COMMONWEALTH OF KENTUCKY

ACCREDITED FIREFIGHTER CERTIFICATION PROGRAM

<u>FIRE FIGHTER 2</u>

CANDIDATE HANDBOOK

March 2014

The purpose of this manual is to provide information for successful participation in accredited certification testing. Content herein outlines the pre-requisites, testing and application process, and provides you with a study guide reference list.

Accredited certification is administered by the Kentucky Fire Commission with accreditation issued by the International Fire Service Accreditation Congress (IFSAC).

In accordance with *KRS Chapter 95A*, the Kentucky Fire Commission is the certifying agency of firefighters within the Commonwealth of Kentucky. The fire commission establishes fire service personnel standards and education and administers firefighter certification, both through training and certification through testing. This manual is related solely to the accredited certification through testing process. Authority for conducting and maintaining the accredited certification process is delegated to State Fire Rescue Training.

Application Process

1. Prior to certification, candidate shall submit a completed application for Firefighter 2 certification to the Accredited Certification Office of the Kentucky Fire Commission, P.O. Box 248, Morehead, KY 40351. Applications are available online at www.kyffcert.com or by contacting an area office of KCTCS-State Fire Rescue Training. Applications can also be obtained by calling the accredited certification office at 888-301-2946.
2. Application shall be signed by the candidate and the department chief or designee.
3. All components of the application shall be completed.
4. Application shall be submitted at skills testing session.

Pre-requisites to certify

1. Eligibility to certify to NFPA 1001 Firefighter 2 requires the candidate be:
   a. Minimum of eighteen (18) years of age, and
   b. Affiliation with a Kentucky Fire Department, or
   c. Active military or civilian personnel assigned to military operations within the boundaries of Kentucky, or
   d. Enrollment in a fire science program through an office of State Fire Rescue Training within KCTCS or Eastern Kentucky University.
2. Eligibility to certify is based upon completion of a series of components, including:
   a. Written examination
   b. Skill performance evaluation
   c. Completion of application for certification
3. Kentucky accredited certification to NFPA 1001 Firefighter 1 or out of state accredited NFPA 1001 Firefighter 1 as well as NFPA 472 Chapters 4, 5, 6.2 and 6.6 level responder equivalent, eligible for reciprocity in Kentucky.

Pre-requisites to test

1. Eligibility to test to NFPA 1001 Firefighter 2 requires the candidate be:
   a. Minimum of eighteen (18) years of age, and
   b. Affiliation with a Kentucky Fire Department, or
   c. Active military or civilian personnel assigned to military operations within the boundaries of Kentucky, or
   d. Enrollment in a fire science program through an office of State Fire Rescue Training within KCTCS or Eastern Kentucky University, and
   e. Payment of required testing fees.

Course of study

Being a certification eligible through challenge testing, the Kentucky Fire Commission does not require a specific course of study to test or certify to NFPA 1001 Firefighter 2. However, it is recommended that candidates have completed 150 hours of training as outlined in the fire commission's hourly certification program for 150 hour certification prior to testing.

Certification Testing

1. **Written Test**
   a. Written exams contain 100 questions, consisting of multiple choice, true/false and matching formats.
   b. A testing fee of $15.00 is assessed per exam.
   c. Written exams are forwarded to the accredited certification office for electronic scoring.
   d. The passing score for the written exam is seventy percent (70%).

2. **Skills Test**
   a. Firefighter 2 skill testing consists of six (6) stations, each containing multiple skills for random sampling. Candidate shall perform one (1) skill at each station.
   b. Candidate must pass all skill stations presented.

Re-testing for unsuccessful attempts

1. **Written Test**
   a. The candidate will need to contact the State Fire/Rescue Training Office of their choice to schedule a retest following a failing attempt.
   b. A $15.00 testing fee is assessed for each written testing attempt.
   c. Number of attempts is only limited by the candidate's willingness to continue or until successful passage.
2. **Skills Test**
   a. Candidates are permitted 2 attempts at each skill station. Retests will be performed on the same skill as failed.
   b. Retests may be attempted only at the same test site, on the same day initially failed.
   c. Two (2) evaluators will be utilized at all retests, neither of which performed the initial examination.

Accommodations

The Kentucky Fire Commission Certification Program offers reasonable accommodations for the written certification exams for individuals with documented disabilities. Additional information can be found within the Disability Accommodations Policy, located at www.kyffcert.com, or by contacting the Accredited Certification office at 888-301-2946.

Certificates

Certificates are issued through the fire commission accredited certification office and are mailed to the candidate through the candidate's fire department training officer. Certification data is maintained on each candidate in a database at the fire commission accredited certification office.

Safety Policy

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

Candidates may be exposed to IDLH atmospheres during testing. Facial hair that lies between the skin and the SCBA face piece seal is NOT permitted. Candidates with facial hair that would contact the face piece may be required to shave prior to testing.

Test Results/Release of Results
The Kentucky Fire commission Accredited Certification office notifies candidates of their results in writing via electronic mail provided at time of test. If no email is available, a confidential letter will be sent by US Mail to the candidate at the address of the fire department.

Study Reference List

The following is a list of text that may be reference in preparation for testing.
   1. NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2013 Edition.
   2. IFSTA, Essentials of Fire Fighting and Fire Department Operations, 6th Edition
   3. Jones and Bartlett, Fundamentals of Fire Fighter Skills, 3rd Edition
   4. Skill Sheets are available on the accredited certification website, www.kyffcert.com or by calling the accredited certification office at 888-301-2946.

Additional Information

1. Photo ID is required at the time of the written and skills testing.
2. Skills testing requires candidate to bring full protective clothing including SCBA. PPE shall include safe, appropriate gear that was NFPA approved at the time of manufacture. Candidate shall bring, at a minimum, helmet, firefighting gloves, hood, eye protection, coat w/liner, pants w/liner, suspenders and firefighting boots. Gear or components that were previously approved, but have since become inappropriate for firefighting, will not be permitted.
3. Dress appropriately. Skills testing may require extra dry clothes.
4. Bring food and beverage with you to skills testing, as breaks are not scheduled during testing sessions.
5. Additional information may be found on the fire commission accredited certification website at www.kyffcert.com .

Certification applications and skill sheets as well as a testing schedule and test site contact information can be found at www.kyffcert.com .

If you have any additional questions or concerns about the testing process please contact the SFRT area coordinator at the area in which you chose to be tested at or the Kentucky Fire Commission Accredited Certification office by calling 888-301-2946.