FIRE INSTRUCTOR I
CERTIFICATION IMPLEMENTATION GUIDELINES

COURSE DESCRIPTION:

This certification course provides the skills necessary to meet the NFPA 1041 Standard for Fire Service Instructor Professional Qualifications, 2012 edition, Chapter 4. The International Fire Service Accreditation Congress (IFSAC) and the National Professional Qualifications System (Pro Board) accredits this certification.

PREREQUISITES:

Course - 4171 - NFPA Instructor I or equivalent
or
Course - 4170 - NFPA Instructor I (Blended Learning)

IMPLEMENTATION:

In accordance with the policies published in AP-011, South Carolina Fire Academy Accreditation/Certification Policy, the following procedures apply to all certification testing conducted for this course. As noted below, practical skills evaluations may be integrated into a challenge course delivery and students must participate in them. Reciprocity or equivalency may be available in some cases.

ELIGIBILITY:

Certification is available to current members of all fire departments in the state of South Carolina through all methods of delivery. Non-fire department personnel and members of out-of-state fire departments or brigades are eligible for certification only when it is offered as a part of the SCFA in-state delivery system. This is done through the review of student records and must be completed as part of the registration process. Exceptions will be considered on a case-by-case basis and approved by the Accreditation Manager or his designee. Requests by applicants from other IFSAC states or Pro Board states will be considered only if that state’s entity is not accredited to the level requested.

MANIPULATIVE SKILLS EXAMINATION:

Practical skills are evaluated through the 4171 - Fire Instructor I or 4170 - Fire Instructor I (Blended Learning) skill evaluation portion of the applicable course. Manipulative skill exams will be graded on a pass/fail basis. Students must successfully complete all practical skill evaluations in order to complete the class.

TEST SPECIFICATIONS:

Written tests are based on the current applicable NFPA standard. Tests consist of 50 multiple choice, matching, and true/false questions. Tests are randomly generated using Performance Training Systems, Inc. (PTS) or IFSTA test banks and LXR testing software.
WRITTEN EXAMINATION:

Cognitive certification exams for this level are offered as a challenge and as the end of course exam for the 4171 - Fire Instructor I or 4170 – Fire Instructor I (Blended Learning) courses. Students must meet eligibility requirements.

Tests are offered at various locations and dates throughout the state. Cognitive testing will also be available following the completion of the skill testing with the Challenge Process.

Cognitive or knowledge examinations shall be graded with a minimum score of 70% required for successful completion.

Test proctor selection will be limited to either full-time faculty or Instructors having test proctor or lead evaluator status. Except as allowed by policy the test proctor cannot have taught in the course being evaluated.

Cognitive or knowledge exams will be conducted in accordance with specific testing procedures.

**Study Reference List**

The following is a list of text that may be referenced in preparation for testing:

- IFSTA, *Fire and Emergency Services Instructor, 8th Edition*

ORAL EXAMINATIONS:

Participants shall make the request for oral examination prior to date of the exam to the course coordinator or regional office. Oral testing shall be administered in accordance with prescribed policy.

RECORD KEEPING AND DOCUMENTATION:

The lead evaluator or exam proctor will be responsible for returning the completed course paperwork and/or test package to their regional office or course coordinator within (5) working days after the exam date.

APPEALS:

A participant may exercise his/her appeal rights under the following conditions:

- Non-compliance to written testing procedures and policies.
- Validity of test questions or answers.
- Discrimination.

Participants must make appeal request in writing to the Accreditation Manager within 30 calendar days of the date of the alleged occurrence.

The South Carolina Fire Academy shall follow all appeal policies as published in AP-011, the *South Carolina Fire Academy Accreditation/Certification Policy*. 
RETESTING:

This policy pertains to all examinations administered by the South Carolina Fire Academy including Fire Service Professional Qualifications Certification examinations. Individuals failing to obtain the required minimum score on the original exam will be allowed two retest opportunities for each type of cognitive exam. For cognitive exams the first retest must be at least 30 days from the original test date but no more than 120 days and the second retest if needed must be at least 30 days from the first retest but no more than 210 days from the original testing date. This mandatory 30 day wait allows for additional study and preparation time.

An additional attempt following the 2 retests can be requested to the attention of the Accreditation Manager, when the student feels that the testing environment was not adequate or some type of external problem contributed to a failure on the retest. The decision of the Accreditation Manager is final on this fourth attempt.

The 30 day to 210 day wait period does not apply to structured recruit school type delivery. Any retest must be completed at a time convenient with course schedule but the number of retests available will be the same.

Should an individual fail to earn a passing grade on a manipulative skill on the first attempt, they are eligible for an immediate second attempt on that skill. A third attempt will be granted by the lead evaluator if on both the first and second attempt the student completed 50% or greater of the required skill steps on each previous attempt. This must be done with no coaching from the evaluator. The student can be told what steps they failed and only that. No additional information may be given. **Note: Any failed attempt caused by failure of a Critical Skill Step will automatically eliminate the third attempt consideration.**

If the third attempt on the manipulative skill is unsuccessful, the student may enter into a time restricted testing for one additional attempt. Such retesting must be completed at least 30 days after the third attempt but no more than 210 days. The 30 day to 210 day wait period does not apply to structured recruit school type delivery. Any manipulative skill retesting must be completed within the course schedule and will be limited to three attempts.

The 210-day completion deadline does apply to certification written exams administered independently of training courses such as in an approved challenge process. There is a 4 attempt limit per course challenge. If a student in the challenge process does not successfully completes the exam in 4 attempts it will be required that they complete the course of instruction for credit. If applicable all attempts must have 30 days in between each attempt and all 4 attempts must be done within 210 days.