

**COMMONWEALTH OF KENTUCKY
KENTUCKY FIRE COMMISSION**

**ACCREDITED FIREFIGHTER
CERTIFICATION PROGRAM**



**FIRE INSTRUCTOR
I
CANDIDATE HANDBOOK**

March 2009

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 Fire Instructor I 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 training instructor, agency head or designee.
3. All components of the application shall be completed.
4. Application shall be submitted with the skills testing documents.

Pre-requisites to certify

1. Eligibility to certify to NFPA 1041 Chap 4 Fire Instructor I requires the candidate be:
 - a. Affiliated with a Kentucky fire department, or
 - b. Enrolled in a fire science program through an office of State Fire Rescue Training within KCTCS or Eastern Kentucky University, and
 - c. Completion of a fire commission approved firefighter methodology course, or
 - d. Certified prior to the fire commission requirement that instructor candidates be tested to both written and skills competency as a Kentucky fire instructor level 1, 2 or 3.
2. Kentucky certified with accreditation as both Firefighter I and II, or out of state accredited Firefighter I&II certifications eligible for reciprocity in Kentucky, and
3. 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

Pre-requisites to test

1. Eligibility to test to NFPA 1041 Chap 4 Fire Instructor I requires the candidate be:
 - a. A Minimum of eighteen (18) years of age, and
 - b. Affiliated with a Kentucky emergency service organization, or
 - c. Enrolled in a fire science program through an office of State Fire Rescue Training within KCTCS or Eastern Kentucky University, and
 - d. Payment of required testing fees.

Course of study

Candidate shall complete a Kentucky Fire Commission 32-hour instructional methodology course prior to testing/certification. *Exception: Current non-accredited Kentucky fire instructors may obtain the accredited certification by written testing challenge and skill performance evaluation under special request avenues.* It is recommended that all potential accredited certification candidates complete the 32-hour training course.

Certification Testing

1. Written Test

- a. Written exams contain 50 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. Class-Based Testing
 - i. Fire Instructor I skill testing consists of eight (8) skills from Chapter 4 of NFPA 1041:2007 Ed.
 - ii. Candidate shall show competency for each skill required.
 - iii. Final exam consisting of lesson presentation shall be conducted by a group of 3 evaluators, averaging their observations to achieve a final score determining pass/fail.
- b. Challenge Testing
 - i. Challenge testing is permitted for Kentucky fire instructors of any level certified prior to certifications issued based upon written and skill testing.
 - ii. Fire Instructor I skills testing consists of one (1) lesson presentation of sufficient length, evaluated by a group of 3 evaluators, averaging their observations to achieve a final score determining pass/fail.
 - iii. Challenge testing is scheduled on an as needed basis.
- c. Candidate must pass all skills required.

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. If you are unsuccessful and must retest, you must pay the \$15.00 testing fee for each subsequent attempt.
- c. Numbers of attempts are only limited by the candidate's willingness to continue or successful passage.

2. Skills Test

- a. Skills tested during the class may be attempted until successful under the direction of the lead instructor.
- b. Candidates are permitted 2 attempts at the FINAL skill station. Retests may NOT be performed on the same skill date as failed.
- c. Retests must be attempted at a different test site, no sooner than 14 days following the failure. Candidate has 1 year from initial failure to successfully pass skills testing, and shall be required to repeat the entire course if not successful on final attempt. Does NOT apply to challenge examinations.
- d. Three (3) evaluators will be utilized at all retests, two (2) of which may NOT have 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 agency 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 or NIOSH standard at the time of manufacture. PPE may be inspected prior to being used for testing.

Where respiratory protection is required, facial hair that lies between the skin and the face piece seal is NOT permitted. Candidates 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's agency.

Study Reference List

The following is a list of text that may be reference in preparation for testing.

1. NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2007 Edition.
2. IFSTA, Fire and Emergency Services Instructor, 7th Edition
3. 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 demonstration may require candidate to bring protective clothing including respiratory protection. PPE shall include safe, appropriate gear that was NFPA or NIOSH approved at the time of manufacture.
3. Professional dress appropriate for lesson presentations.
4. Additional information may be found on the fire commission accredited certification website at www.kyffcert.com .

Certification applications, skill sheets 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.