technical College System  
Attn: Fire Service Education and Training  
P O Box 7874  
Madison, WI 53707-7874

## Policy 34: Certificate Provision

Origin Date	Revision Date
08/2003	01/2023, 07/2025

Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) will process a candidate's certification via the ACADIS Readiness Suite upon receipt of properly completed certification documentation demonstrating that the candidate has successfully completed all elements of the certification process. Individuals will be able to view and print their certification within their personal ACADIS portal account. If applicable to the Certification, an IFSAC number will be assigned.

Renewal requirements exist for Fire & Emergency Services Instructor (I, II, III) and Fire Investigator. All other certifications are non-expiring and do not require renewal.

## Policy 35: IFSAC Reporting and Record Keeping

Origin Date	Revision Date
08/2003	10/2014, 07/2025

Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) shall maintain electronic certification records. WTCS FSET reports to IFSAC at least annually the following information:

- Name of certified individual
- Date of birth
- WTCS FSET certification level
- Chapter and Edition
- IFSAC seal number
- Date of certification

## Policy 36: Denial or Revocation of Certification

Origin Date	Revision Date
08/2003	09/2018, 07/2025

Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) may deny or revoke Fire Service certifications 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 FSET program(s).

If WTCS FSET staff receives a written grievance pertaining to a failure to meet certification criteria or an allegation of improper conduct related to any aspect of FSET programs, WTCS FSET staff will forward a copy of the grievance or allegation to the individual alleged to have engaged in improper conduct and convene an ad-hoc 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 FSET Staff, 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 WTCS FSET staff finds that certification denial or revocation is not warranted, the staff 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 FSET staff finds that certification denial or revocation may be justified, the staff will, within five business days, forward all relevant findings to the Certification Review Board for review and recommendation. In addition, WTCS FSET staff 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 FSET Staff 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, WTCS FSET Staff 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 37: Right of Appeal

Origin Date	Revision Date
08/2003	09/2018, 07/2025

Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET) allows individuals to appeal certification denial or revocation. The Certification Review Board shall allow an individual for whom a 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 FSET Staff 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 FSET Staff. Within 10 business days of receipt of the Board's findings, the WTCS FSET Staff 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 FSET Staff 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 Office shall remain solely responsible for granting, denying, and revoking Fire Service certification credentials.

**Policy 38: N/A**

<b>Origin Date</b>	<b>Revision Date</b>
Unknown	09/2018, 06/2022, 01/2023

Policy 38 (Letter of Equivalency) is no longer active.

See Policy 8 (Advanced Standing).

## Policy 39: In House Training Programs

Origin Date	Revision Date
08/2003	09/2018, 07/2025

Wisconsin Administrative Code SPS 330.08 includes an option for Fire Departments to seek approval of the Wisconsin Technical College System (WTCS), 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 WTCS FSET Staff 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 Wisconsin Fire and 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 WTCS Fire Service Education and Training (FSET) Staff 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 WTCS FSET Staff decision.

### IHTP Approval Terms

Following approval of an IHTP, the WTCS FSET Staff shall notify all WTCS District Fire Coordinators.

- IHTP's must notify their local District Fire 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 WTCS FSET Staff may suspend or revoke a Department's IHTP status for activity or procedures inconsistent with the purpose and intent of the original designation.

**Policy 40: RESERVED**

Origin Date	Revision Date
08/2003	09/2018, 07/2025

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*Reserved*

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## Policy 41: Wisconsin Hazardous Materials Technician (NFPA 470 and 1072)

NFPA Reference	IFSA Accredited	Origin Date	Revision Date
470, 2022 Edition	Yes	07/2025	07/2025

### Certification Prerequisites/Entry

- A hazardous materials technician candidate shall be at least 16 years of age.  
A hazardous materials technician candidate shall have met the entrance requirements of completing a Wisconsin Hazardous Materials Operations course through a WTCS college that conforms to NFPA 470, 472, and 1072 standards.
- A hazardous materials technician candidate shall have successfully completed the required WTCS Hazardous Materials Technician course through a WTCS college.
- A hazardous materials technician candidate shall have paid the current practical skills fee to the examination Site Coordinator as part of the Hazardous Materials Technician examination.

### Certification

- Successful completion of the hazardous materials technician level course.
- A hazardous materials technician candidate shall attain a minimum grade of 70 percent on the written examination for hazardous materials technician.
- A hazardous materials technician candidate shall attain a “pass” grade on all skills stations of the practical examination.

### **Training**

#### Required Course

- The course required by the authority having jurisdiction for hazardous materials technician certification training is the 60-hour course based on the IFSTA Hazardous Materials Technician, third 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 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 manufacturers 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 applicable NFPA Standard, JPR prerequisite knowledge for the hazardous materials technician level responder. 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 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 60-hour course before again being allowed to take the examination.

### Practical Skills Examination

- A candidate shall achieve a passing grade on the practical skills examination designed to test to the applicable NFPA standard, JPR prerequisite skills for the hazardous materials technician 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 HazMat Tech state summary forms shall be forwarded to the WTCS FSET 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 60-hour hazardous materials technician course again before being allowed to participate in the examination process (written and practical).

### Certification

- A candidate who satisfies all components of the Hazardous Materials Technician certification process will receive Wisconsin hazardous materials technician certification.
- A hazardous materials technician certification is non-expiring.

NFPA Reference	IFSAC Accredited	Origin Date	Revision Date
1072, 2017 Edition	Yes	01/2023	07/2025

### Certification Prerequisites/Entry

- A hazardous materials technician candidate shall be at least 16 years of age.  
A hazardous materials technician candidate shall have met the entrance requirements of completing a Wisconsin Hazardous Materials Operations course through a WTCS college that conforms to NFPA 470, 472, and 1072 standards.
- A hazardous materials technician candidate shall have successfully completed the required WTCS Hazardous Materials Technician course through a WTCS college.
- A hazardous materials technician candidate shall have paid the current practical skills fee to the examination Site Coordinator as part of the Hazardous Materials Technician examination.

### Certification

- Successful completion of the hazardous materials technician level course.
- A hazardous materials technician candidate shall attain a minimum grade of 70 percent on the written examination for hazardous materials technician.
- A hazardous materials technician candidate shall attain a “pass” grade on all skills stations of the practical examination.

### **Training**

#### Required Course

- The course required by the authority having jurisdiction for hazardous materials technician certification training is the 50-hour course based on the IFSTA Hazardous Materials Technician, second 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 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 manufacturers 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 applicable NFPA Standard, JPR prerequisite knowledge for the hazardous materials technician level responder. 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 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 50-hour course before again being allowed to take the examination.

### Practical Skills Examination

- A candidate shall achieve a passing grade on the practical skills examination designed to test to the applicable NFPA standard, JPR prerequisite skills for the hazardous materials technician 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 HazMat Tech state summary forms shall be forwarded to the WTCS FSET 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 50-hour hazardous materials technician course again before being allowed to participate in the examination process (written and practical).

### Certification

- A candidate who satisfies all components of the Hazardous Materials Technician certification process will receive Wisconsin hazardous materials technician certification.
- A hazardous materials technician certification is non-expiring.

## Policy 42: Wisconsin Entry Level Fire Fighter (NFPA 1010, 2024 Edition and 1001, 2019 Edition)

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1010, 2024 Edition	NO	01/2020	07/2025

### Prerequisites Entry

- Not applicable.

### Examination

- Entry Level Fire Fighter candidates shall successfully complete the required Entry Level Fire Fighter course through a WTCS college.

### Certification

- Not applicable.

### **Training**

#### Required Course

- The course required by the authority having jurisdiction for Entry Level Fire Fighter training is the 60-hour course based on Jones & Bartlett, Fundamentals of Fire Fighter Skills and Hazardous Materials Response, 5th edition curriculum.
- Students must participate in the live-burn portion of this course.

#### Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Fire and 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 Wisconsin Technical College System (WTCS) college 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 applicable NFPA 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 again before being designated as successfully completing.

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.

NFPA Reference	IFSAC Accredited	Origin Date	Revision Date
1001, 2019 Edition	NO	01/2020	

#### Prerequisites Entry

- Not applicable.

#### Examination

- Entry Level Fire Fighter candidates shall successfully complete the required Entry Level Fire Fighter course through a WTCS college.

#### Certification

- Not applicable.

### **Training**

#### Required Course

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

#### Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Fire and 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 Wisconsin Technical College System (WTCS) college 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 applicable NFPA 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 again before being designated as successfully completing.

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 43: Wisconsin Fire Fighter I (NFPA 1010, 2024 Edition and 1001, 2019 Edition)

NFPA Reference	IFSAC Accredited	Origin Date	Revision Date
1010, 2024 Edition	Yes	07/2025	07/2025, 10/2025

### Certification Prerequisites/Entry

- A fire fighter candidate shall be at least 16 years of age.
- A fire fighter candidate shall have met the entrance requirements of the applicable NFPA Standard, current edition.
- A fire fighter candidate shall have successfully completed the required WTCS Fire Fighter I course through a WTCS college or an equivalent course approved by the WTCS FSET under advanced standing.
- A fire fighter candidate shall have paid the current practical skills fee to the examination Site Coordinator.

### Certification

- Successfully completed the required WTCS Fire Fighter I course through a WTCS college.
- Completion and Wisconsin certification 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 Fire Fighter I written exam.
- 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 Firefighter Skills and Hazardous Materials Response, 5th edition curriculum.

#### Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Fire and 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 Examination

- A fire fighter candidate shall achieve a minimum grade of 70 percent on a written examination designed to test to the current edition of applicable NFPA 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 either the 96-hour or 36-hour course before again being allowed to participate in the examination process (written and practical). The 36-hour course is only applicable if the candidate has successfully completed 60 hours of entry-level firefighter training at a WTCS college.
- 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 take 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 24-hour course before again being allowed to take the examination.
- If advanced standing through an approved equivalent course was granted, **no** retest is permitted. Unsuccessful advanced standing candidates shall complete the entire 24-hour course before again being allowed to take 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 applicable NFPA Standard, JPR Prerequisite Skills for the Fire Fighter I 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 grading criteria to receive a passing grade.

**NOTE:** Completed Fire Fighter I state summary forms shall be forwarded to the WTCS FSET 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 either the 96-hour or 36-hour course again before being allowed to participate in the examination process (written and practical). The 36-hour course is only applicable if the candidate has successfully completed 60 hours of entry-level firefighter training at a WTCS college.

### 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.

NFPA Reference	IFSAC Accredited	Origin Date	Revision Date
1001, 2019 Edition	Yes	08/2003	12/2019, 07/2025, 10/2025

Certification Prerequisites/Entry

- A fire fighter candidate shall be at least 16 years of age.
- A fire fighter candidate shall have met the entrance requirements of the applicable NFPA Standard, current edition.
- A fire fighter candidate shall have successfully completed the required WTCS Fire Fighter I course through a WTCS college or an equivalent course approved by the WTCS FSET under advanced standing.
- A fire fighter candidate shall have paid the current practical skills fee to the examination Site Coordinator.

Certification

- Successfully completed the required WTCS Fire Fighter I course through a WTCS college.
- Completion and Wisconsin certification 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 Fire Fighter I written exam.
- 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 Fire and 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 Examination

- A fire fighter candidate shall achieve a minimum grade of 70 percent on a written examination designed to test to the current edition of applicable NFPA 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 either the 96-hour or 36-hour course before again being allowed to participate in the examination process (written and practical). The 36-hour course is only applicable if the candidate has successfully completed 60 hours of entry-level firefighter training at a WTCS college.
- 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 take 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 take 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 take 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 applicable NFPA Standard, JPR Prerequisite Skills for the Fire Fighter I 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 grading criteria to receive a passing grade.

**NOTE:** Completed Fire Fighter I state summary forms shall be forwarded to the WTCS FSET 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 either the 96-hour or 36-hour course again before being allowed to participate in the examination process (written and practical). The 36-hour course is only applicable if the candidate has successfully completed 60 hours of entry-level firefighter training at a WTCS college.

### 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 44: Wisconsin Fire Fighter II Certification (NFPA 1010, 2024 Edition and 1001, 2019 Edition)

NFPA Reference	IFSAC Accredited	Origin Date	Revision Date
1010, 2024 Edition	Yes	07/2025	07/2025

### Certification Prerequisites/Entry

- A fire fighter candidate shall be at least 16 years of age.
- A prospective Fire Fighter II shall be a Wisconsin certified Fire Fighter I.
- A prospective Fire Fighter II shall have successfully completed the required Wisconsin Fire Fighter II course through a Wisconsin Technical College System (WTCS) college or equivalent course approved by WTCS Fire Service Education and Training (FSET) under advanced standing.
- A prospective Fire Fighter II shall have paid the current practical skills fee to the examination Site Coordinator.

### Certification

- Successfully completed the required Wisconsin Fire Fighter II course through a WTCS college.
- 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, 5th edition, curriculum.

#### Required Course Instructor Criteria

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

- Are currently certified, minimally, as a Wisconsin Fire and 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 the applicable NFPA 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 take 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 take the examination.

#### Practical Skills Examination

- A prospective Fire Fighter II shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA, standard, JPR Prerequisite Skills for the Fire Fighter II 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 grading criteria to receive a passing grade.

**Note:** Completed Fire Fighter II state summary forms shall be forwarded to the WTCS FSET 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 (written and practical).

#### Certification

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

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1001, 2019 Edition	Yes	08/2003	12/2019, 07/2025

Certification Prerequisites/Entry

- A fire fighter candidate shall be at least 16 years of age.
- A prospective Fire Fighter II shall be a Wisconsin certified Fire Fighter I.
- A prospective Fire Fighter II shall have successfully completed the required Wisconsin Fire Fighter II course through a Wisconsin Technical College System (WTCS) college or equivalent course approved by WTCS Fire Service Education and Training (FSET) under advanced standing.
- A prospective Fire Fighter II shall have paid the current practical skills fee to the examination Site Coordinator.

Certification

- Successfully completed the required Wisconsin Fire Fighter II course through a WTCS college.
- 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 Fire and 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 the applicable NFPA 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 take 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 take the examination.

#### Practical Skills Examination

- A prospective Fire Fighter II shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA, standard, JPR Prerequisite Skills for the Fire Fighter II 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 grading criteria to receive a passing grade.

**Note:** Completed Fire Fighter II state summary forms shall be forwarded to the WTCS FSET 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 (written and practical).

#### Certification

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

## Policy 45: Wisconsin Driver/Operator-Pumper

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1002, 2017 Edition	Yes	08/2003	12/2018, 07/2025

### Certification Prerequisites/Entry

- A Driver/Operator-Pumper candidate must be at least 16 years of age.
- 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 through a WTCS college.
- A prospective Driver/Operator-Pumper shall have paid the current practical skills fee to the examination Site Coordinator.

### Certification

- Successfully completed the required WTCS Driver/Operator-Pumper course through a WTCS college.
- 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 Fire and 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 the applicable NFPA standard. 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 take the examination.

### Practical Skills Examination

- A prospective Driver/Operator- Pumper shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA, standard, JPR Prerequisite Skills for the Driver/Operator-Pumper level.
- 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 grading criteria to receive a passing grade.
- Personal Protective Equipment used shall minimally include: helmet, eye protection, gloves, foot protection, and a safety vest.

**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 (written and Practical).

### Certification

- A prospective Driver/Operator-Pumper who satisfies all components of the certification process will receive Wisconsin Driver/Operator-Pumper certification.
- Driver/Operator-Pumper certificates are non-expiring.

## Policy 46: Wisconsin Driver/Operator-Aerial Certification

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1002, 2017 Edition	Yes	08/2003	12/2018, 07/2025

### Certification Prerequisites/Entry

- A Driver/Operator-Aerial candidate must be at least 16 years of age.
- A prospective Driver/Operator-Aerial shall have their Wisconsin Fire Fighter I and Wisconsin Driver/Operator-Pumper certifications.
- 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 through a WTCS college.
- A prospective Driver/Operator-Aerial shall have paid the current practical skills fee to the examination Site Coordinator.

### Certification

- Successfully completed the required WTCS Driver/Operator-Aerial course through a WTCS college.
- 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 Fire and 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 the applicable NFPA standard. 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 take the examination.

#### Practical Skills Examination

- A prospective Driver/Operator- Aerial shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA standard, JPR Prerequisite Skills for the Driver/Operator-Aerial level.
- 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 grading criteria to receive a passing grade.
- Personal Protective Equipment used shall minimally include: helmet, eye protection, gloves, foot protection, and a safety vest.

**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 (written and practical).

#### Certification

- A prospective Driver/Operator-Aerial who satisfies all components of the certification process will receive Wisconsin Driver/Operator-Aerial certification.
- Driver/Operator-Aerial certificates are non-expiring.

## Policy 47: Wisconsin Fire Officer I

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1021, 2020 Edition	Yes	08/2003	09/2018, 07/2023, 07/2025

### Certification Prerequisites/Entry

- A Fire Officer I candidate shall be at least 16 years of age.
- A Fire Officer I candidate shall be a Wisconsin certified Fire Fighter II.
- A Fire Officer I candidate shall have successfully completed the required WTCS Fire Officer I course through a WTCS college or equivalent course approved by the WTCS FSET under advanced standing.
- If a 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, after retesting twice, the candidate still has not achieved the minimum grade of 70 percent, the candidate shall retake the entire 40-hour course before again before being designated as successfully completed.
- A Fire Officer I candidate shall have paid the current practical skills fee to the examination site coordinator.

### Certification

- Successfully completed the required WTCS Fire Officer I course through a WTCS college.
- A Fire Officer I candidate shall attain a minimum grade of 70 percent on the written examination.
- A Fire Officer I candidate shall attain a “pass” grade on all skills stations of the selected practical skills examination.
- A Fire Officer I candidate shall complete the 40-hour Fire and 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 Practice, 4th edition*. The course also requires successful completion of the Portfolio Project and Mentoring Project including a 4-page report.
- Verification of completion of National Fallen Firefighters Foundation LACK (Leadership, Accountability, Culture, Knowledge).
- Verification of completion of National Fallen Firefighters Foundation AAR (After Action Review).
- Verification of completion of National Fallen Firefighters Foundation Company Officer’s Health and Safety Responsibilities.
- Verification of completion of Why Data?

#### Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Fire and 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.

## **Examination**

### Written Examination

- A Fire Officer I candidate shall achieve a minimum grade of 70 percent on a written examination designed to test to the applicable NFPA 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 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 being allowed to reenter the certification process.
- If advanced standing was granted, no retest is permitted. Unsuccessful advanced standing candidates shall complete the required course before being allowed to reenter the certification process.

### Practical Skills Examination

- A Fire Officer I candidate shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA Standard, JPR Prerequisite Skills for the Fire Officer I level.
- Candidates shall 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 grading criteria to receive a passing grade.

**Note:** Completed Fire Officer I State Summary Forms shall be forwarded to the WTCS FSET 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 reenter the certification process (written and practical).

### Certification

- A Fire Officer I candidate who satisfies all components of the certification process will receive a Wisconsin Fire Officer I certification.
- Fire Officer I certificates are non-expiring.

## Policy 48: Wisconsin Fire Officer II Certification

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1021, 2020 Edition	Yes	08/2003	09/2018, 07/2023, 07/2025

### Certification Prerequisites/Entry

- A Fire Officer II candidate shall be at least 16 years of age.
- A Fire Officer II candidate shall be a Wisconsin certified Fire Officer I.
- A Fire Officer II candidate shall have successfully completed the required WTCS Fire Officer II course through a WTCS college.
- A Fire Officer II candidate shall have paid the current practical skills fee to the examination site coordinator.

### Certification

- Successfully completed the required WTCS Fire Officer II course through a WTCS college.
- 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 Practice, 4th edition*. The course also requires successful completion of the Portfolio Project and Mentoring Project including a 5-page report.
- Verification of completion of National Fallen Fire Fighters Foundation (NFFF) Creating Change in the Fire Service.
- Verification of completion of National Fallen Fire Fighters Foundation (NFFF) Communication & Mentoring for Company Officers.
- Verification of completion of Fire Investigation for Fire Officers.

#### Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Fire and 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.

### **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 applicable NFPA 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 being allowed to reenter the certification process.

### Practical Skills Examination

- A Fire Officer II candidate shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA Standard, JPR Prerequisite Skills for the Fire Officer II level.
- Candidates shall 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 grading criteria to receive a passing grade.

**Note:** Completed Fire Officer II state summary forms shall be forwarded to the WTCS FSET 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 (written and practical).

### Certification

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

## Policy 49: Wisconsin Fire Inspector I Certification

NFPA Reference	IFSAC Accredited	Origin Date	Revision Date
1031, 2014 Edition	Yes	08/2003	09/2018, 07/2025

### Certification Prerequisites/Entry

- A Fire Inspector I candidate shall be at least 16 years of age.
- A Fire Inspector I candidate shall meet the requirements of the applicable NFPA Standard, current edition.
- A Fire Inspector I candidate shall have successfully completed the required WTCS Fire Inspector I course through a WTCS college, or an equivalent course approved by the WTCS FSET under advanced standing. A Fire Inspector I candidate shall have paid the current practical skills fee to the examination Site Coordinator.

### Certification

- Successfully completed the required WTCS Fire Inspector I course through a WTCS college.
- 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 FSET *Fire Inspector I Certification Preparation Guide*.

## 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 FSET. 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 Fire and 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 applicable NFPA 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 take 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 take the examination (written and practical).

### Practical Skills Examination

- A Fire Inspector I candidate shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA Standard, JPR Prerequisite Skills for the Fire Inspector I level.
- Candidates shall 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 grading criteria to receive a passing grade.

**Note:** Completed Fire Inspector I state summary forms shall be forwarded to the WTCS FSET 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 (written and practical).

### Certification

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

## Policy 50: Wisconsin Fire and Emergency Services Instructor I Certification

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1041, 2019 Edition	Yes	08/2003	03/2023, 07/2025

**\*NOTE\*** Wisconsin Fire Service certifications for “Fire Instructor” and “Emergency Services Instructor” are equivalent to this certification at each level. This course was renamed in 2021 to match the NFPA 1041 standard name.

### Training

#### Required Course

The 40-hour Fire and Emergency Services Instructor-I (FESI-I) training and certification course is based on the *Jones and Bartlett Fire and Emergency Services Instructor Principles and Practice, 3rd Edition* curriculum and NFPA 1041, Chapter 4, 2019 edition.

#### Course Instructors

This course shall be taught by instructors who:

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

#### Certification Prerequisite/Entry

- A FESI-I candidate shall be at least 16 years of age.
- A FESI-I candidate shall have a Wisconsin Fire Fighter II certification.

#### Certification Process

A FESI-I candidate shall:

- Successfully completed the required WTCS Fire and Emergency Services Instructor I course through a WTCS college.
- Satisfactorily perform the task of teaching a minimum of thirty (30) classroom/lab hours under the supervision of a certified Fire and Emergency Services Instructor I, II, or III. All thirty (30) hours shall occur after successful completion of the course.
- Attain a grade of 70 percent or higher on the written exam.

#### Written Examination

- A FESI-I candidate shall achieve a minimum grade of 70 percent on a written examination designed to test the applicable NFPA 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 a FESI-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 retest. 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 take the examination.

#### Practical and Portfolio Skills Examination

- A FESI-I candidate shall successfully complete and submit their FESI-I portfolio at the end of the course.
- A FESI-I candidate shall successfully complete teaching scenarios during the course and perform a minimum of thirty (30) hours of classroom/lab instruction under the supervision of a certified Fire and 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 emergency-service related, 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 FSET.
- This requirement assures that the FESI-I candidate meets the JPR’s defined in the applicable NFPA Standard, current edition.

Completed FESI-I state summary forms shall be forwarded to the WTCS FSET for processing. FESI-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 certification examination process.

#### Certificate Issue

- A FESI-I candidate who satisfies all components of the certification process will receive a Wisconsin Fire and Emergency Services Instructor I certification.

#### Certificate Expiration

- Wisconsin FESI-I certification expires five (5) years from the date of certification issuance; the expiration date is printed on the certificate.

#### Certificate Renewal

A FESI-I can renew certification by providing documentation of a total of 220 hours of instruction **-or-** instruction and continuing education as documented on the WTCS renewal form:

- A minimum of 180 hours of instruction over the 5-year certification period. The instructional hours must include:
  - Any WTCS emergency services course (Fire, EMS, LE)
  - National Fire Academy (NFA) course
  - Departmental or crew training (Fire, EMS, LE)
  - Private or contract training (Fire, EMS)
  - Emergency Response Team training (Fire, EMS)
  - Wisconsin Emergency Management (WEM) course (Fire, EMS, LE)
  - WI REACT course (Fire, EMS)
  - WTCS FSET fire certification exam station evaluator (maximum of 50 hours)
  - Delivery of developed public education programming (maximum of 30 hours)
  - Others as pre-approved by the WTCS FSET**NOTE:** Fire/EMS field experience (precepting, internship, etc.) hours are only eligible during direct instruction or evaluation.
- A maximum of 40 hours of continuing education. Continuing education must include:
  - State Fire Representative for WTCS FSET
  - Emergency service course train-the-trainer sessions
  - Continuing education courses dealing with instructional development and/or techniques
  - WTCS adjunct in-service and training meetings
  - WTCS FQAS courses (See your Fire Coordinator for more information)
  - WTCS degree and fire certification courses
  - NFA, FDIC courses
  - Wisconsin Society of Emergency Services Instructors (WSESI) Conference
  - Other emergency service-related courses & sessions
  - Others as pre-approved by the WTCS FSET

Students shall submit all renewal information to the local WTCS District Fire Coordinator for verification of certification renewal compliance on the standardized form provided.

Instructors only need to renew their highest certification level. Lower levels stay current if the highest level is renewed. To drop to a lower level, complete its requirements before your highest certification expires.

Renewal documentation shall be submitted to the local WTCS District Fire Coordinator for verification of certification renewal compliance. A FESI-I State Summary Renewal Form shall be forwarded by the District Fire Coordinator to the WTCS FSET.

### Recertification

A FESI-I who allows their certificate to expire by up to one (1) year 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 FESI-I certification written examination.
- If the individual is unable to pass the written exam with one (1) attempt, that individual must retake the FESI-I course and pass the written and practical requirements.
- If a FESI-I certification expires by more than 1-year, the individual must retake the FESI-I course and pass all certification requirements.

Recertification documentation shall be submitted to the local WTCS District Fire Coordinator for verification of certification renewal compliance. A FESI-I State Summary Renewal Form shall be forwarded by the District Fire Coordinator to the WTCS FSET.

## Policy 51: Wisconsin Fire and Emergency Services Instructor II Certification

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1041, 2019 Edition	Yes	08/2003	01/2022, 07/2025

**\*NOTE\*** Wisconsin Fire Service certifications for “Fire Instructor” and “Emergency Services Instructor” are equivalent to this certification at each level. This course was renamed in 2021 to match the NFPA 1041 standard name.

### Training

#### Required Course

The 32-hour Fire and Emergency Services Instructor-II (FESI-II) training and certification course is based on the *Jones and Bartlett Fire and Emergency Services Instructor Principles and Practice, 3rd Edition* curriculum and NFPA 1041, Chapter 5, 2019 edition.

#### Course Instructors

This course shall be taught by instructors who:

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

#### Certification Prerequisites/Entry

- A FESI-II candidate shall be at least 16 years of age.
- A FESI-II candidate shall be a currently certified Wisconsin Fire & Emergency Services Instructor I.

#### Certification Process

A FESI-II candidate shall:

- Have an active, WI Fire and Emergency Services I certification.
- Successfully completed the required WTCS Fire and Emergency Services Instructor II course through a WTCS college.
- Attain a grade of 70 percent or higher on the written exam.

**Note:** the portfolio assignment completed during the course fulfills the practical exam requirements.

#### Written Examination

- A FESI-II candidate shall achieve a minimum grade of 70 percent on a written examination designed to test the NFPA 1041 Standard, current edition, JPR requisite knowledge and skills. The exam consists of 50 questions with a 60-minute time limit. Multiple choice and true/false questions can be expected.
- If a FESI-II candidate who completed the required course does not achieve at least a grade of 70 percent, the candidate will be allowed up to two retest. 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 take the examination.

#### Practical and Portfolio Skills Examination

The portfolio assignment satisfies the practical exam for this course.

Completed FESI-II state summary forms shall be forwarded to the WTCS FSET for processing. FESI-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 certification examination process (written and practical).

#### Certificate Issue

A FESI-II candidate who satisfies all components of the certification process will receive a Wisconsin Fire and Emergency Services Instructor II certification.

### Certificate Expiration

- Wisconsin FESI-II certification expires 5-years from date of issuance; the expiration date is printed on the certificate.

### Certificate Renewal

A FESI-II can renew certification by:

- Providing documentation of a total of 220 hours of instruction **-or-** instruction and continuing education as documented on the WTCS renewal form:
- A minimum of 180 hours of instruction over the 5-year certification period. The instructional hours must include:
  - Any WTCS emergency services course (Fire, EMS, LE)
  - National Fire Academy (NFA) course
  - Departmental or crew training (Fire, EMS, LE)
  - Private or contract training (Fire, EMS)
  - Emergency Response Team training (Fire, EMS)
  - Wisconsin Emergency Management (WEM) course (Fire, EMS, LE)
  - WI REACT course (Fire, EMS)
  - WTCS FSET fire certification exam station evaluator (maximum of 50 hours)
  - Delivery of developed public education programming (maximum of 30 hours)
  - Others as pre-approved by the WTCS FSET

NOTE: Fire/EMS field experience (precepting, internship, etc.) hours are only eligible during direct instruction or evaluation

- A maximum of 40 hours of continuing education. Continuing education must include:
  - State Fire Representative for WTCS FSET
  - Emergency service course train-the-trainer sessions
  - Continuing education courses dealing with instructional development and/or techniques
  - WTCS adjunct in-service and training meetings
  - WTCS FQAS courses (See your Fire Coordinator for more information)
  - WTCS degree and fire certification courses
  - NFA, FDIC courses
  - Wisconsin Society of Emergency Services Instructors (WSESI) Conference
  - Other emergency service-related courses & sessions
  - Others as pre-approved by the WTCS FSET

Students shall submit all renewal information to the local WTCS District Fire Coordinator for verification of certification renewal compliance on the standardized form provided.

### **And**

Submitting at least **one** of the following:

- A copy of one new course or one modification of an existing course of at least twelve (12) hours in length during the 5-year certification period. Documentation shall demonstrate expertise in course design, delivery, and assessment.
- Job duties as (training officer/lead instructor): emergency services field - management of instructional resources, staff, facilities, records, and reports.
- Successful completion of the Wisconsin LFI or LFIIC course. Note: Candidates may only use each of the courses one time to renew their certification. In order to re-use one of the options, candidates must have successfully retaken the course.

Inability to satisfy **one** of the above requirements may result in an individual reverting to FESI-I status.

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

Fire and Emergency Services Instructors only have to renew at their highest level. Lower levels stay current if the highest level is renewed. To drop to a lower level, complete its requirements before your highest certification expires.

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

#### Recertification

A FESI-II who allows their certificate to expire by up to one (1) year 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 FESI-II certification written examination.
- If the individual is unable to pass the written exam with one (1) attempt, that individual must retake the FESI-II course and pass the written and practical requirements.
- If a FESI-II certification expires by more than one year, the individual must retake the FESI-II course and pass all certification requirements.

Recertification information shall be submitted to the local WTCS District Fire Coordinator for verification and then forwarded by the District Fire Coordinator to the WTCS FSET.

## Policy 52: Wisconsin Fire and Emergency Services Instructor III Certification

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1041, 2019 Edition	No	08/2003	01/2022, 07/2025

### Course

Wisconsin does not have a designated course for Fire and Emergency Services Instructor III. See below:

### Certification Prerequisites/Entry

- A prospective Fire and Emergency Services Instructor III (FESI-III) shall be a currently certified Wisconsin Fire and Emergency Services Instructor II (NFPA) 1041 Standard.

### Certification Process

A FESI-III candidate shall have successfully completed one of the following and must provide documentation of completion within the prior 5-years. Valid documentation includes a certificate or transcript:

- The NFA Training Program Management course
- ISFSI Training Officer Credential
- A course demonstrated to be largely in compliance with NFPA 1041, as pre-approved by the WTCS FSET

**Note:** Candidates may only use each of the above options one time to obtain their certification. In order to re-use one of the above options, candidates must have successfully recertified or retaken the course.

### Written and Practical Examinations

- There are no established examinations for FESI-III certification at this time.

### Certificate Issue

A FESI-III candidate who satisfies all components of the certification process will receive Wisconsin Fire and Emergency Services Instructor III certification.

### Certificate Expiration

Emergency Services Instructor III certification expires 5 years from date of issue; the expiration date is printed on the certificate.

### Certificate Renewal

A FESI-III can renew certification by providing documentation of the following:

- Submitting completion of at least one JPR in each of the 3 sections of Chapter 6 of NFPA 1041, 2019 edition over the five (5)-year certification period
  - Program Management
  - Instructional Development
  - Evaluation and Testing

Inability to satisfy the above requirements may result in an individual reverting back to the Fire and Emergency Services I or II status. Fire and Emergency Services Instructors only have to renew at their highest level. Lower levels stay current if the highest level is renewed. To drop to a lower level, complete its requirements before your highest certification expires.

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

### Recertification

A FESI-III who allows their certificate to expire by up to one (1) year may be recertified based on the following:

- To recertify as a FESI-III,
  - Shall meet all requirements of certificate renewal as outlined above, and
  - Shall retake and pass the FESI-II certification written examination.

**Note:** If the individual is unable to pass the written exam after one (1) attempt, that individual must retake the FESI-II course and pass the written and practical requirements.

- To recertify as a FESI-II,
  - Shall meet the renewal requirements of FESI-II, and
  - Shall retake and pass FESI-II certification written examination.

**Note:** If the individual is unable to pass the written exam after one (1) attempt, that individual must retake the FESI-II course and pass the written and practical requirements.

- To recertify as a FESI-I,
  - Shall meet the renewal requirements of FESI-I, and
  - Shall retake and pass the FESI-I certification written examination.

**Note:** If the individual is unable to pass the written exam after one (1) attempt, that individual must retake the FESI-I course and pass the written and practical requirements.

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

## Policy 53: Wisconsin Hazardous Materials Operations (NFPA 470 and 1072)

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
470, 2022 Edition	Yes	07/2025	07/2025

### Certification Prerequisites/Entry

- A hazardous materials operations candidate shall be at least 16 years of age.
- A hazardous materials operations candidate shall have met the entrance requirements by completing a Hazardous Materials Awareness course.
- A hazardous materials operations candidate shall have met the entrance requirements of the applicable NFPA Standard.
- A hazardous materials operations candidate shall have successfully completed the required WTCS Hazardous Materials Operations course through a WTCS college, or an equivalent course approved by the WTCS FSET under advanced standing.

### 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 required skill stations of the Awareness/Operations practical examination.

### **Training**

#### Required Course

- The course required by the authority having jurisdiction for Hazardous Materials Operations certification training is the 24-hour course based on the Jones and Bartlett (J&B) Fundamentals of Fire Fighter Skills and Hazardous Materials Response, 5th edition curriculum.

#### Required Course Instructor Criteria

The course shall be taught by instructors who:

- Are currently certified, minimally, as a Wisconsin Fire 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 2022 edition of NFPA 470 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 24-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 2022 edition of NFPA 470, JPR Prerequisite Skills for the 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 grading criteria to receive a passing grade.

**NOTE:** Completed Haz Mat Ops state summary forms shall be forwarded to the WTCS FSET 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 24-hour Hazardous Materials Operations course again before being allowed to participate in the examination process.

### Certification

- A candidate who satisfies all components of the Hazardous Materials Operations certification process will receive a Wisconsin Hazardous Materials Operations certification.
- A Wisconsin Hazardous Materials Operations certification is non-expiring.

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1072, 2017 Edition	Yes	12/2019	07/2025

### Certification Prerequisites/Entry

- A hazardous materials operations candidate shall be at least 16 years of age.
- A hazardous materials operations candidate shall have met the entrance requirements of the applicable NFPA Standard.
- A hazardous materials operations candidate shall have successfully completed the required WTCS Hazardous Materials Operations course through a WTCS college, or an equivalent course approved by the WTCS FSET under advanced standing.
- A hazardous materials operations candidate shall have paid the current practical skills fee to the examination Site Coordinator as part of the Fire Fighter I examination.

### Certification

- Successfully completed the required WTCS Hazardous Materials Operations course through a WTCS college.
- 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 Fire and 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 applicable NFPA 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 take 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 take 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 grading criteria to receive a passing grade.

**NOTE:** Completed Fire Fighter I/Haz Mat Ops state summary forms shall be forwarded to the WTCS FSET 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 (written and practical).

### Certification

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

## Policy 54: Wisconsin Fire Investigator

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1033, 2022 Edition	Yes	06/2021	6/2023, 07/2025

### Certification Prerequisites/Entry

- A fire investigator candidate shall have met the entrance requirements of the applicable NFPA Standard.
  - 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.
- 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 WI DOJ/DCI WTCS Fire Investigator course.
- 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.

### **Training**

#### Required Course

- The course required by the authority having jurisdiction for Fire Investigator certification training is the eighty (80) hour course based on the Jones and Bartlett (J&B) Fire Investigator Principles and Practice to NFPA 921 and 1033, 6th edition curriculum.

#### Required Course Instructor Criteria

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

- Are currently a Wisconsin Certified Fire Investigator (CFI)
- Are currently qualified instructor with the WI DOJ/DCI and/or the ATF.

**Note:** 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: If applicable all 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 applicable NFPA 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 80-hour course before again being allowed to take the examination (written and practical).

#### Practical Skills Examination

- A candidate shall achieve a passing score on the practical skills examination designed to test to the applicable NFPA standard, 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.
- For retesting, a candidate will follow the scoring rubric listed in the exam handbook/welcome packet. Retesting for the practical must be completed by the end of the course.

**NOTE:** Completed fire investigator state summary forms shall be forwarded to the WTCS FSET for processing. Candidates have **six (6) months from the date of completion of the training course** to complete the written exam and 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 (written and practical).

#### Certification

- A candidate who satisfies all components of the WI DOJ/DCI WTCS 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 WTCS Fire 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, and 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.
- Fire Investigators renewing will certify that all information contained in the application/renewal, including attachments, are accurate and truthful, to the best of my knowledge, and that they are aware that any false entry will be considered sufficient cause for revocation of their certification at any time during the certification term.

This documentation shall be submitted to the Fire Service Coordinator at Mid-State Technical College who will then forward the information to the WTCS FSET. The WTCS FSET 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.

## Policy 55: Wisconsin Airport Fire Fighter Certification

NFPA Reference	IFSAC Accredited	Origin Date	Revision Date
1003, 2022 Edition	Yes	06/2020	05/2021, 07/2025

### Certification Prerequisite/Entry

- An ARFF candidate shall be at least 16 years of age.
- IFSAC and/or Proboard accredited or Wisconsin Fire Fighter II certification

### Certification

- Must meet all requirements outlined in applicable NFPA standard.
- Candidate shall have successfully completed the required WTCS ARFF course through a WTCS college.
- Candidate shall attain a minimum grade of 70 percent on the state written examination.
- Candidate shall attain a “pass” grade on all the skills stations of the ARFF practical examination.
- Candidate shall have paid the current practical skills fee to the examination Site Coordinator as part of the ARFF examination.

### **Training**

#### Required Course

- The course required by the authority having jurisdiction for Airport Fire Fighter certification training is based on applicable NFPA standard and the IFSTA Aircraft Rescue and Fire Fighting text.

#### Required Course Instructor Criteria

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

- Are currently certified, minimally, as a Wisconsin Fire and 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 ARFF 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:** 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*.

#### Written Examination

- A prospective ARFF shall achieve a minimum grade of 70 percent on a written examination designed to test to the current edition of the applicable NFPA Standard, JPR Prerequisite Knowledge for the ARFF 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 ARFF 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 take the examination (written and practical).

#### Practical Skills Examination

- A prospective ARFF shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA standard, JPR Prerequisite Skills for the ARFF.

- 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 grading criteria to receive a passing grade.

**Note:** Completed ARFF state summary forms shall be forwarded to the WTCS FSET for processing. ARFF 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 (written and practical).

#### Certification

- A prospective ARFF who satisfies all components of the certification process will receive Wisconsin ARFF certification.
- ARFF certification is non-expiring.

## Policy 56: Wisconsin Driver/Operator ARFF

NFPA Reference	IFSAC Accredited	Origin Date	Revision Date
1003, 2022 Edition	Yes	06/2020	05/2021, 07/2025

### Certification Prerequisite/Entry

- A D/O ARFF candidate shall be at least 16 years of age.
- A prospective Driver/Operator-Pumper must possess a valid Driver's License.
- IFSAC and/or Proboard accredited or Wisconsin Fire Fighter II certification
- IFSAC and/or Proboard accredited or Wisconsin Airport Fire Fighter certification
- Must meet all requirements outlined in applicable NFPA standard.
- Candidate shall have successfully completed the required WTCS D/O ARFF course through a WTCS college
- Candidate shall attain a "pass" grade on all the skills stations of the ARFF practical examination.
- Candidate shall have paid the current practical skills fee to the examination Site Coordinator as part of the D/O ARFF examination.

### **Training**

#### Required Course

- The course required by the authority having jurisdiction for Airport Fire Fighter certification training is based on the applicable NFPA standard and the IFSTA Aircraft Rescue and Fire Fighting text.

#### Required Course Instructor Criteria

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

- Are currently certified, minimally, as a Wisconsin Fire and 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 D/O ARFF 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.
- Private closed course and simulated airport course is used for practical.

**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*.

#### Written Examination

- There is no written exam for this certification

#### Practical Skills Examination

- A prospective D/O-ARFF shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA, standard, JPR Prerequisite Skills for the D/O-ARFF.
- Personal Protective Equipment used shall minimally include: helmet, eye protection, gloves, foot protection, and a safety vest.
- 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 grading criteria to receive a passing grade.

**Note:** Completed D/O-ARFF state summary forms shall be forwarded to the WTCS FSET for processing. D/O-ARFF 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 (practical).

#### Certification

- A prospective D/O-ARFF who satisfies all components of the certification process will receive Wisconsin D/O-ARFF certification.
- D/O-ARFF certification is non-expiring.

## Policy 57: Wisconsin Live Fire Instructor Certification

NFPA Reference	IFSAAC Accredited	Origin Date	Revision Date
1041, 2019 Edition	Yes	10/2024	07/2025

### Certification Prerequisites/Entry

A prospective Live Fire Instructor (LFI) shall be a currently certified Wisconsin Fire & Emergency Services Instructor I.

### Certification

- Must meet all requirements outlined in applicable NFPA standard.
- Candidate shall have successfully completed the required WTCS Live Fire Instructor course through a WTCS college
- Candidate shall attain a “pass” grade on all the skills stations of the Live Fire Instructor practical examination.
- Candidate shall have paid the current practical skills fee to the examination Site Coordinator as part of the LFI examination.

### **Training**

#### Required Course

- The 24-hour Live Fire Instructor (LFI) training and certification course is based on the *Jones and Bartlett Fire and Emergency Services Instructor Principles and Practice, 3<sup>rd</sup> Edition* curriculum and NFPA 1041, Chapter 7, 2019 edition.

#### Course Instructors

This course shall be taught by instructors who:

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

#### Facility/Apparatus/Equipment Requirements

- A classroom setting to comfortably accommodate the LFI 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:** 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*.

#### Written Examination

There is no written exam for this certification level.

#### Practical Skills Examination

- A prospective LFI shall achieve a passing grade on a practical skills examination designed to test to the applicable NFPA standard, JPR Prerequisite Skills for the LFI.
- 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 grading criteria to receive a passing grade.

**Note:** Completed LFI state summary forms shall be forwarded to the WTCS FSET for processing. LFI 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 (practical).

### Certificate Issue

A LFI candidate who satisfies all components of the certification process will receive a Wisconsin Live Fire Instructor certification.

### Certificate Expiration

Wisconsin Live Fire Instructor certification expires five years from date of issuance; the expiration date is printed on the certificate.

### Certificate Renewal

A Live Fire Instructor can renew certification by providing documentation of:

- Complete five burns in a 5-year period as a Live Fire Instructor.
- Provide a burn plan from one of the burns attended.
- Submit all renewal information to the local WTCS District Fire Coordinator for verification of certification renewal compliance on the standardized form provided.

### Recertification

A LFI who allows their certification to expire by up to one (1) year may recertify by:

- Meeting all the 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 LFI certification practical examination.

If an individual is unable to pass the practical examination with one (1) attempt, that individual must retake the LFI course and pass the practical requirements.

If a LFI certification expires by more than one (1) year, the individual must retake the LFI course and pass all course requirements.

Recertification documentation shall be submitted to the local WTCS District Fire Coordinator for verification of certification renewal compliance. A LFI State Summary Renewal Form shall be forwarded by the District Fire Coordinator to the WTCS FSET.

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

Wisconsin Technical College System Fire Service Education and Training

P O Box 7874

Madison, Wisconsin 53707-7874

608-266-7289

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

Fire Service Education and Training Facebook: <https://www.facebook.com/Wfiretraining>

Wisconsin Technical College System (WTCS) Fire Service Education and Training (FSET)