



HAWAII DEPARTMENT OF TRANSPORTATION
AIRPORTS
ARFF TRAINING & CERTIFICATION PROGRAM

CERTIFICATION POLICIES & PROCEDURES

HDOT ARFF TRAINING & CERTIFICATION PROGRAM

Certification Policies & Procedures

The following Professional Certification Policies and Procedures have been developed in accordance with the National Board on Fire Service Professional Qualifications (NBFSPQ), the National Fire Protection Association and the Hawaii State Department of Transportation Airports ARFF Training & Certification Program

Martinez Jacobs
Airports Fire Chief
Hawaii State Department of Transportation Airports

Table of Contents

Introduction

[Accreditation](#)

[Accredited Certification Levels](#)

[Definitions](#)

[History/Governance/Authority](#)

[Mission Statement](#)

[Code of Ethics](#)

[Purpose of Manual](#)

Certification Program Administration

- [101.01](#) Performance Criteria/NFPA Standards
- [101.02](#) Record Keeping/Data Collection & Reporting
- [101.03](#) Confidentiality of Student Records/Information
- [101.04](#) Challenge of Contents of Educational Records
- [101.05](#) Physical and Cognitive Requirements for Certification/
Accommodations for Certification Exams
- [101.06](#) Replacement Certificate
- [101.07](#) Facilities and Equipment Requirements
- [101.08](#) Emergency Reporting
- [101.09](#) **Instructor to Student Ratio Standard Operating
Procedure**
- [101.10](#) Delegation of Authority
- [101.11](#) Undue Influence
- [101.12](#) Testing and Certification Eligibility
- [101.13](#) Testing Sites & Locations
- [101.14](#) Scheduling Certification Exams
- [101.15](#) Delivery Program Types

102.01	Statutory Compliance/Non-Compliance
102.02	Availability/Non-Discrimination
102.03	Safety and Health Requirements
102.04	Certification Prerequisites
102.05	High School Diploma Requirement
102.06	Prerequisite Verification Procedure
102.07	Certification Issuance
102.08	Attendance
102.09	Reciprocity
102.10	Current Knowledge and Recertification
102.11	Expiration of Certifications
102.12	Audit Procedures (Accrediting Bodies)
102.13	Issuance, Suspension, Revocation, and Denial
102.14	Certification Certificate Requirements
102.15	Student Conduct
102.16	Student Course Evaluation Form

Certification Test Development & Administration

204.01	Certification/Testing Program Access
204.02	Scoring of Exams
204.03	Release of Grades/Exam Result Notification
204.04	Skill Documentation
204.05	Test Bank Management-Cognitive
204.06	Item Bank Validation Policy
204.07	Test Bank and Test Instrument Security
204.08	Test Instrument Security Policy
204.09	Off-site Certification Testing
204.10	Local Validation & Test Item Development
204.11	General Administration of Testing
204.12	Multilevel Testing Instrument Correction Procedure
204.13	Security During Test Administration
204.14	Appeals (Training Programs/Skills Testing/Written Exam)
204.15	Retest Policy
204.16	Written Exam Creation Policy
204.17	Written Exam Correction Policy
204.18	Written Test Instrument Development & Validation
204.19	JPR Testing-Skills
204.20	Multiple-Level Exam Scoring
204.21	JPR Testing-Simulation
204.22	New Certification – Instructor Qualifications
204.23	Examiner Qualification for Developing and Grading Policy
204.24	Examiner Application and Evaluation Policy
204.25	Test Room Activity Log
204.26	Tests Instrument /Testing Document Disposal
204.27	Testing Sites and Locations Approval

204.28	Academic Fraud/Honor Statement
204.29	Auditing of a Certification Course-Student
204.30	Audit Procedure – Proctor/Evaluator
204.31	Test Inventory
204.32	Grading Criteria/Cut Score
204.33	Exam Passing Score Policy
204.34	JPR Testing Overview-Projects
204.35	Certification Test Booklets
204.36	Test Instrument Replacement (Max Usage)
204.37	Test Item Analysis
204.38	Exam Question Feedback and Analysis Policy
204.39	Invalid Test
204.40	Cell Phone Usage– Test Site
204.41	Test Management – Practical (including skills & projects)
204.42	Project Development and Validation
204.43	Importing Test Questions (LXR)
204.44	Test Item Appeal/Review
204.45	Retention of Airport Fire Fighters Training Records
204.46	Standard Operating Procedure (SOP)
205.01	Cognitive Exam Proctor Selection Criteria
205.02	Skills Evaluator Selection Criteria
205.03	Skills Testing Orientation - Evaluators
205.04	Skills Testing Safety
205.05	Test Time Limit
205.06	Skill Selection for JPR Testing
205.07	JPR/Skill Practical Examination - Candidate Eligibility
205.08	Skills Evaluator Duties
205.09	Proctor /Evaluator Discipline
205.10	Test Shipment/Receipt
205.11	Proctor Authority – Emergencies/Interruptions
205.12	Student Test Preparation
205.13	Return Shipment of Certification Exam Package
205.14	No Show – Test Administration
205.15	Candidate/Student IDs & Passwords
205.16	Candidate Identification and Exam Scoring Policy
205.17	Exam Security-Proctor/Student Roles
205.18	Test Site Security
205.19	Proctor/Evaluator Training/Evaluation
205.20	Proctor/Evaluator Ethics
205.21	JPR Skills Test Day Outline
205.22	Proctor Duties – Test Package Receipt
205.23	Examinee Instruction Sheet
205.24	Paper-Based Exam Administration Report
205.25	Proctor Instruction Sheet – Paper-Based Exams
205.26	Proctor Instruction Sheet – Computer-Based Exams
205.27	Evaluator Agreement Form

205.28	Proctor Application Form –Traditional
205.29	Proctor Application Form – Non-Traditional
205.30	Proctor Evaluation Form
205.31	JPR-Skills Exam Administration Report
205.32	Public Safety Agencies
205.33	Certification Exam Integrity
205.34	Proposed Certification Challenge Process

Number		Unit	Certification
Subject	Accreditation		
Revision Date		Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

National Board on Fire Service Professional Qualifications (Pro Board)

According to the Pro Board, certification in its most simple form means that an individual has been tested by an accredited examining agency on a body of clearly delineated material and found to meet or exceed the minimum standard. The Hawaii State Department of Transportation Airports Aircraft Rescue and Firefighting Program became an accredited entity under Pro Board _____

Founded in 1972 the mission of the National Board on Fire Service Professional Qualifications is to establish an internationally recognized means of acknowledging professional achievement in the fire service and related fields. More information regarding the Pro Board can be found on its website at www.TheProBoard.org

Currently the Hawaii State Department of Transportation Airports issues only a Pro Board certification.

Certification and placement on the National Registry provide an individual with an invaluable credibility and sense of accomplishment that draws the fire service into a much closer alliance. Certification on the National Level indicates an individual’s motivation and seriousness about measuring up to national standards while providing professional growth and advancement.

Number		Unit	Certification
Subject	Accredited Certification Levels		
Revision Date	12/01/2019	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Listed below are the levels (current standard) at which the HDOT ARFF TRAINING & CERTIFICATION PROGRAM is currently accredited by the Pro-Board.

Standard	Registry Code	Level	Edition
470	470-10	HazMat/WMD Pro. Qual. at the Awareness Level	2022
470	470-20	HazMat/WMD Pro. Qual. at the Operations Level	2022
470	470-31	HazMat/WMD Pro. Qual. for Personal Protective Equipment Mission Specific Responsibility at the Ops. Level	2022
470	470-35	HazMat/WMD Pro. Qual. for Product Control Mission Specific Responsibility at the Ops. Level	2022
470	470-53	HazMat/WMD Pro. Qual. for Operations with PPE & Product Control Mission Specific Responsibility	2022
1001	1001-10	Fire Fighter I	2019
1001	1001-20	Fire Fighter II	2019
1002	1002-10	Driver/Operator of Fire Apparatus Equipped with a Fire Pump	2017
1002	1002-50	Driver/Operator of Aircraft Rescue and Fire	2017
1003	1003-10	Airport Fire Fighter	2019
1021	1021-10	Fire Officer I	2020
1021	1021-20	Fire Officer II	2020
1030	1030-30	First Responder Inspector	2024
1030	1030-40	Fire Inspector	2024
1041	1041-10	Fire Instructor I	2019
1041	1041-20	Fire Instructor II	2019
1041	1041-30	Fire Instructor III	2019

Certification Manual

Definitions

(revised 10/01/2018)

General

The definitions contained in this section shall apply to the terms used in this manual.

General Definitions

Accredit - to give official authorization to or approval of; to provide with credentials; to recognize or vouch for as conforming with a standard; to recognize (an educational institution) as maintaining standards that qualify the graduates for admission to higher or more specialized institutions or for professional practice.

Accreditation – to certify an entity as meeting all formal official requirements of academic excellence, curriculum, facilities, etc.

Appeal – type of complaint a candidate may make when requesting a reconsideration or change of a decision that has been made.

Approved – deemed acceptable to the Pacific Region Aircraft Rescue & Fire Fighting Center and the Fire Certification Council.

Authority Have Jurisdiction (AHJ) – an agency which regulates processes.

Candidate - The individual who has satisfied training requirements to be examined for certification examination for a level that they are not yet certified to.

Certify – To attest authoritatively, such as to attest as being true or as represented; or as meeting a standard.

Certified – candidates who have met or exceeded cognitive and psychomotor behavioral objectives of the certification program.

Certification – The issuance of a document that states that an individual has demonstrated the knowledge and skills necessary to function in a particular fire service professional field.

Class – a single meeting or session devoted to a specific fire service or non-fire service training objective.

Cognitive Objective – pertinent questions, lists or problems, relative to the level at which the candidate is being tested.

Course – any grouping of classes or series of lessons/lectures combined to attain particular education or fire service training.

Demonstrate – to show by actual use, illustration, simulation, or explanation

Denial – an act to deny certification to a candidate or the testing privileges of Regional/Coordinator/Proctor/Evaluator.

Evaluator (Skills/JPRs) – The individual who is responsible for observing practical examination candidates and for completing skills evaluation using established criteria.

Expired – any certification that has not been renewed on or before the end of the certification period.

Firefighter – member of a fire service department whose work is fighting fire.6035

IFSAC – the International Fire Service Accreditation Congress, which is an organization that accredits certification systems, www.ifsac.org

Job Performance Requirement (JPR) – A written 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. Also known as psychomotor objective.

Lead Instructor/Instructor – The individual that has the primary responsibility for the delivering training material to candidates during a training course.

NFPA –the National Fire Protection Association; organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment, as well as other life-safety codes and standards.

Policies – formal guidelines promulgated BY the HDOTA ARFF TRAINING & CERTIFICATION PROGRAM Airports Fire Chief concerning the methods, procedures and processes for implementing these rules and administering the certification program.

Prerequisite Requirement – the necessary psychomotor (manipulative) and/or cognitive (written) skill requirements from preceding or co-certification levels.

Pro Board – the National Fire Service Professional Qualifications Board (NPQS) which is an organization that accredits certification systems; www.theproboard.org

Proctor (Written/Skills Exam) – The individual that is responsible for the certification written and skills examination administration. This individual is responsible for training of the Skill Evaluators.

Quality Assurance/Quality Control – customer satisfaction – internal, external and product produced.

Random JPR/Skills – manipulative skills examination consisting of at least 2 individual skills sheets selected by the LXR program with the oversight of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.

Regional Coordinator/Staff – The individual that is responsible and authorized for the management (administration) of the certification examination test sites (written or practical) in a particular region in the State. This individual can serve as proctor, evaluator as required.

Reliability – refers to the consistency of a measure. A test is considered reliable if it maintains the same results repeatedly.

Safely – to perform the objective without endangering or injuring oneself, equipment or others.

Simulation – The repeatable act of carrying out a job performance requirement in a safe environment that fully reproduces actual job performance conditions.

Standard – Established by authority as a rule for the measure of quantity, weight, extent, value, or quality

Subject Matter Expert (SMEs)– individual maintaining extensive professional knowledge and credentials in a specific area of knowledge (specifically technical).

Technical Review Committee (TRCs)– a group comprised of subject matter experts within the HAWAII Fire Service tasked with reviewing and updating, validating, and maintaining the currency of their specific field’s curriculum, program administration and test/skill sheet items based upon current NFPA (or other State recognized) Standards.

Validity – the extent to which a test measures what it claims to measure.

With Competence – to possess knowledge, skills and judgment according to an approved standard(s) needed to satisfactorily and safely perform indicated objectives, as determined by the Skills Evaluator.

Hawaii State Department of Transportation Airports ARFF Program Certification Manual

History and Governance

- **Early Aviation Roots:** Hawaii's aviation history dates back to 1910, with Honolulu International Airport (now Daniel K. Inouye International Airport) becoming a key Pacific hub by the 1930s.
- **ARFF Origins:** As air traffic increased, the need for specialized fire and rescue services at airports led to the formation of ARFF units under the **Hawaii Department of Transportation (HDOT)**.
- **Airports Division:** In 1961, the Airports Division of HDOT was established, taking over from the Hawaii Aeronautics Commission. It became responsible for managing all state airports and their emergency services, including ARFF.

Statutory Authority: The ARFF program is governed by **Chapter 261** of the Hawaii Revised Statutes (HRS),

Oversight: The ARFF units operate under the **Airports Division of HDOT**, which manages 15 airports across the islands.

Mission Alignment: The ARFF unit collaborates with county fire departments and federal agencies to ensure rapid response to aircraft incidents, wildfires near airports, and other emergencies

Mission Statement

To develop and promote a Fire Service Certification Program underscored by an innovative Safety Risk Program for all students and employees through education, communication, and safe work practices — all reflecting the Spirit of Aloha.

Our mission embraces our commitment to:

- The Unique Spirit of Aloha – applying compassion, hospitality, and respect for people, land, and community in every aspect of education, communication, and safe work practices.
- An Interconnected Safety Culture of Airports – serving our State with a strong and reliable safety culture across airports, optimized to meet the needs of our communities.
- Connecting Hawai‘i with the World – recognizing that the strength of Hawai‘i’s economy and well-being depends on safe, dependable, and innovative air links with the global community.
- A First-Rate Fire Service Certification Program – aligned with the principles and practices of the National Board on Fire Service Professional Qualifications (Pro Board) to uphold national standards.

Vision

To achieve a Safety Risk Program that is the pride of our State, rooted in culture and driven by innovation.

Our vision embraces our commitments to:

- Hawaiian Culture and Traditions – guided by aloha (love, compassion), ‘ohana (family and community), and mālama ‘āina (stewardship and sustainability), reflecting the heritage of native Hawaiians and the diverse communities who make up our islands.
- A World-Class Airport Safety Culture – building systems of mutual support and interconnectedness, designed to achieve international best practices in safety, readiness, and response.
- The Pride of Hawai‘i – ensuring our airports reflect innovation, quality, and excellence in safety programs, representing our State proudly while supporting its economy and connectivity.

Safety Policy Statement

In support of the Hawai‘i Department of Transportation (HDOT) Aircraft Rescue Fire Fighting (ARFF) Strategic Plan Mission and Vision, the following Safety Policy Statement establishes our priorities and direction:

- Safety is a Core Business Function – HDOT Airports will uphold its core values of Commitment, Resourcefulness, Teamwork, and Integrity in implementing and sustaining a Safety Risk Program that protects students, employees, tenants, and passengers.
- Shared Responsibility – Every member of airport personnel is responsible for participating in and promoting Safety Risk Management by identifying, reporting, and mitigating hazards.

We commit to:

- » Communicate and share safety information consistently with all stakeholders.
- » Mitigate risks using data tracking and analysis to strengthen decision-making.
- » Provide training and resources to support continuous improvement in Safety Risk Management.

Code of Ethics

HDOT ARFF TRAINING & CERTIFICATION PROGRAM maintains a firm commitment to supporting the increased professionalism and training of first responders. The responsibility for our adherence to our Code of Ethics rests with the organization as well as the individual employee.

Our Code of Ethics consists of three basic tenets:

1. All partners will be afforded the same respect, opportunity, and treatment regarding any business conducted with HDOT ARFF TRAINING & CERTIFICATION PROGRAM.
2. We will ensure good stewardship of all funds, time and resources as allotted to HDOT ARFF TRAINING & CERTIFICATION PROGRAM.
3. We will honor the public trust that is pledged by HDOT ARFF TRAINING & CERTIFICATION PROGRAM and the training of fire fighters in support of public safety for all citizens.

HDOT ARFF TRAINING & CERTIFICATION PROGRAM

Fire Services Certification Manual

Purpose of this Manual

This manual was prepared by HDOT ARFF TRAINING & CERTIFICATION PROGRAM to define policy and procedure for fire service certification in Hawaii . This document is intended to provide guidance to HDOT ARFF TRAINING & CERTIFICATION PROGRAM's Fire Service Certification Program Staff in their various roles in the certification process and guide all certification directives.

HDOT ARFF TRAINING & CERTIFICATION PROGRAM's certification system is intended to provide a foundation from which the level of professional training may be incrementally raised and standardized.

This manual contains the HDOT ARFF TRAINING & CERTIFICATION PROGRAM's Fire Service Certification Program policies and procedures related to fire standards testing and certification.

Suggestions, updates, edits can be sent to
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Martinez R. Jacobs
Airports Fire Chief

For eligibility to perform in a role directly associated with the testing and/or certification process, an individual must read this manual and complete all associated requirements specified in this document prior to serving as an authorized certification test representative.

Number	101.01	Unit	Certification
Subject	Performance Criteria/NFPA Standards		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program certification system is intended to provide a foundation from which the level of professional training may be incrementally raised and standardized.

Policy

It shall be the policy and practice of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program to certify the competence of emergency responders to the job performance requirements (JPRs) identified in the applicable National Fire Protection Association's (NFPA) (or other related) standards adopted by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM AIRPORTS FIRE CHIEF and recognized by the National Board on Fire Service Personnel Qualifications (The Pro Board).

When the standard edition is updated and adopted by the accrediting agencies, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program shall revise its certification program and evaluation processes within two (2) years from this edition date.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program certification program will conform and certify personnel to the current/latest edition of the NFPA standard.

When an appropriate NFPA standard does not exist, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program may adopt other standards related to the competence of emergency responders for the basis of certification in the state.

Number	101.02	Unit	Certification
Subject	Record Keeping/Data Collection & Reporting		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program collects and maintains information related to program participants and their certification status and records within the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program database complying with jurisdictional record-keeping requirements. Certification records are kept in the individual's record, via hardcopy or electronically filed, in perpetuity. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program record-keeping system is maintained so that the records are retrievable and preserved.

Data Collection

Policy:

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program collects and maintains the following for candidates tested, certified, and issued certification(s) in the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program database:

- A. Candidate's full name
- B. Social security number (or student identification number)
- C. Cognitive test results and test date(s)
- D. Skills test results and test date(s)
- E. Certification level records
- F. NFPA standard level and edition year
- G. Pro Board Identifying Numbers
- H. Date of certification

Number	101.03	Unit	Certification
Subject	Confidentiality of Student Records/Information		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program follows the established policies and procedures to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) while balancing the requirements of the Open Records Act.

1. The cognitive examination scores and skills examination results are considered student records and are therefore confidential.
2. A student wanting his/her grade released to another entity must indicate in writing which scores can be disclosed and the organization to which the scores can be released.
3. No actual scores will be given by telephone. Candidates are notified by emailed letter of their individual scores on the certification exam.
4. A Candidate's Social Security Number and birth date are used only.
 - a. As identifiers in the database system matching the person completing the training or certification with their correct master record to assist the candidate in obtaining certification and training records
 - b. If the paperwork does not contain the required SSN information, it is the sole responsibility of the applicant to contact the HDOTA ARFF TRAINING & CERTIFICATION PROGRAM AIRPORTS FIRE CHIEF and provide the information needed. Failure to provide the requested information may result in a delay in processing test results and certifications.
 - c. Per accrediting entities (Pro Board) certification submission requirements for input into the National Registries for these entities.
 - d. The Social Security Number noted on the Scantron answer sheet is for office use only and is not distributed in any form without the individual's permission or request.
5. Certifications are public records in accordance with HDOT ARFF TRAINING & CERTIFICATION PROGRAM's regulations and may be released when the Airports Fire Chief receives a request for disclosure.

Number	101.04	Unit	Certification
Subject	Challenge of Contents of Training & Educational Records		
	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Individuals in the program may challenge information in their records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator who is responsible for the certification records. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator must provide written notification to the student of the corrective action that has been approved.

Individuals in the program who are not provided full relief sought by their challenge must be referred to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM AIRPORTS FIRE CHIEF for a formal hearing. Students must make their request for a formal hearing in writing to the Chief within two weeks of the date of the challenge decision.

Procedure

The following procedures will apply:

1. The Chief will appoint the hearing panel that will adjudicate such challenges.
2. Within 30 days after receiving the written request for a hearing, the Chairperson of the Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student and the Chief.
5. Training Coordinator will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
6. Should HDOT ARFF TRAINING & CERTIFICATION PROGRAM decide not to amend the record in accordance with the student’s request, the Chief must inform the student that:
 - a. The student can place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.

- b. The statement placed in the education record by the student will be maintained as part of the record for as long as the record is held by HDOT ARFF TRAINING & CERTIFICATION PROGRAM.
- c. This record, when disclosed to an authorized party, must include the statement held by the student.
- d. The Chief will entertain further appeals once they have completed this process

Number	101.05	Unit	Certification
Subject	Physical and Cognitive Requirements for Certification; Accommodations for Certification Exams		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

It is the goal of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM to afford equal opportunities for firefighter certification to all individuals. However, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM recognizes that minimum physical, cognitive, and academic capabilities are integral in the duties of a firefighter and are therefore necessary for safe and successful performance. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM finds further that the job duties of firefighters in all classifications require a high degree of skill and that the human and economic risks of certifying unqualified applicants are substantial.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM therefore establishes the following minimum standards for persons seeking firefighter certification in HAWAII:

1. Candidate must be at least 18 years of age.
2. The candidate must meet or exceed the requirements of all physical competency assessment tests adopted by the Dir. of Certification for the level of certification sought by the candidate.
3. The candidate must be able to read and write the English language at a sufficient level to pass the certification exam.
4. The candidate must be able to convey, receive and comprehend verbal communications in the English language both in person and with the use of electronic communications equipment.
5. The candidate's visual acuity must be correctable to 20/20 in at least one eye.
6. The candidate must pass a hearing test without assistive devices.
7. The candidate must be able to read and understand written precautions, instructions, and warnings in the English language, including, but not limited to material safety data sheets and posted warnings regarding hazardous, flammable, or explosive materials and hazardous or unsafe areas and physical conditions.

Accommodations Procedures

The following provisions shall apply when accommodations are requested:

1. Any candidate for certification who requires accommodation due to disability must request such accommodation at least seven (7) business days prior to the date scheduled for certification examination. Advance notice is necessary to enable the Section Chief to determine whether the requested accommodation would fundamentally alter the nature of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM certification program or, in the professional judgment of the Section Chief, would compromise the effectiveness of the certification program in determining whether the applicant meets the minimum requirements for firefighter certification and arranging for the accommodation, as need
2. The ADA Amendments Act of 2008 states that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such impairment, or the perception of such impairment.
3. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM does NOT provide disability documentation for students. It is the student's responsibility to provide appropriate disability documentation when submitting his/her request. Such documentation must be on official letterhead and verified by an appropriate physician.
4. Services and reasonable accommodations are provided pursuant to ADA Amendments Act of 2008. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM is committed to working with individuals with disabilities. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Certification Staff provides the following services for students and faculty:
 - a. Screening of disability documentation
 - b. Determination of appropriate accommodations
 - c. Communication with faculty and/or staff regarding student needs
 - d. Referral to other available campus and/or community resources
5. With notice of disability and when the candidate is following requirements of applicable laws, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM does make special accommodations, not to exceed additional time (2 minutes per question) and a private (proctored) testing environment.

Number	101.06	Unit	Certification
Subject	Replacement Certificate		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Individuals certified by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM may receive a replacement or duplicate certificate by request providing that full information for verifying the original certification is given.

Written request should be forwarded to the Certification Office. Individuals making the request are asked to include an email address and phone number for clarification of requests.

Number	101.07	Unit	Certification
Subject	Facilities and Equipment Requirements for Testing		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM is committed to providing a safe and comfortable location for candidate(s) to test. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM and all approved training sites shall be aware of and comply with all the NFPA standards, federal laws and HAWAII Administrative Code requirements, policies, and guidelines. Every effort is made to ensure that facilities, whether classroom for cognitive testing or drill field facilities for JPR testing, are conducive to a safe and appropriate testing atmosphere.

All certification courses must be taught at a facility appropriate to promote a learning environment and able to safely and comfortably accommodate the number of students involved in the course. Testing sites shall provide adequate space for knowledge and manipulative testing.

The Training Section Chief and the Fire Programs Training Specialists are responsible for facility site visits to ensure that each entity has the appropriate facilities for both the training and testing before course approval is granted.

1. Test sites will be managed in a manner that is safe, appropriate for the type of test being administered and according to HDOT ARFF TRAINING & CERTIFICATION PROGRAM policies and the HAWAII Administrative Code requirements.
2. All training conducted by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM and/or its approved training sites requires students to participate with protective clothing, SCBA, and any other equipment and supplies that meet NFPA standards within the last two editions of the NFPA standard.
3. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM reserves the right to evaluate any equipment used during training, and if it is deemed unsafe, then substitute PPE and/or equipment shall be brought in for any additional training to occur.
4. Approved facilities must include adequate space for written and skills testing to take place on the premises. Adequate space for the written exam is one where distractions during the exam are limited and the Proctor can position the candidates enough to discourage cheating.
5. Approval for computer-based testing is site specific and final authority rests with the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator and IT Specialist. Considerations for approval are student numbers, site capabilities, and site band width, as a minimum.
6. If it is determined that there is not adequate space or equipment, an alternative test site must be provided at that time, or the test must be rescheduled.

7. Skills testing require adequate props and equipment to demonstrate the skills and activities called for in the skills exam. There must also be appropriate staging areas to ensure that candidates cannot watch other candidates take the test and candidate can be separated by those who have completed a test station from those who have not.

8. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM requires that the same procedures be enforced when conducting any skills testing for certification that require such equipment and/or protection. All applicable PPE and other equipment needed for testing stations shall meet the minimum standard for that particular item or in such cases where new standards have been published; then any item shall be evaluated for compliance with an older NFPA Standard.

9. Any equipment found to be defective, inadequate, or incomplete during the practical (Skills/JPR) certification testing process, the candidate(s) testing will not be held accountable or documented as a failure. Rather, the candidate(s) will begin again with properly operating equipment.

**Excerpt from HDOTA ARFF TRAINING & CERTIFICATION PROGRAM&PSC
Administrative Code – §360-X-1**

“(9) Specification for approval as a fire training center.

(a) Any agency may, upon submitting HDOT ARFF TRAINING & CERTIFICATION PROGRAM Form-08 Inventory and Application for Approval as a Fire Training Center to the Dir. of Certification, be approved as a permanent Fire Training Center.

(b) An approved permanent Fire Training Center must undergo re-evaluation and approval at a minimum of five-year intervals. Such re-evaluation may also be required at the discretion of the Dir. of Certification prior to the approval of any course as required in Section 8 above.

To be approved as a permanent Fire Training Center the agency shall have in its custody or readily available for use the required training structures, apparatus, and equipment as listed below:

(i) Classroom with adequate lighting, heating, cooling, ventilation, seating facilities with support for writing, and standard classroom equipment: chalkboard, speaker’s rostrum, etc.

(ii) Pumper apparatus which meet specifications outlined in NFPA 1901, Standard for Automotive Fire Apparatus, within the two most recent editions. (iii) A complete and current set of training manuals approved by the Dir. of Certification for use in fire service training.

(iv) Current types and classes of portable fire extinguishers.

(v) A training tower or suitable structure not less than two (2) stories in height, suitable for use as a training structure for ladder evaluations, rescue drills, hose advancement, and rope work.

(vi) Forcible entry and ventilation drill facilities including a means of

providing the trainee an opportunity to practice and/or demonstrating opening a variety of doors, windows, roofs, floors, and partitions.

(vii) Salvage equipment including covers, coveralls, scoops, squeegees, mops, and sprinkler kits.

(viii) Ropes of assorted lengths suitable for rescue and practicing knots.

(ix) Self-contained breathing apparatus, NFPA compliant within the two most recent editions, in sufficient numbers to enable each student to be completely familiar and functionally competent in their use.

(x) A smoke and fire room or building suitable for containing and equipped for simulating fire atmospheres and conditions.

(xi) Facilities for conducting live fire training and rescue in:

(I) Structural Fire Fighting

(II) Flammable Liquid Fire Fighting

(III) Automobile Fire Fighting

(xii) First-Aid supplies/equipment required to meet DOT standards for EMT Basic.

(xiii) Audio-visual training aids and equipment are encouraged but not required.

Specification for Training involving Live Fire Evolutions.

(a) Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with the Dir. of Certification, shall be conducted by an instructor certified by the Dir. of Certification as a Live Fire Instructor.

(b) (b) Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with The Dir. of Certification shall meet or exceed the requirements of NFPA 1403 Standard on Live Fire Training Evolutions, current edition

Number	101.08	Unit	Certification
Subject	Emergency Reporting		
Revision Date	08.18.2025	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Emergency Reporting

In case of any extreme emergency alarms, radios, and/or verbal communication are used to alert employees to the type of emergency and whether to report to the severe weather shelters or evacuate the building. The alarm system is activated by pull stations located throughout the buildings. Alarms are also activated automatically when smoke or fire is detected.

Evacuation Procedure

In the event of evacuation, stay calm. Employees who are operating equipment must turn off the equipment when possible. Immediately alert others in the area, sound an alarm (if not already present), and begin to exit. Walk, do not run, to the nearest emergency exit. Evacuate any time you:

- Hear an alarm —see smoke/flames
- Witness an explosion —Witness sprinkler activation

When evacuating, please provide help to those who need assistance. Wait for instructions - DO NOT leave the area or go back into the building unless instructed to do so by emergency response personnel.

Medical Emergency

A medical emergency is defined as a situation where the life or health of an individual is seriously threatened and immediate medical attention or treatment is required. In an extreme emergency (heart attack, sudden collapse, severe injury, etc.) dial 911 and be ready to describe the seriousness of the incident.

- Do not move the victim unless there is imminent danger and the victim’s removal can be done safely.
- Stay with the victim and keep them calm until qualified medical assistance arrives.

Fire Emergencies

In the event of fires, employees are to evacuate immediately upon hearing the Fire Alarm Notification Systems.

Proceed to the nearest exit and leave the building. Upon exiting the building, employees will inform their Supervisor or their Lead as to their location for accountability purposes. The supervisors for each area will take a head count to ensure all employees are accounted for.

Chemical Emergencies

Personnel using hazardous materials in the workplace must know storage, handling, and emergency procedures of all materials they use (refer to the Safety Data Sheet (SDS)).

If a spill/release should occur, all personnel aware of the situation must take the necessary steps to prevent injuries or damage to property or the environment.

Hazardous material spills/releases may require the evacuation of an area and/or building. Dial 911 for all spills/releases that may threaten personnel, property or the environment.

Alert others in the area and, if necessary, activate the building alarm and follow emergency evacuation procedures. Secure the area by closing doors/posting danger signs.

Assist injured/contaminated individuals; avoid contact as much as possible. If possible, obtain hazardous material/SDS information for emergency response personnel.

Note:

- * Contain or clean up the spill/release ONLY if you have the proper training/equipment.
- * Provide assistance only if trained - always use appropriate barriers (i.e., gloves).
- * Report all medical emergencies to a supervisor!

Severe Weather Emergencies

When weather conditions are such that a tornado may develop, weather will be monitored. If a tornado is imminent, operations will be shut down and employees will evacuate to the designated severe weather shelters. Weather reports will continue to be monitored to determine when it is safe to exit the shelter and return to work. Remain in the shelter location until instructed that it is safe to leave.

Typically, winter storms are recognizable while in the “threatening” or “warning” stage, thereby allowing time for appropriate action to be taken before making a decision to close the facility.

Weather reports and conditions will be monitored. Employees will be notified by their Supervisor if a decision is made to close the facility.

During periods of heavy rainfall, conditions will be monitored to determine the potential threat of flooding. If flooding occurs, employees will be notified by their supervisor to evacuate from any areas affected by flooding.

Earthquake

Indoors:

- Drop to the ground;
- Take cover under a sturdy object, such as a desk or get down next to an interior wall and cover your head and neck with your arms;
- Hold on to the desk/table – be ready to move with it until the shaking stops.

Outdoors:

- Move to a clear area if you can safely do so.
- Wait for the shaking to stop.

If you are Indoors and after the shaking stops:

- DO NOT EVACUATE unless there is immediate danger from fire, signs of structural damage or if instructed to do so by emergency response personnel.
- Check your area for:
 - Injured, missing or trapped persons; and
 - Building damage and hazards (utility disruption, broken pipes, chemical spills, broken glass, etc.) - if so, isolate area.
- Report your findings to emergency response personnel
- Call **911** for life-threatening emergencies only.

- Refrain from using the telephone, except to report life-threatening emergencies.
- DO NOT USE the elevators.
- Aftershocks are a common occurrence following an earthquake - if the stability of the building is in doubt, leave the area.

Power Loss

In the event of a power loss, the emergency lights will illuminate and operators will use the light to shut down equipment when possible. Stay in the area and await further instructions from the supervisor. Employees are not to leave campus unless instructed by their supervisor.

Gas Leak

In the event of a gas leak, operations will be shut down when possible and employees will evacuate the area immediately and proceed to the designated assembly locations. The supervisors for each area will take a head count to ensure all employees are accounted for.

Active Shooter

In the case of an active shooter, use the “Run, Hide, or Fight” concept. If it is safe to do so, the first course of action that should be taken, is to **RUN**. When possible, exit the building through the safest route and proceed to a designated assembly location. However, if doing so is not possible or will put individuals at risk, employees will need to run out of the facility or away from the area under attack and move as far away as possible until they are in a safe location. All employees and visitors at risk who can evacuate safely should do so. Follow these instructions:

- Leave personal belongings behind;
- If possible, help others escape – but do not place yourself at risk.
- Warn others to not enter the area.
- Do not attempt to move the injured
- Put your hands in the air to signal you are unarmed to law enforcement responders;
- Visualize possible escape routes, including physically accessible routes for occupants with disabilities and others with access and functional needs;
- Avoid elevators; and
- Take others with, but do not stay behind because others refuse to leave.

Call 911 when safe to do so. Provide the following information:

- Location of active shooter(s)
- Location of caller
- Number of shooters, if more than one
- If there is law enforcement on-site (if known)
- Physical description of shooter(s)

- Type and number of weapons used by shooter(s)
- Use or threat of explosives/IEDs
- If shooting is still occurring
- Number of potential victims at the scene

If running is not a safe option, **HIDE** in as safe a place as possible where the walls might be thicker and have fewer windows. For employees that cannot run, hiding may be the only option. In addition, do the following:

- Get out of the shooter's view and stay quiet.
- Lock the doors and/or barricade them with heavy furniture, if possible.
- Close and lock windows and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices.
- Hide separately to make it difficult for the shooter.
- Look for other avenues of escape.
- Identify ad-hoc weapons.
- When safe to do so, use strategies to silently communicate with first responders, if possible (e.g., in rooms with exterior windows, make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants).
- Hide along the wall closest to the exit but out of view from the hallway (which would allow the best option for ambushing the shooter and for possible escape if the shooter enters or passes by the room).
- Call 911 and leave the line open.
- Remain in place until given an all clear by identifiable law enforcement.

If neither running nor hiding is a safe option, when confronted by the shooter individuals in immediate danger should **FIGHT to** disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc.

- Commit to your actions;
- Act as aggressively as possible against the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.

Confronting an active shooter is not a requirement of any non-law enforcement personnel's job; how everyone chooses to respond if directly confronted by an active shooter is up to him or her. When law enforcement personnel arrive at the scene, be aware of the following:

- Follow all official instructions from police;
- Remain calm, think, and resist the urge to panic;
- Immediately raise hands and spread fingers;
- Keep hands visible at all times;
- Put down any items;
- Avoid making sudden or quick movements toward officers;
- Do not point, scream, or yell;
- Do not ask for help from the officers when evacuating;
- Proceed in the direction as advised by the officers; and
- Provide all relevant information to the Police.

Bomb Threat

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. Do not hang up, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to another employee to call 911 or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon the termination of the call, do not hang up, but from a different phone contact your supervisor with information.

If a bomb threat is received by a handwritten note:

1. Call 911 and notify your supervisor.
2. Handle the note as minimally as possible.

If a bomb threat is received by email:

1. Call the police and notify your supervisor.
2. Do not delete the message.

The signs of a suspicious package are:

- No return address
- Unexpected delivery

- Excessive or foreign postage
- Stains
- Strange odor
- Strange sounds
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Restrictive notes

Do not:

- Use two-way radios or cell phones; radio signals have the potential to detonate a bomb
- Evacuate the building until the police arrive and evaluate the threat, when possible
- Activate the fire alarm
- Touch or move a suspicious package

If employees are evacuated, a head count will be taken by the supervisors in each area to ensure all employees are accounted for.

Emergency Preparation

All employees shall receive information regarding this Emergency Action Plan and receive annual refresher training. All employees will receive additional training if the Emergency Action Plan is changed.

In order to ensure that employees are prepared to respond to the types of emergencies covered by this Emergency Action Plan, a Semi-annual drill may be conducted, simulating an emergency situation that requires evacuating employees from the facility or to the tornado shelters. The Safety Manager is responsible for planning, conducting, and documenting the periodic drills.

Emergency Phone Numbers

For All Emergencies: 911

Hospital:

NIH Medical:

Spill Reporting:

National Weather Service: (703) 996-2200

Weather Closures: Consult your Supervisor

Number	101.09	Unit	Certification
Subject	Instructor-to-Student Ratios		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Standard Operating Procedure

Instructor-to-Student Ratios for Fire & Emergency Services Training

Purpose

To ensure safety, effective instruction, and compliance with NFPA standards during classroom, skills, and live-fire training.

1. Lecture / Classroom (Low-Risk Theory)

- Recommended Ratio: ≤ 20 students per 1 instructor
- Large group lectures permissible if risk is low and additional proctors are available.

2. Classroom Skills / Presentations (Moderate-Risk)

- Recommended Ratio: $\leq 10-12$ students per 1 instructor
- Ensures sufficient observation, evaluation, and feedback.

3. Hands-On Practical (Non-Live Fire, Higher Risk)

- Recommended Ratio: ≤ 6 students per 1 instructor
- Ratio must be lowered if students are inexperienced or skill complexity is high.

4. Live-Fire Evolutions (High-Risk)

- Maximum Ratio (NFPA 1403 Requirement): ≤ 5 students per 1 instructor
- Additional instructors required if:
 - Extreme temperatures
 - Large group size
 - Prolonged training evolutions
- Instructors must maintain constant supervision and accountability.

5. Adjustments Based on Risk

- Reduce ratio further when:
 - Skills are new/unfamiliar to students
 - High-risk or technical environments
 - Adverse conditions (weather, fatigue, complex props) References

NFPA 1041 – Fire & Emergency Services Instructor Professional Qualifications

NFPA 1403 – Standard on Live Fire Training Evolutions

IAFC Fire & Emergency Services Instructor guidance

NVFC Operational Training Guide

Number	101.10	Unit	Certification
Subject	Delegation of Authority		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Pursuant to the authority vested in the Hawaii Department of Transportation, Airports Division, formal delegation of authority is hereby granted to the following agencies:

1. **Department of Fire and Public Safety, Maui, Hawaii**
200 Dairy Road, Kahului, Hawaii

2. **Hawaii Fire Department**
25 Aupuni Street, Suite 2501, Hilo, Hawaii

This delegation authorizes the above agencies to perform National Professional Qualification Board (Pro Board) certification functions on behalf of the Airports Division for applicable fire service qualifications.

This authority was vetted and confirmed through the Pro Board evaluation process, which included site visits, comprehensive process reviews, personnel interviews, and observation of both academic and practical skills testing.

The delegated agencies shall ensure compliance with all applicable Pro Board standards, maintain accurate certification records, and provide documentation of all certifications issued under this authority upon request by the Airports Division.

This delegation remains in effect until revoked in writing by the Hawaii Department of Transportation, Airports Division.

Standard	Registry Code	Level	Edition
470	470-10	HazMat/WMD Pro. Qual at the Awareness Level	2022
470	470-20	HazMat/WMD Pro. Qual at the Operations Leve	2022
470	470-31	HazMat/WHD Pro. Qual. for Personal Protective Equipment Mission Specific Responsibility at the Ops. Level	2022
470	470-35	HazMat/WMD Pro. Qual. for Product Control Mission Specific Responsibility at the Ops. Level	2022
470	470-53	HazMat/WMD Pro. Qual. for Operations with PPE & Product Control Mission Specific Responsibility	2022
1001	1001-10	Fire Fighter I	2019
1001	1001-20	Fire Fighter II	2019
1002	1002-10	Driver/Operator of Fire Apparatus Equipped with a Fire Pump	2017
1002	1002-50	Driver/Operator of Aircraft Rescue and Fire Airport Fire Fighter	2017
1003	1003-10	Airport Fire Fighter	2019
1021	1021-10	Fire Officer I	2020
1021	1021-20	Fire Officer II	2020
1030	1030-30	First Responder Inspector	2024
1030	1030-40	First Inspector	2024
1031	1031-10	Fire Inspector I	2014
1041	1041-10	Fire Instructor I	2019
1041	1041-20	Fire Instructor II	2019
1041	1041-30	Fire Instructor III	2019

Number	101.11	Unit	Certification
Subject	Undue Influence		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training & Certification Program shall not allow any entity, organization or individual to exercise undue or inappropriate influence over HDOT ARFF TRAINING & CERTIFICATION PROGRAM AIRPORTS FIRE CHIEF Certification Program.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM AIRPORTS FIRE CHIEF allows the certification program to make decisions regarding certification levels that inherently limit political or economic conflicts of interest to the goals of accreditation.

Number	101.12	Unit	Certification
Subject	Testing & Certification Eligibility		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

A student must successfully complete all portions of a certification course, both classroom and practical, to establish eligibility to sit for the state examinations.

To be eligible for certification at a specific level, candidates must meet the following criteria:

- a. 18 years of age
- b. Read and understand the material presented
- c. Verifiable proof of prerequisites
- d. Successful completion of the course
- e. Successful completion of required testing (cognitive & practical assessments)

Number	101.13	Unit	Certification
Subject	Testing Sites and Locations		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

HDOT ARFF TRAINING & CERTIFICATION PROGRAM certification exams must be administered in a professional or educational setting. All certification testing sites and locations must be approved by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Certification Unit. Coordination of a test site shall be executed to maximize the time and resources for the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Personnel and candidates in order to provide a fair and equitable testing process.

Traditional Sites/Locations:

- Campus Delivery (Tuscaloosa, HAWAII)
- Departmental Delivery (Field) (across the State of HAWAII)
- Department of Defense (at Federal sites)/Industrial Clients
- Open testing (initial and retest) at HDOTA ARFF TRAINING & CERTIFICATION PROGRAM (schedule available on webpage)
- Partnerships (Center for Domestic Preparedness, Columbia Southern University)

Non-Traditional Sites/Locations:

Acceptable Test Sites for Individual Requests (Non-Traditional Setting)

- Military Base Education Center;
- Library;
- Post-Secondary Educational facility;
- Human resources office;
- Certifying agencies (contact HDOT ARFF TRAINING & CERTIFICATION PROGRAM for agency in your local area)

Number	101.14	Unit	Certification
Subject	Scheduling Certification Exams		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator must be notified of all certification courses prior to delivery in order to coordinate the certification exams (written and skills).

Procedure

All certification exams are attached to a course of study. Course coordinators apply to host certification course and must schedule both the skills and written exam at the time of the course application. Tests are scheduled at the time of course approval. HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved proctors are assigned certification course exams to administer the skills and written exams. Regional staff performs site visits and issues site approvals before approving any certification course in relation to the course's status (Campus, Regional/Extension Training Centers or Departmental Delivery).

1. Certification exams are scheduled by the following:
 - a. Regional, Campus and Industrial/DOD Staff approve and set the certification course schedule and Registration Staff enter and schedule the certification exam. HDOT ARFF TRAINING & CERTIFICATION PROGRAM partners notify the Certification Staff of scheduled course deliveries in which students are requesting a certification exam.
 - b. The certification exam is normally scheduled to coincide with the last day of class delivery, unless otherwise stated. Regional and Certification Staff will accommodate, when possible, special requests differing from the normal administration.
 - c. Unless prior approval is given, Departmental Delivery (Field) certification testing requirements specify that a minimum number of eight (8) candidates must be scheduled for the test to be given in the field due to logistics and resources. (Note: This applies to all schools except a Firefighter I/II school.)
 - d. Certification examinations for less than eight students and/or retests may be scheduled for administration at the during scheduled Open Test dates. Open Tests may be set up in the Field upon approval from the Certification Unit. Fees may apply for tests scheduled for less than 8 candidates.

Number	101.15	Unit	Certification
Subject	Delivery Program Types		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Delivery programs:

Campus Delivery – provides training opportunities, tuition structure is course specific (refer to HDOTA ARFF TRAINING & CERTIFICATION PROGRAM Webpage, course description pages for fee structure, as well as Catalog Addendum)

Regional Training Center/Extension Training Center Delivery –provides training opportunities to every county of the state based on a regional concept and Dir. of Certification approval (refer to HDOT ARFF TRAINING & CERTIFICATION PROGRAM Webpage, course description pages for fee structure, as well as Catalog Addendum)

DOD/Industrial Delivery – provides individualized/contracted training opportunities to Department of Defense and Industrial Clients

Departmental Delivery – Field courses – provides training opportunities to individual departments normally at no cost to the individual.

Number	102.01	Unit	Certification
Subject	Statutory Compliance/Non-Compliance		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM willfully complies with all applicable federal and state regulatory statutes and regulations.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall provide documentation where noncompliance with applicable statutes and/or other state, provincial, federal, or local regulations has occurred.

Number	102.02	Unit	Certification
Subject	Availability/Nondiscrimination		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall offer training that includes written and skills testing that may lead to successful certification. The program will make every effort to provide equitable access with a fair fee structure to all individuals in the state according to its mission.

It is the official policy of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any individual meeting all of the prescribed prerequisites for the course and has followed the proper enrollment procedures will be allowed into the course until the course is full.

Approved courses are open equally to career, volunteer, and emergency responders provided they meet the requirements codified in the HAWAII Administrative Code. Individuals may attend certification courses upon registration accompanied by the appropriate proof of prerequisites. Requests to audit training may be considered by the Administration Section Chief.

Summary of requirements for students to attend courses:

Students must be one of the following:

- Be a U.S. citizen
- Be a non-citizen U.S. national, native to U.S. territories
- Be a foreign born citizen, who is employed by and has orders for vocational training, from the U.S. Department of Defense.
- Be the citizen of a Country that participates in the [*Visa Waiver Program*](#) (VWP).
- Be a foreign born citizen who has obtained a Green Card.

Documentation required by HDOTA ARFF TRAINING & CERTIFICATION PROGRAM:

- Official copies of orders from the U.S. Department of Defense
- Copies of all pages of the e-passport or Green Card.

Number	102.03	Unit	Certification
Subject	Safety and Health Requirements		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM strives to provide facilities and equipment that ensures the health and safety of its participants.

THE HDOT ARFF TRAINING & CERTIFICATION PROGRAM facilities and equipment meet or exceeds applicable NFPA safety and health standards or their equivalents.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM utilizes the NFPA Standard 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, concerning safety and health to include Personal Protective Equipment that may be used in testing and or training.

The policy also re-emphasizes that all approved training facilities are responsible for keeping their policies and procedures up to date and adhering to all applicable safety and health standards.

The following individuals are responsible for ensuring that health and safety is a priority:

- (a) Regional and Fire Programs/Training Staff
- (b) Program Managers to include Instructional Staff
- (c) Proctors and Evaluators
- (d) Certification Staff

Number	102.04	Unit	Certification
Subject	Certification Prerequisites		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

HDOT ARFF TRAINING & CERTIFICATION PROGRAM mandates the eligibility and prerequisite requirements for each certification level. These requirements are listed in the course syllabi, course description, and course prerequisite charts.

The candidate must ensure that prerequisite documentation is on file and approved with the HDOT ARFF TRAINING & CERTIFICATION PROGRAM before certification can be issued.

Procedure

When a course requires certification as a pre-requisite, accepted proof is a certificate from an agency accredited by either Pro Board or IFSAC.

At registration, the student will be informed of the prerequisites required for certification (via telephone registration, online registration or in person).

When the prerequisite is proof of training, a completion document signed by the agency who conducted the training or other verifiable documentation of that training kept in the normal course of business of that organization is required.

Certification candidates with incomplete certification files (where certification testing has occurred, but the certifying agency certificate is pending), may sit for the certification exam but certification will not be processed until all documentation has been received.

In all cases, prerequisite training must be completed prior to progression to the next level.

Number	102.05	Unit	Certification
Subject	High School Diploma or Equivalency Requirements		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

A prerequisite requirement for many levels of certification is a high school diploma or GED (General Education Diploma).

Acceptable proof of this prerequisite is official documentation from:

- 1.** Diploma from an accredited school; *or*
- 2.** The official General Education Diploma (GED) transcript form; *or*
- 3.** Diploma from a private school, recognized by the state superintendent of education.

Number	102.06	Unit	Certification
Subject	Prerequisite Verification Procedure		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Procedure

Upon receipt of the registration/enrollment forms, the Registration Staff will enter the certification candidates into the course database.

After the candidates are entered into the database and on the first day of the class, the Registration Staff will submit a Registration Summary to the Certification Staff.

Certification Staff will review:

- a. Official roster from the database
- b. Qualification Verification Report
- c. Incomplete Verification Report

The Certification Staff will review the Qualification Verification Report and the Incomplete Verification Report to verify that each candidate meets the required prerequisites.

Two options are available for the Certification staff in the database for deficiencies found incomplete or in a process for confirmation:

- a. Certification Over-ride
- b. Hold or No Cert designation

Certification/Testing will notify the appropriate Training Staff (Fire Programs or Regional) regarding any student notifications needed.

Every attempt is made for student discrepancy notifications on the first day of class.

Number	102.07	Unit	Certification
Subject	Certification Issuance		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM requires a test of both the requisite knowledge and the requisite skill for certification issuance. Upon successful completion of the exams (cognitive and practical), the verification of pre-requisites and successful completion of all course requirements, one certificate with the HAWAII, Pro Board and IFSAC (where applicable) seals will be emailed within (approximately) 30 days after testing. This certificate will be automatically added to the registries of the appropriate accreditation entity. No further application or fees are needed for this recognition.

1. An HAWAII certificate with the applicable ProBoard and/or IFSAC seal(s) will be emailed within 10-14 days after testing.
2. Candidates for examination should understand that certificates shall not be issued until all pre-requisites and course requirements are met and verified.

Number	102.08	Unit	Certification
Subject	Attendance		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Candidates will attend all class sessions in a course that leads to certification. Candidates are expected to attend class on time and are expected to remain in class for the duration of the course. All certification courses have a zero-tolerance absence policy. A student **MUST COMPLETE** all portions of a certification course, both cognitive and practical, to establish eligibility to sit for the state certification exam.

Instructors are required to keep a record of attendance on the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Roster/Enrollment Sheet which contains the following guidelines:

1. The Class Roster Sheet must be filled out on the first day of class meeting.
2. The Class Roster Sheet must be present and reflect current attendance at all sessions.
3. Attendance should be taken using the Class Roster Sheet at the scheduled start time of each class meeting.
4. All students must accomplish the class hours prescribed for the class course.
5. The hours and dates on the Class Roster Sheet must correspond with the course schedule unless extenuating circumstances exist.
6. The names should be complete and legible (typed or printed) as they are to appear on students' certificates.
7. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Class Roster Sheet must be submitted for all certification courses.

Some true candidate emergencies may occur that the Airports Fire Chief or his/her designees may choose to accommodate.

1. A candidate may be allowed to make up missed hours, practical exercises, and exams if the absence is excused. The absence will be considered excused only if extenuating circumstances are documented. A candidate must be able to verify such extenuating circumstances such as sickness, death in the immediate family, military, certain legal considerations, and certain work-related emergencies.
2. Make-up work must be documented on the class enrollment sheet.

Number	102.09	Unit	Certification
Subject	Reciprocity (NFPA 1001 Level I)		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

HDOT ARFF TRAINING & CERTIFICATION PROGRAM can only review the certification credentials of individuals certified by other IFSAC or Pro Board accredited entities to determine if the individual meets the minimum requirements of a Career (employed) or Certified Volunteer Firefighter.

1.(c) Reciprocity

1. The Fire Chief shall not issue reciprocal certificates above the level of Fire Fighter I but may elect to recognize those certifications from other states as prerequisites for training, provided that such certifications were issued by a Pro Board or IFSAC accredited agency.

2. In considering applications for reciprocity for Fire Fighter I, the Fire Chief may elect to give credit for training received in other states, provided such training has been approved or accredited in the state where the training was received.

3. The Fire Chief may elect to prescribe as a condition for certification: Applying the state examination for appropriate level. Supplementary training as required to fulfill areas of training not covered in previous training.

4. Notwithstanding the above provisions, the Fire Chief may enter into standing reciprocity compacts or agreements with those states which by law regulate and supervise the quality of fire service training.

5. The Fire Chief shall not consider an application for reciprocity of any individual who has been separated from the fire service for a period greater than five years immediately preceding the application for reciprocity.

6. The Fire Chief shall only consider an application for reciprocity when the application is made by the chief officer of a municipal, county, state, federal or private sector firefighting agency within the HAWAII.

Reciprocity for Firefighter I (Career (employed) or Certified Volunteer) applications shall be judged upon the following criteria (but not limited to):

- Request from Fire Chief of HAWAII Fire Department
- Pro Board or IFSAC accreditation, or credit for training received in other states, provided such training has been approved or accredited in the state where the training was received.
- Proper documentation by the training facility
- Total number of hours of training meeting HAWAII’s training requirement minimums
- Hours spent in each area of training equivalent to HDOT ARFF TRAINING & CERTIFICATION PROGRAM’s requirements.

- Each JPR covered by training
- Additional training requirements may be applied

Cognitive testing is required to issue a HAWAII Fire Fighter I (required to maintain employment). Test requirements will be based on the following:

1. Assessment by the State of HAWAII's written exam for Fire Fighter I is required for individuals approved for reciprocity and maintaining a Pro Board certification. Successful candidates will be issued an HAWAII Only state certification.

2. Individuals approved for reciprocity based on a state's accredited training, but not maintaining a Pro Board seal, will be required to complete written and skills testing as is consistent for Fire Fighter I certification through our regular training programs. Successful candidates will be issued a Pro Board and HDOT ARFF TRAINING & CERTIFICATION PROGRAM certification.

Number	102.10	Unit	Certification
Subject	Current Knowledge/Recertification		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM does not require individuals to provide proof of current knowledge or maintenance of skills for **recertification** for any level.

Number	102.11	Unit	Certification
Subject	Expiration of Certifications		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

HDOT ARFF TRAINING & CERTIFICATION PROGRAM's Certification does not expire.

Number	102.12	Unit	Certification
Subject	Audit Procedures		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The purpose of internal audits is to ensure compliance with organizational policies, applicable regulations, and best practices, as well as to identify areas for improvement. Internal audits will be conducted on a scheduled basis, or as deemed necessary, by trained and authorized personnel who are independent from the processes being reviewed.

Procedure

The audit process includes:

1. Planning – Define the scope, objectives, and criteria of the audit. Notify relevant departments in advance and gather necessary background information.
2. Execution– Review records, observe operations, and interview personnel to assess compliance with established standards and procedures.
3. Documentation – Record all findings, including instances of non-conformance, risks, and opportunities for improvement.
4. Reporting – Prepare a written audit report summarizing results, recommendations, and corrective action requirements.
5. Follow-Up – Verify that corrective actions have been implemented effectively and within established timelines.

All audit records will be maintained in accordance with the organization’s record retention policy. Findings from internal audits will be used to support continuous improvement and ensure ongoing compliance.

Number	102.13	Unit	Certification
Subject	Issuance, Suspension, Revocation & Denial		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

HDOT ARFF TRAINING & CERTIFICATION PROGRAM may issue a certificate of certification to an individual who satisfactorily completes the requirements for a specific level of competence as prescribed by HDOT ARFF TRAINING & CERTIFICATION PROGRAM's Policies & Procedures.

HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall have the power to suspend, revoke, cancel, deny, rescind, or recall any certificate upon due cause as determined by HDOT ARFF TRAINING & CERTIFICATION PROGRAM's Policies & Procedures.

- “(e) Certificates may be issued only to individuals of good moral character and reputation as determined by the Fire Chief, namely:*
- 1. The individual shall not have been convicted of a felony or convicted of a crime involving fire and/or explosion; or*
 - 2. The individual shall not have been found guilty of a crime of moral turpitude or have engaged in immoral conduct which indicates an unfitness to discharge the duties of such certificate holder, as determined by the Fire Chief.”*

Number	102.14	Unit	Certification
Subject	Certification Certificate Requirements		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Certification certificates are only issued by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM using the seal numbers provided by the accreditation entities. Certification certificates shall contain the following:

- a. Entity's name
- b. Candidate's name
- c. Level of certification
- d. Applicable standard and edition
- e. Date issued.
- f. Pro Board seal
- g. Signature of issuing authority

Number	102.15	Unit	Certification
Subject	Student Conduct		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Students are expected to always maintain a respectful and considerate demeanor, particularly during the certification testing process. This includes refraining from disruptive behavior, minimizing noise, and avoiding any actions that could distract or hinder the performance of their peers. Respecting the testing environment not only reflects professionalism but also ensures that all students are given an equal opportunity to concentrate and succeed. Courtesy, cooperation, and self-awareness are essential to upholding the integrity of the testing experience for everyone involved.

Number	102.16	Unit	Certification
Subject	Student Course Evaluation Form		
Revision Date	08.18.2025	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Course Evaluation Form (Student)

Course Title: _____

Instructor: _____

Date: _____

Section 1: Course Content

The course objectives were clearly stated.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The course materials (handouts, slides, readings) were useful and relevant.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The course improved my knowledge and skills.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The workload was appropriate for the course.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Section 2: Instructor Effectiveness

The instructor was knowledgeable about the subject.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The instructor explained concepts clearly.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The instructor encouraged participation and questions.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The instructor was well-prepared for each session.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Section 3: Learning Environment

The classroom/online environment supported my learning.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The course activities and assignments enhanced my learning.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Section 4: Overall Experience

Overall, I am satisfied with this course.

Strongly Agree Agree Neutral Disagree Strongly Disagree

I would recommend this course to others.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Section 5: Open Feedback

What did you like most about this course?

What improvements would you suggest?

Any additional comments?

Number	204.01	Unit	Certification
Subject	Certification/Testing Programs Access		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Access/permissions to the database, file systems and software programs that the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Staff utilizes will only be given to essential personnel by the Airports Fire Chief

Procedure

1. Access will be awarded with a written request from the Airports Fire Chief to HDOT ARFF TRAINING & CERTIFICATION PROGRAM's Training Coordinator.
2. Access status will be denied/removed when a written request from the Airports Fire Chief is submitted to the Training Coordinator upon termination of employment or reassignment from the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator to another division within the organization.
3. A record of permissions assigned is maintained by the Training Coordinator with oversight of the Airports Fire Chief.

Number	204.02	Unit	Certification
Subject	Scoring of Exams		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Scoring of certification exams (written/cognitive) shall only be executed by the Training Coordinator, TC. The use of scanning equipment is utilized to ensure impartiality and confidentiality.

Grades are not to be released to instructors, program managers, other divisional staff, etc., until the test scores are validated by the Airports Fire Chief.

Procedure

1. After receiving and checking score sheets, the Training Coordinator will grade each score sheet manually.
2. Several security checks are used to ensure accuracy, including hand-checking answer sheets for stray marks or incomplete erasures, and randomly choosing answer sheets for hand scoring.
3. All answer sheets are scored with an external answer key or the internal LXR test answer key.

Number	204.03	Unit	Certification
Subject	Release of Grades/Exam Results Notification		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Certification course final score notifications are released by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator as each per students' permission as indicated by the student's initials on the Student Information Sheet completed at test administration. Test scores (actual) will not be released to anyone except the student without the students' permission.

Procedure

1. No actual scores will be released via telephone.
2. Exam scores shall remain confidential.
3. Certification eligibility can be released to the Fire Chief or any third-party agency/individual.
4. A student wanting his/her grade released to another entity must indicate in writing which scores can be disclosed and the organization to which the scores can be revealed.
5. The Student Information Sheet contains the following statement: "My initials on this form indicate that I am giving permission to HDOT ARFF TRAINING & CERTIFICATION PROGRAM to send my certification test score by email to the address listed on this form. It is my responsibility to review and update the address to ensure that it is accurate and secure. "
6. The test results notification letter provides a breakdown of the written exam score, to include the skills and project score, if applicable, in addition to the final score.

Number	204.04	Unit	Certification
Subject	Skill Documentation		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

To ensure unbiased and objective measurement of skills, HDOT ARFF TRAINING & CERTIFICATION PROGRAM currently uses valid practical assessments (skill sheets or projects) that identify the grading requirement (JPR) to which everyone will be evaluated/assessed. All required skill documentation must be completed and returned to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator before certification can be issued.

Procedure

1. Documentation includes (but is not limited to) rosters, enrollment and attendance records, progress records, performance evaluation grade sheets, skills sheets, projects and grade sheets, and presentation evaluation forms as required. Peer review forms must accompany the final product from project- based coursework.
2. All documentation must be completed and all required signatures, dates, hours, scores, topics, etc., received before certification can be awarded.
3. Refer to Certification Requirement page for each certification level for specific certification requirements.

Number	204.05	Unit	Certification
Subject	Test Bank Management (Cognitive)		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall maintain a separate test item bank as a means of evaluation for every accredited level of certification. The items shall be reliable discriminators.

All exam instruments for certification will be developed from validated test banks comprehensive with respect to the requirements of the standard being tested.

Written (cognitive) examination banks shall be validated against the current edition of the NFPA standard for the level of certification and documented on the appropriate accrediting entity's Correlation Sheets. This correlation will show competency in requisite knowledge within the job performance requirements.

Cognitive/written test banks are used to generate exams that test each JPR/requisite knowledge component in the level for which accreditation is being sought.

Procedure

1. Test banks will be purchased from credible vendors, test bank companies or developed in-house meeting Accrediting Bodies criteria and performance standards.
2. All test banks shall include sufficient questions to correlate to 100% of the standard specified for each certification level.
3. The test bank shall test the same standard and edition as the accredited level.
4. Each question within a test bank shall identify the appropriate NFPA Standard and edition being measured and to the appropriate reference sources. All items shall be correlated and identified on the correlation sheet.
5. As a minimum, each applicable component listed in the JPRs, requisite knowledge and skill shall have at least one associated test item. A test item (written or skill) may support more than one component, when relevant.
6. Test items shall be multiple choice or matching.
7. A test item shall be correlated based upon the item's stem and the correct answer rather than its distractors. Test item distractors shall not be used to receive credit for meeting the JPRs on the correlation sheet.
8. The banks are reviewed/validated by subject matter expert(s) to ensure the applicability of all materials for use within the jurisdiction.
9. Banks are reviewed to determine the percentage of test items representing the

various components of the standard being evaluated and develop the test proportionally to ensure a fair evaluation of all components of the standard.

10. The written test bank per level of certification shall be twice as large as the number of questions used per test generated.
11. Banks are analyzed annually (at a minimum) by reviewing those items with a 0-70% percentage of correct scoring based on LXR statistical updates.
12. Bank items are not weighted
13. All items shall be correlated and identified on the correlation sheet/Assessment Methodology Matrix.
14. Test items shall be correlated based upon stem and correct answer.

Number	204.06	Unit	Certification
Subject	Item Bank Validation Policy		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to standardize the validation, verification and reliability of cognitive written test items

Policy

The primary responsibility of the HDOT certification item bank validation policy is to ensure that the required process to vet, validate and ensure reliability of written test questions for certification exams is followed in a standardize process to ensure consistency in test question creation, validation of testing question materials within resource documents and validation of testing materials to be both be valid and reliable in the NFPA standard meant for assessment specific to the JPR critical content and requisite knowledge.

1. **Validation Team Formation** - Once a secured item bank is in the possession of the Certification Office, the Coordinator and Assistant Coordinators will form a Validation Team and designate a Team Leader to oversee the process.
 - a. The Team Leader is consistent between NFPA standard levels, i.e. Officer 1 2 3, to ensure consistency in content and practice between levels.
 - b. The Team Leader and Validation Team members will be certified at the same and or above the level of the certification exam and or be vetted by the certification office coordinator / assistant coordinator to have the institutional knowledge and skill set to validate the entirety of each test bank question.
2. **Question Binning** - The secured test bank and exam questions will be divided into secured and labeled bins, each containing approximately the same number of questions as a full exam for that level, ensuring that all JPRs per the specified NFPA levels are represented.
3. **Review Process** - The Validation Team will receive the following materials:
 - Written instructions for the validation process that aligns with this policy
 - Affidavit
 - Forms for documenting corrections or necessary modifications
 - Required resources and references that are specific to candidates as the materials utilized for reference materials when preparing for the exam (posted publicly on the DFS HDOT LMS)
 - Each bin of questions will be reviewed twice by the Validation Team to ensure accuracy and clarity. As one member completes a review, they return the bin and retrieve another bin to ensure that every bin has at least two reviewers for consistency and inter-rater reliability between team members.
4. **Coordinator Review and Finalization** - After the Validation Team completes its review, the coordinators will:
 - Review all comments and suggested corrections.

- Implement necessary edits to ensure accuracy and consistency.
- Enter the final questions into the exam creation program while maintaining uniformity in choice presentation, references, font, spacing, and format for all questions and answers.

Compliance and Accountability - All members involved in the validation process must adhere to this policy to maintain the integrity and quality of the certification exams. Any deviations from this process must be documented and approved by the coordinator. All members are ineligible to test to the level they validated for at least one year.

Number	204.07	Unit	Certification
Subject	Test Bank and Test Instrument Security		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall provide a security system that prevents compromising the evaluation instrument(s) and the testing process. Any and all items associated with test banks or test instruments are considered controlled items and will be kept secure. Chain of custody (for test security) must be considered at all times to maintain test security. **Written examinations shall not be reproduced outside Certification Administration.**

Controlled test materials include:

- Written examination booklets
- Completed answer sheets
- Randomly selected JPR sheets
- Certification banks (including development materials)
- Archive test and bank materials
- Working bank copies
- JPR random draws prior to skills test day

Access:

Access to controlled test materials will be always restricted and will be limited only to individuals authorized by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator. Certification Staff will control access. Authorized individuals may include:

- HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator
- Certification Specialists
- Section Chief(s), as necessary
- pertinent IT staff
- Subject Matter Experts
- Technical Review Committee Members
- Regional Directors/Coordinators
- Proctors
- Evaluators
- Regional personnel will only have access to test materials during test administration
- Site Team Members and Administrative Reviewers

Access to controlled test materials by other individuals is not authorized.

Procedure

1. Contact with any test material is kept to a minimum number of HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator or their designee. Any materials leaving the secured HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Office must be checked-out via the Activity Log and signed out by a HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.
2. HDOT ARFF TRAINING & CERTIFICATION PROGRAM offices are secure offices with a notice of **restricted area** posted. Rooms containing test items when unlocked are attended at all times. Controlled testing materials are stored in locked rooms with limited access. The office containing test inventories is pass card protected.
3. Evaluation instrument security is maintained in development, processing, copying, storing, packing, and shipping. All written exams are to be in the possession and control of HDOT ARFF TRAINING & CERTIFICATION PROGRAM approved personnel only. Shipments are made in closed/sealed and traceable packages shipped by our trained Bookstore personnel. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator be notified immediately if the shipment arrives with seals broken. For these types of situations, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator must be notified and the decision to proceed with testing is dependent on the circumstances, such as where the compromise occurred, who has had access, etc.
4. Test banks, test development, grading software, and other items stored on the computer network are only accessible by password by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator and limited IT Staff. Access is granted via the Airports Fire Chief.
5. Hard Copy Test booklets are numbered for test security purposes. When transferring those items to a Proctor, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator logs the numbers assigned on the Testing Packing Slip. The return shipment is validated that all booklets are accounted (& ready for re-distribution) for upon receipt by the Certification Staff. Any discrepancies are noted and reported to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.
6. Subject matter experts who are charged with the test validation process only have access to hard copies, which are checked out of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator returned to the office at the end of their shift or during lunch breaks.
7. Exam questions and/or tests are never left unattended in open areas.
8. When a subject matter expert evaluates a test bank, members are not permitted to take notes; members are instructed to maintain strict test bank confidentiality, and members are only permitted to observe the exam questions for a period sufficient to discuss validity. Should the need arise for a hardcopy evaluation of test questions, the

documents are recorded in the Activity Log. The Training staff is responsible for adherence to all test security policies.

9. When the need arises to amend or delete a question for reasons of question error, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator and Airports Fire Chief are the only ones that change the test bank.
10. Only the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator has permission to grade exams. EMS has an appointed designee responsible for grading EMS related test materials. EMS personnel do not have access to the server area where test banks are stored.
11. During bank validation or a site visit, the site team or subject matter expert is always in possession of the test bank. The bank shall be reviewed in a secure setting/private work area inaccessible to unauthorized personnel. The bank shall not be copied in any way
12. During an administrative review, a bank is released to a pre-approved reviewer and the reviewer must follow all established test security policies, including that the review must take place in a secure setting and must not be copied in any way. The release of the documents is recorded in the Activity

Number	204.08	Unit	Certification
Subject	Test Instrument Security Policy		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to standardize the security process for test instruments used in the certification program.

Policy:

The primary responsibility of the HDOT certification Test Instrument Security Policy is to ensure that the qualified and trained certification office member follows the below provided requirements to maintain the security and integrity of certification testing materials and to standardize the practice to ensure all materials remain secure and valid.

Written cognitive exam validation and creation - initial process:

- Item bank is sent electronically to the certification coordinator (password protected). The bank is imported into a password protected computer in the locked certification office on the secure second floor of the main fire academy office in Stow.
- The questions are imported to the testing software by the coordinator or designee.
- The item bank is broken down for the validation team who must follow the “Test Bank Validation” policy.
- The validation team must work on the secured 2nd floor of the fire academy at Stow and remains with a validation team member or is returned to the certification office.
- Following validation, the item bank is edited and entered by JPR subtitles by the coordinator or designee until complete.
- Each member of the certification office staff who are qualified to create exams is notified that the new version is ready.
- The certification team member uses password protected entry for exam program to create the exam per “written Exam Creation” policy.
- The team member will scramble questions for each section of the exam to prevent JPRs being numerically ordered.
- This process is followed for every exam created to ensure that no two exams are the same.

Written exam security during creation:

- The qualified certification office group member builds the exam from the designated item bank for the specific exam.
- The exam is built according to “Written Exam Creation” policy and the exam tracking sheet is created. The master exam is printed and placed in a labeled folder for that offering in a locked cabinet in the locked certification office.
- When the exam box is built, the designated certification team member will use the master exam to make the required number of copies to match the roster of registered candidates with bubble sheets for scoring; and include the exam instructions and support materials. The master is placed back in the file cabinet and the exam tracking sheet is updated.

- The assigned examiner is notified that the exam box is ready to be picked up from the office.
- The assigned certification examiner must sign the exam out on the clipboard in the certification office for transport.
- The examiner is responsible for exam security during transport, administration and return to the certification office.
- The examiner shall prevent any candidate from accessing the testing instrument prior to the start of the exam.

Written exam security during correction:

- The qualified certification office group member accounts for materials, then places the exam booklets in the bin for shredded.
- The exam answer sheets are corrected by a trained and qualified certification office member using the “Written Exam Correctio Policy” with results released only to fire academy staff who have the authority to know for candidate notification.
- The exam results, the answer sheets and the candidate roster are given to the staff member who is responsible for entering the results in LMS and making candidate notifications.
- A copy of the results and the updated exam tracking sheet are placed in the labeled folder and placed in the locked file cabinet in the locked office on the secure second floor of the main office of the fire academy in Stow.

For practical psychomotor, product or process exams:

The qualified certification office group member builds the exam box with the randomly selected skill sheets and includes the station examiner scripts.

The exam box is built by the designated certification team member and includes the required number of skill sheets and all support materials

- The assigned examiner is notified that the exam box is ready to be picked up from the office who must sign the exam out on the clipboard to transport it to the exam location.
- The examiner is responsible for exam security during transport, administration and return to the certification office.
- The skill sheet shall indicate the JPR tasks for each level being tested e.g. Firefighter 1/11.
- The station examiner shall grade the tasks by JPR level, and each level will be graded separately and must obtain the cut score per level.
- The chief examiner shall verify the station examiner’s skill sheet is accurate.
- The chief examiner shall ensure all documents are complete and accurate prior to leaving the exam site.

Practical exam security during correction:

- The qualified certification office group member breaks down the exam box and places the unused skill sheets and skill station script back in the appropriate files in the certification office.
- The skill sheets and chief examiner’s master sheet are reviewed in the certification office to ensure they are accurate.
- The results are released only to fire academy staff who have the authority to know for candidate notification or movement to the next level.
- The skill sheets and the candidate roster are given to the staff member who is responsible for entering the results in LMS and making candidate notification.

Number	204.09	Unit	Certification
Subject	Off-site Certification Testing		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to conduct off-site certification written and practical exams that ensure all testing measures and required accommodations can be meet

Policy

The primary responsibility of the HDOT certification off-site testing policy is to ensure that the required resources to meet all requirements of the written and or practical component of certification testing.

Please refer to HDOT policy “HOST COMMUNITY REQUIREMENTS FOR CONDUCTING CERTIFICATION EXAMINATIONS IN THE FIELD” for the policy for a department to make a written request for off-site testing outside of the currently adopted contractual and priority host protocols.

All off-site testing locations must have met the “Off-site Certification Testing Validation” form requirements for all forms of certification testing as indicated by the timeline in the above referenced HDOT policy

Off-site Certification Testing Validation

Potential examination sites must contain the necessary characteristics as stipulated in all examiner scripts and the skill sheets for examination in addition to the written specifications below and referenced in HDOT Policy “HOST COMMUNITY REQUIREMENTS FOR CONDUCTING CERTIFICATION EXAMINATIONS IN THE FIELD.” ^

Test site location (address, name, rm #...)		Date of Validation:	
Certification Examiner (print):		Level and Type of Exam:	
Referenced skill sheets:			
# of candidates testing:			
Is this a new testing site:	Yes No	If new, notified LMS administrator:	

^All text boxes required for both written and or practical exams.

Written Examination:

Written exams are required to provide a quiet, uninterrupted, well lit open space in which an examiner can have line-of-site of all candidates as well as appropriate temperature controls and safety measures in case of an emergency. There must be a functioning rest room and ample parking for both examiners and candidates. *

Examiner material setup space of 2 tables and 4 chairs:		Correct number of desks for candidates:	
Adequate lighting (all parts of room(s)):		Ability to host accommodations (separate testing room):	
Adequate temperature controls:		Adequate restroom access:	
Adequate low /no- noise levels:		Adequate parking:	
Appropriate spacing of desks for candidates:		Adequate safety measures:	
Blackboard/dry erase with chalk/markers			
Additional notes:			

*Every text box must have an indicator of met or unmet. If unmet provide additional notes.

(Practical examinations see next page)

Practical Examinations:

Practical exams are required to provide all listed materials needed for all practical testing unless otherwise specified by HDOT. All testing locations must have a functioning restroom and ample parking for both examiners and candidates. **

Weather protected Examiner material setup space:		Weather protected candidate area for staging:	
Candidate registration table with 4 chairs:		Portable water (resupply drinking water bottles):	
Minimal distractions (little/no through-traffic):		Adequate restroom access:	
Training tower/structure (2-stories w/interior staircase):		Adequate parking:	
Ventilation facilities (windows/doors):		Supplied equipment meets NFPA 1550 (documentation required):	
Smoke/maze room:		Supplied ground ladders meet NFPA 1932:	
Search & Rescue props:		Supplied fire hose meet NFPA 1962:	
Practical area of sufficient size to manipulate required props (i.e. hose line, fire apparatus):		Fire extinguishers meet NFPA 10:	
Adequate water supply (minimum 500GPM /5min), static or pressured w/ 1-function fire hydrant:		SCBA cylinders hydrostatically tested and compliant:	
Established SOP for Emergency Medical services (supplied to Chief Examiner day of):		SCBA meet ANSI Z88.5:	
Replenishing air cylinders (4500 psi min) or sufficient spares:		Fire apparatus meets NFPA 1901:	
Additional notes:			

****Every text box must have an indicator of met, unmet or NA. If unmet provide additional notes. Reference HDOT “HOST COMMUNITY REQUIREMENTS FOR CONDUCTING CERTIFICATION EXAMINATIONS IN THE FIELD” for required timelines of compliance.**

Number	204.10	Unit	Certification
Subject	Local Validation & Test Item Development		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Test bank items and practical exam materials (skills sheets, projects, etc.) will be locally reviewed and validated by the Certification Unit’s approved Subject Matter Experts (may include Technical Review Committee members, Fire Programs staff, and Certification staff).

A subject matter expert in this circumstance is defined as individual maintaining extensive professional knowledge and credentials in a specific area of knowledge (specifically technical). Subject Matter Experts and Technical Review Committee members are chosen by HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator based on experience and qualifications. A minimum of three members (two subject matter experts and one certification representative) are used for bank validation.

The entire test bank shall be validated/reviewed locally to the reference source (Teaching Outline/Instructors Manual and textbook) to ensure the applicability of all materials for use within the jurisdiction.

During validation, both accreditation entities correlation matrices are used to ensure that all JPRs are evaluated.

General Guidelines for Local Review:

1. Test bank security is a top priority.
2. Test banks and review materials must be logged out on the Activity Log by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.
3. All notes and materials used for this review must be submitted to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.
4. Materials or questions reviewed will not be discussed with anyone other than the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.
5. Test banks and materials must remain secure while in the reviewer’s possession.
6. Items found to be incorrect, flawed, confusing or deemed unfair shall be marked “inactive/do not use.”
7. Test banks and materials should not leave the work area. If leaving the work area, the bank materials must be secured (locked or returned to HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator).

Procedures for Local Review for Individual Test Items

Read and review the items for the following:

1. Does the question or stem make sense?
2. Is the grammar appropriate?
3. Are there clues to the correct choice?

4. Each item may test multiple JPRs.
5. Items are chosen that are clear and concise.
6. Matching formats will be limited to four items with five choices
7. Eliminate all multiple/multiple test items.
8. Eliminate all true/false test items.
9. Remove duplications, or rewrite/reword.
10. Remove negatively weighted items.
11. Eliminate or rewrite all “all of the above” or “none of the above”.
12. Eliminate clues to the correct choice.
13. Review all items and correlate to the following:
 - a. Referenced standard JPR
 - b. Referenced page in the textbook that is being used for the course
 - c. Specific page or pages in the teaching outline
14. Check to see if the textbook page reference is correct.
 - a. Is the question located on the page?
 - b. Is it worded appropriately and clearly?
 - c. Is the answer also found in the material?
15. Does the question need to be reworded or edited? Question what individuals know, not what they do not know.
 - a. Edit or rewrite the question or stem if needed.
 - b. Document changes.
 - c. Write the stem of the question in a positive manner when possible.
 - d. Vary the level of difficulty of the test items. (Use Bloom’s Taxonomy of Learning)
16. Check each distracter or incorrect answer. All multiple-choice test items shall include one correct answer and three distracters. One distracter should be a strong “runner up” to the correct answer but all distracters should be plausible.
 - a. Could any of them be correct?
 - b. Are any of them inappropriate?
 - c. Eliminate “all or none of the above”.
17. Check the page in the Instructor Manual.
 - a. Is the question word for word from the Instructor Manual? Note page number: Example: Page “8”
 - b. Is the information for the question found there, but it is up to the instructor to elaborate? Note page number with (?) beside it; Example: Page “8?”
 - c. Is there a location in the Instructor Manual where the information should be but is not there? Note page number with a circle around the number; Example: 8 ○
18. Check to see if the question matches the JPR that is designated.
 - a. What is the correct JPR?
 - b. Does it meet multiple JPRs?
19. Document all findings beside the test item.
20. All materials must be returned to a HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator for documenting on Activity Log.

Number	204.11	Unit	Certification
Subject	General Administration of Testing		
Revision Date	01.15.2018	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Examinations shall measure the competence of personnel consistent with the standards adopted by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM and the Accreditation entities. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall offer examinations for all levels for which certification is offered.

Exam administration will be consistent, follow the established format and administered by a HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved Proctor. HDOTA ARFF TRAINING & CERTIFICATION PROGRAM examinations in all formats (written/cognitive; skills /practical; computer based) will be administered in a consistent manner by following the HDOT ARFF TRAINING & CERTIFICATION PROGRAM guidelines outlined in the Instruction Sheets and forms provided in the test packages.

The JPRs, requisite knowledge and requisite skills shall be examined through a process of objectively assessed examinations.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved Proctor has authority over the exam administration. The Proctor will use the established Exam Instruction Sheet to administer the exam.

Procedure

This procedure should be considered a Statement of Guideline to give the proctor flexibility but also to maintain the strict security, fairness and consistency required for testing for certification.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Exam Proctor will utilize the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Exam Proctor Instruction Sheet(s), Test Administration Form(s), and all checklists included in Traditional and Non-Traditional Test Administration test packages specific to that test administration. HDOT ARFF TRAINING & CERTIFICATION PROGRAM Proctors must maintain currency by annual training and approval.

Proctors should verify students eligible to test by checking off names listed on the Official Students Eligible for Testing Roster included in the Test Package.

At the end of the course prior to testing, Instructor/Host Chief should verify student eligibility based on completion of course requirements.

No-shows are to be noted on roster.

Students auditing certification courses will not be allowed to take the certification exam.

Students should complete the Student Information sheet, updating name, department, mailing address, and email address. Updates should be made on the form. Student will initial form to allow for emailing of final certification grade.

A student appearing at the test site, whose name is not on the Students Eligible for Testing Roster, shall be tested at the discretion of the exam Proctor but will be counseled by the Proctor until eligibility can be confirmed. Certification cannot be issued until the issue is resolved.

The Proctor will read word-for-word the Exam Instructions.

The Proctor will confirm that all students understand the exam instructions before proceeding.

The Proctor shall explain the policy for emergencies or interruptions during the exam.

During the exam, the Proctor shall not interpret questions or comment on student's performance.

The proctor should note the time test started and call time when time limit has been reached for each examination.

The written certification examination will be administered in paper or web-based format only. No certification examinations will be administered orally.

If a student has a question or complaint about an individual exam item, the Proctor shall make a written record of the inquiry including item number and comments on the Test Administration Form and forward his/her findings to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator with the completed exam materials.

Since certification courses may have differing examination time lengths, Proctors should note at any given examination that more than one exam with a differing time limit may be given. Proctor is responsible and should be aware of maximum allowed time for each exam.

The Proctor is responsible for confirming that all exams are returned. The Proctor shall keep an accurate count of the number of exams which are distributed to students and the number which are turned in following the exam.

Upon completion of examination session, Proctor will assure the receipt of each exam, each answer sheet, and scratch paper (if used).

The Proctor will check each Scantron form, if used, for the correct method of completing the answer spaces and for any information on the answer sheet that was left blank. The Proctor will ask the candidate to correct any discrepancies.

Number	204.12	Unit	Certification
Subject	Multilevel Testing Instrument Correction Procedure		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to maintain multi-level testing instrument correction procedure that is standardized to meet minimum requirements per NFPA standard

Policy

The primary responsibility of the HDOT certification multi-level policy is to ensure that all multilevel examination testing instructions are graded in a standardized manner that ensures a candidate has met the minimum requirements for a lower level before being able to certify at an upper level within an NFPA tested standard, i.e. awareness, operations and technician. When a multilevel testing instrument is used during a certification process the following requirements will be followed to ensure each level is graded separately.

- For written cognitive exams:
 - The exam will be sectioned by level e.g. Firefighter 1.
 - The questions within each section will be scrambled.
 - This process will apply to each level being tested e.g. Rope Awareness, Operational and Technician.
 - During the correction process each section will be graded separately and must obtain the minimum cut score.
 - Each section must reach the minimum cut score for the candidate to be successful.
 - The candidate must pass the lower level to be eligible for upper levels.

- For practical psychomotor, product or process exams:
 - The skill sheet shall indicate the JPR tasks for each level being tested e.g. Firefighter 1/11.
 - The station examiner shall grade the tasks by JPR level.
 - During the grading process each level will be graded separately and must obtain the minimum cut score
 - The candidate must reach the cut score for each level.

The chief examiner shall verify the station examiner's skill sheet is accurate

Number	204.13	Unit	Certification
Subject	Security During Test Administration		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved proctor must maintain control of all testing items (to include the exam, IDs, passwords, etc.) at all times for any format (written, computer-based or JPR/skill) for integrity of the testing process.

Procedure

1. The Proctor has the role of maintaining constant control of all exam copies and all controlled testing items upon receipt of test materials.
2. All testing items should be stored in a secure location where it cannot be accessed by students or instructors.
3. The Proctor should remain alert and in the exam room continuously during the length of any exam in any format.
4. Proctors should be aware that accreditation of HDOT ARFF TRAINING & CERTIFICATION PROGRAM requires a specific level of exam room security.
5. Proctors are not to share exam information with anyone other than the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator or the Executive Director. (Test should not be shared with other instructors, school directors, or students, etc.)
6. Exam questions are not to be written, printed, copied, reproduced, or retained in any form by anyone (student, Proctor, or employer, etc.).
7. Every effort is made to ensure that all Proctors are aware of the importance of test security.
8. All passwords, URL links and any other associated testing items related to computer-based testing are to remain confidential, secure, and under proctor control (prior, during, and post exam).

Number	204.14	Unit	Certification
Subject	Appeals (Training Programs/Skills Testing/Written Exams)		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

For candidates in a certification training program who are dissatisfied with any decision affecting them concerning their ability to remain in the training program, the written exam, skills testing, or project process may appeal in writing to the Certification Staff within 30 days of the testing event. (Note: This is a general operational policy regarding appeals. Appeals regarding the training program should be directed to the Training Section Chief)

All appeals (in reference to skills or written exams) shall be directed to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator at HDOT ARFF TRAINING & CERTIFICATION PROGRAM in written format. Appeals should be forwarded Airports Fire Chief at HDOT ARFF TRAINING & CERTIFICATION PROGRAM Daniel K. Inouye International Airport, 400 Rodgers Blvd, Suite 700, Honolulu, Hawaii 96819.

Procedure **For Training Programs or Skills Exams**

1. In the letter/email to the Certification Staff, the issue shall be fully described including the actions taken, considerations being requested, and any justifications. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator with the appropriate Section Chief decides what, if any, actions will be taken and responds to the candidate in writing within five business days of the date of the appeal request.
2. If the decision is not resolved to the satisfaction of the candidate, the candidate must appeal again requesting that the issue be forwarded to the Airports Fire Chief. The Airports Fire Chief's decision is final.

For Certification Written Exam

1. Candidates will be allowed to list test items they wish to contest at test administration. The test item identification number and the item problem should be given to the test proctor. Student comments regarding test questions should be noted by the Proctor on the Test Administration Report Form.
2. All documented items will be reviewed by the certification specialist to determine the validity of the complaint.
3. If it is determined that the complaint is valid, then the test results are adjusted to reflect credit for that item and the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator will correct the test item accordingly in the test bank. If the test item appears to be valid then no adjustments will be made to the test results.
4. Candidates receiving failing scores may request that the rescore the answer sheet. Upon written request, the answer sheet will be hand scored; however, requests for hand scoring will be processed as time allows. Nonetheless, because of procedures that are in place to score and verify scores, students are not encouraged to request hand scored answer sheets. The Scantron equipment is checked for accuracy on a regular maintenance schedule.
5. For HDOT ARFF TRAINING & CERTIFICATION PROGRAM Policies

Candidates can challenge a HDOT ARFF TRAINING & CERTIFICATION PROGRAM Policy by email to the Airports Fire Chief.

Number	204.15	Unit	Certification
Subject	Retest Policy		
Revision Date	09.29.2023	Approved	

Policy

Candidates who receive less than the minimum passing score on their written examinations shall be allowed one retake of the entire examination.

Candidates who are not successful on the initial JPR Skills Test (2 attempts allowed at this test administration) shall be allowed a second JPR Skills Retest (2 attempts allowed at this test administration).

Re-tests (skills and/or written) may be taken after 30 days and within 12 months of course completion. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

All retests will be scheduled in the HDOT ARFF TRAINING & CERTIFICATION PROGRAM database through the Certification Unit.

Procedure

1. Students who fail a written exam receive a test results notification. Directions for scheduling a retest are included in this test notification.
2. Students are notified of skills failures on the JPR test day at the time of testing.
3. Candidates may retest with no fee at a location and time where certification testing is already scheduled at either a field location or at the HDOT ARFF TRAINING & CERTIFICATION PROGRAM campus. Skills retest must be scheduled in conjunction with regularly scheduled course of same certification level (skills are randomly drawn).
4. Students appearing to take a scheduled retest must show a driver's license or other acceptable photo identification.
5. The candidate must call to request a retest at least one week prior to the intended retest date. (For non-traditional exams, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator will need thirty days-notice to set up the details for proctoring/testing.)
6. If a retest is scheduled at an off-campus location, and the student fails to appear to take the retest, the candidate must contact the Training Coordinator Certification Office.
7. If a candidate(s) for retesting requests that a special arrangement for retesting takes place at a time and location separate from any other regularly scheduled certification testing, proctoring fees may apply.
8. Requests for retest in HAWAII will be directed to a Regional Director/Coordinator.
9. Retests are administered using a different test instrument than the initial exam.

Number	204.16	Unit	Certification
Subject	Written Exam Creation Policy		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to standardize the creation process of written exams using the exam program provided.

Policy:

The primary responsibility of the HDOT certification item bank validation policy is to ensure that the qualified and trained certification office member follows the below provided steps when creating written exams that utilized the provided exam program to prevent incorrect outcomes and or invalidating scores.

The below policy is referring the PARScore system and will be updates should a new exam program be used:

1. Enter the new Exam Number in the White notebook on the Certification Exam log sheet.
2. Open, ParTest. **Sign in** USERNAME, Password.
3. **FILE:** NEW, TEST
4. **NAME=** The exam number e.g. 01-19-12-xxx; written name of exam e.g., FF 1/11 **add** other identifiers.
5. Add Secondary users; one name in each drop down until all are entered
6. **OPEN ITEM BANKS:** SELECT the item bank, e.g. FF 1 V10
7. **OPEN EXAM:** click on the exam you are working on
8. Open the white notebook to the **BANK INFORMATION REPORT**. Use this recipe card to select the number of questions from each subject area.
9. **OPEN SUBJECT LINE**
 - Select the number of questions to match the recipe card (JPR breakdown per standard and level).
 - Click and drag into the test.
 - **OR CLICK ON EDIT DROPDOWN BOX** click on QUICK PICK QUESTIONS for test.
 - Add the correct number per recipe card CLICK OK.
 - Verify each question has a reference cited if not NOTE WHICH SECTION AND QUESTION NUMBER SO THIS CAN BE CORRECTED.
 - Click on Edit dropdown and delete the question from the test.
 - Scramble questions so that the subject matter is not sequential in the exam.
 - DO NOT mix FF 1 and FF 11 questions or other multiple section exams you must manually sort.
 - **TOOLS:** Generate test version. Generate single version.
10. **PRINT:** select version A for both the test and test key
 - a. Test and selective details.
 - b. **Select** print page number. Then print Test key.

11. **EXIT/LOGOUT** of Par Test
12. This PC-J Drive-MFA-GROUPS-CERTIFICATION-FLASH DRIVE- 1 2 FF
13. **CREATE HEADER: in Word**
 - a. Go to headers STEP 14.
 - b. Click on cover sheet.
 - c. **VERIFY:** correct exam number, location and date. FILE - PRINT.
 - d. **HEADER REPORTS-TEST-headers-ensure** cover sheet is checked-OK-Apply-OK, select page 1 only.
 - e. **REPEAT** his process after adding Answer Key below the test location.
14. **CHECK THE PRINTED EXAM FOR:**
 - a. All pages are present.
 - b. All questions have four answers listed.
 - c. That no question and/or answers are split between two pages.
15. Fill out the EXAM TRACKING FORM-
 - a. Staple the answer key cover sheet to the answer key.
 - b. PAPER CLIP the Exam cover sheet to the exam.
16. Place Exam Tracking Form, test and answer key (in order) on top of certification cabinet, most current exam on top.

Number	204.17	Unit	Certification
Subject	Written Exam Correction Policy		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to standardize the correction process of written exams using the exam program provided

Policy:

The primary responsibility of the HDOT certification item bank validation policy is to ensure that the qualified and trained certification office member follows the below provided steps when correcting written exams that utilized the provided exam program to prevent incorrect outcomes and or invalidating scores.

The below policy is referring the PARScore system and will be updates should a new exam program be used:

1. Open, sign in: Your name and password are the same until you change the password
2. **Select/enter**=Test number, add location/examiner and/or type to customize the exam.
 - a. New exam will appear, but you still need to open it to proceed
 - b. When complete Password = Certification
3. **Add Score Column** (birthday candles) - rename exam, edit label, add column (1 should be ok), and maximum score of 100; click ADD.
4. **KEYS TAB** on left –
 - a. verify in the upper right side the correct exam is shown in the CATEGORY box.
 - b. Click on [] [] in the top right to import the correct answer key.
 - c. Select the correct answer key from the drop-down menu, click OK.
5. **PENCIL** in the upper right =EDIT POINTS and PENALTY: (for FF 1/11, FLSE 1/11 or other 100/50 multilevel exams)
 - a. Replace points with 2
 - b. On items 101-150
 - c. Click APPLY
6. Click on **ROSTER TAB** ensure the score box on the upper right side is on RAW
7. **TURN ON SCANNER** switch on middle of the back side. Load the answer sheet face up with SIDE 1 in the upper left-hand corner.
8. **SCORING TAB:**
 - a. Verify the highlighted exam is the correct test
 - b. OPTIONS- check off boxes
 - i. Inspect multiple marks
 - ii. Inspect omitted marks
 - iii. Auto enrollment
9. **Error Log** – check off. Overwrite existing log
10. **SCORING TAB** and click on SCORE
 - a. If the candidate number does not match you will have to add zeros to make a two- or three-digit candidate number (*)

- b. EDIT= Will show mistake made by candidates, click EDIT to overwrite, then hit the continue button, e.g., double answers read or no answer on sheet.
 - c. Hit continue to process the next answer sheet repeat step A and B as necessary
 - d. Hit END button when all exams are processed.
11. **ROSTER TAB** – open the REPORT drop down box on the top line
- a. Open Subtest reports and charts
 - b. Select the correct test number to continue
 - c. **SUBTEST CRITERIA**-curled paper
 - i. Enter the subtest name e.g. FF 1, Instructor 1
 - ii. Enter the number of items (questions)
 - iii. Minimum score to pass; will be 70%
 - iv. Required to pass YES
 - v. Highlight the questions numbers (1-100) for FF 1 and FLSE 1 click the right arrow key. Click OK
 - vi. REPEAT this process (i.-v.) for the FF 11 and FLSE 11 questions (101-150)
 - vii. For the multilevel Tech Rescue the process is the same except for the number of questions in each section
 - viii. Enter number of subtests to pass original test correction will be 1, 2 or 3 depending on which exam is being graded. For recruit and Call/Vol it will be 3
 - d. Click [S] box to view subtest scores
 - e. Click on the THUMB TACK to POST Scores
12. **CLOSE ROSTER TAB**
13. **REOPEN ROSTER TAB**
- a. The ROSTER Tab the candidates scores should appear broken down by section
 - b. Go to REPORTS drop down menu
 - i. Open reports and charts
 - ii. Go to print menu
 - iii. Select the subtest class report for FF 1/11 and other multilevel tests
 - iv. Select Class report for single section tests. PRINT
 - v. Mark each candidate on the report to indicate a Pass or Fail
14. Make two copies
- a. Certification registration receives the original report for exam entry into LMS / additional platforms as well as the signed candidate roster and all the bubble sheets.
 - b. The second copy goes in our file for that exam.

Number	204.18	Unit	Certification
Subject	Written Test Instrument Development & Validation		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Test items (whether developed by subject matter experts or purchased from commercial testing publishers) will follow and meet the criteria set forth by National Board on Fire Service Professional Qualifications (Pro Board), International Fire Service Accreditation Congress (IFSAC), and all guidelines, policies, and procedures of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM.

Procedure

1. Test Plan, Content and Format
 - a. Determine the material to be covered by the test
 - b. Review the NFPA Standard & accreditation correlation sheets
 - c. Review the learning objectives for the course
 - d. Review the syllabus of the course (course length, etc.)
 - e. Create a table of specifications from the bank objective reference (developed by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.)
 - f. Determine the length and format of the test based on the above (a-e)
 - g. Randomly generate the exam from testing software program

2. Write or select the test items
 - a. Select test bank items utilizing the guidelines for local validation
 - b. HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator will utilize the testing software program to randomly pull exam items from the bank to ensure coverage of all JPRs according to the correlation matrices as required by the accrediting agency.
 - c. Once an exam is developed, proofed, and finalized, the exam shall be printed as test booklets (inventoried with form number and booklet number assigned), and filed in the secured (pass card access required) Test Room.

3. There shall be a minimum two (2) testing instruments/forms for each certification level for those levels that are administered more than ten times per year. There shall be no more than 75% redundancy between the two forms of the test.

4. Banks created In-house shall be developed by subject matter experts, Program Managers, and reviewed by Certification staff. All security policies involving test banks must be adhered to.

5. If an exam is compromised, a new form will be created, disposing of the

compromised form.

6. Test questions are further analyzed for validity. Any questions that are referenced by the exam Proctor during test administration as having been questioned by test takers are listed on the appropriate Test Administration Form and are revalidated by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator for errors in language, logic, gear, or factual mistakes.
7. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator makes every attempt to ensure that students are not penalized for errors which occur during the test development process.

Number	204.19	Unit	Certification
Subject	JPR Testing (Skills)		
Revision Date	01/15/1018	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall require that JPRs involving skills and requisite skills be examined through manipulative skills or project-based (other evaluative methods) examinations. Certification courses shall prepare the candidate for testing all skills within a given standard. **The minimum percentage of skills randomly drawn for testing is twenty-five percent (25%) of the total JPRs of each level.**

JPR (Job Performance Requirements) Testing administration will be consistent, following the established format and administered by a HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved Regional Personnel, proctor and evaluator(s).

Skills can be assessed as they naturally occur through-out a program, however a clear separation between training and testing must be established by the designated proctor/evaluator to the candidates.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM skills evaluation process will require that each candidate is graded/evaluated using individual skills sheets by the evaluator by a written procedure.

To prove competency, psychomotor skills objectives for these levels are examined through a process of practical skills testing using skills sheets that are graded on a pass/fail basis (minimum 70% to pass each skill sheet).

The following shall apply to all HDOT ARFF TRAINING & CERTIFICATION PROGRAM skills testing (JPRs):

1. Students shall receive a pretest briefing prior to beginning skills testing.
2. Team-based and individual skills are individually assessed.
3. The candidate must perform the skills sheet assessment to a minimum 70% competency and successful completion of all critical points.
4. All skill exams will be tested on a pass/fail basis. Any student who, in the opinion of the evaluator, is not qualified to perform the skill in the field shall not be given a passing score. Students must pass all required performance skills before achieving certification.
5. The evaluator must be prepared to test ANY JPR for the certification level (and/or component thereof).
6. Skills testing evaluators shall have been trained in and understand the testing process by attending the Skills Evaluator Orientation annually. It is encouraged that a Pre-Test briefing is held by the Proctor at each Skills Test Administration

- of the station and staging locations, forms required, skills review, etc.
7. Skills testing evaluators shall not have taught the subject area being evaluated.
 8. It shall be made known to the student when the teaching environment transitions to the certification testing evaluation environment.
 - a. During the evaluation, the student shall not be coached in any way.
 - b. Remediation can take place between initial test and retest.
 9. The evaluator shall be responsible for ensuring all safety procedures are always followed during the evaluation.
 10. The evaluator should use the appropriate approved skills sheets. Skill sheets are provided as part of the certification program and are available at HDOT ARFF TRAINING & CERTIFICATION PROGRAM.
 11. Performance evaluations shall be performed in an objective manner. All students shall be treated in a fair and equitable manner. All skill stations shall be set up in the same manner for each student. Once the evaluation begins, the configuration of the evaluation stations shall not be altered in any way.
 12. Evaluators are to follow the instructions listed on the Skill Sheet in testing skills.
 13. Students shall be kept separated during evaluations to ensure accuracy and to prevent confusion by students witnessing a skill being performed incorrectly. All evaluation stations conducted within a structure will be separated so that the students taking the test cannot see or be seen by the other participants. If the station is outside, this can be accomplished by using available physical barriers or distance.
 14. The testing may be scenario based when all skills can be tested in such a manner.
 15. Student performance results will be kept confidential.

Teams of individuals can be tested as opposed to an individual. For team scenarios, it is not practical for each member to serve and be graded on each component of the skill(s) being tested. The following shall apply to evaluation of skills conducted in the team format:

1. The team is graded on its ability to (or lack thereof) successfully complete the skills used to complete the scenario.
2. One or more scenarios shall be built around the selected JPR's using the training aids and devices available at the testing location. Student performance in relation to the JPR's will be evaluated during the scenarios using the adopted skill sheets.
3. Prior to the start of the evaluation, students working as a team will be advised that as team members, they will be permitted to communicate back and forth in a scenario.
4. In team evaluation, evaluators should closely monitor the candidate that is assigned to them. After skill station is completed, all evaluators should discuss team dynamics and performance to guarantee that all items on the skills sheets have been addressed.
5. If a single team member is deemed by their evaluator to have failed, the team should repeat the skill but only the failing student should be evaluated. A different evaluator should be utilized in this circumstance.

Skills Test Administration

HDOT ARFF TRAINING & CERTIFICATION PROGRAM will evaluate JPRs during Skill (Practical) Testing at the cessation of teaching/training for the following skills-based certification courses:

-**Airport Fire Fighter** (6 skills sheets randomly drawn)

-**Apparatus Operator: ARFF, Pumper** (3 total; 1 EVD skill sheet randomly drawn, 2 skills sheets randomly drawn from specific level)

-**Fire Fighter I** (30% of total skills tested) (17 total skills sheets, 14 mandatory, 3 randomly drawn)

-**Fire Fighter II** (30% of total skills tested, with mandatory skills) (4 skills sheets, 3 mandatory, 1 random draw)

-**Fire Inspector I, II** (Scenario-based, 2-3 skills sheets per scenario, 1 scenario randomly drawn)

-**Hazardous Materials Awareness & Operations; Haz Mat Technician** (3 skills sheets, randomly drawn)

Number	204.20	Unit	Certification
Subject	Multiple Level Exam Scoring		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

For certification exams that include testing multiple levels or prerequisite knowledge, the different levels or prerequisite level shall be scored separately to demonstrate competency at all levels.

Procedure

1. Students failing any level of the exam will be required to retest that level according to the standard retest policy.
2. For certification to be awarded, both levels must be passed successfully.

Number	204.21	Unit	Certification
Subject	JPR Testing - Simulation		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

When performance in actual conditions cannot be duplicated, manipulative skills shall be permitted to be performed in a simulated environment. The simulation shall be realistic enough to allow for successful evaluation of the skills required by the actual condition.

Simulation requests must be approved by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator prior to the test occurrence.

Number	204.22	Unit	Certification
Subject	New Certification Level – Instructor Qualifications		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

To teach an offering of new certification level at HDOT ARFF TRAINING & CERTIFICATION PROGRAM, an individual must be qualified as a subject-matter expert and pass the certification exam prior to teaching the course.

Procedure

The prospective subject-matter expert will submit a Résumé and Application for Certification to the Training Section Chief for verification of credentials. Once approved, the SME will be required to take and pass the certification exam prior to teaching the course.

Number	204.23	Unit	Certification
Subject	Examiner Qualifications for Developing and Grading Policy		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to standardize the minimum requirements beyond becoming a Certification Examiner that clarifies an examiner’s abilities to develop and grade standards above NFPA 1041 Instructor 1

Policy

The primary responsibility of the HDOT certification Examiner Qualifications for Developing and Grading Policy is to ensure that the skill set of the examiner meets and or exceeds the requirements of the standard they are developing test instruments for including but not limited to written questions and practical skill sheets, as well as working within the “Item Bank Validation” policy and when grading specific projects/products.

1. **Examiner Qualifications** – All examiners must meet the “Examiner Application and Evaluation” Policy and must have audited the test instrument they will be developing and or grading under a trained certification examiner.
2. **Written material development** – An examiner should be certified at or above the level they are working on, and/or the examiner will be vetted by the Coordinator or Assistant Coordinator.
 - Examiners working to develop written test questions, projects / products, scenarios and or skill sheets will have the necessary skills and knowledge to do so
 - All examiners will be approved by the Coordinator or Assistant Coordinator to be certified at or above the specified level and or vetted to have the required institutional knowledge and skill set to be deemed able to create content specific to the required critical components, requisite skills and requisite knowledge of the specific NFPA standard level
3. **Written material scoring** – follow “Written Exam Testing” policy
 - An examiner does not need to be certified at or above the written exam level that they proctor as the answers are recorded on a bubble sheet and a computer program is used to grade the materials
 - An examiner cannot assist with questions on content from candidates and therefore will not need to be knowledgeable to that level of testing
4. **Practical project / product scoring** – An examiner should be certified at or above the level they are working on, and/or the examiner will be vetted by the Coordinator or Assistant Coordinator and deemed having the necessary skill set for the required NFPA standard level.

- An examiner will be required to be an approved examiner at or above the level and or vetted to accurately assess a submitted project utilizing the required skill sheet
- An examiner will be required to be an approved examiner at or above the level and or vetted to provide accurate feedback to a candidate for any failed tasks on the required skill sheet

Number	204.24	Unit	Certification
Subject	Examiner Application and Evaluation Policy		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to standardize the minimum requirements beyond becoming a Certification Examiner that clarifies an examiner's abilities to develop and grade standards above NFPA 1041 Instructor 1

Policy

The primary responsibility of the HDOT certification Examiner Application and Evaluation Policy is to ensure that all instructors who meet the minimum requirements to be hired by DFS to instruct within HDOT, have the requirements to become a certification examiner as well as maintain good standing as a certification examiner. This policy aligns with all DFS and HDOT policies and is in accordance with MGL.

- Application process:
 - The instructor must have been working for the fire academy for a minimum of one year.
 - The instructor must be in good standing and active in at least one training group.
 - The instructor must apply for the priority selection Examiner Orientation session C02 in LMS
- The selection process
 - The instructors on the waitlist for C02 will be reviewed by the certification office.
 - The certification office will verify the information on the instructor's training history and LMS training history.
 - The certification office will make the selection based on the information on hand, the location of where the instructor is from and the needs of the certification office.
 - The selected instructors will be notified at least 30 days in advance of the Examiner Orientation Session and will be enrolled in the session.

Instructor's responsibility

- Complete the Self Study guide and return it to the certification office for processing and review
- Attend the Orientation Session, complete all the practical sessions and submit the products of the practical session to their group examiner.
- Use the exam listing process to bid for the required auditing assignments.

- Complete an audit of a written cognitive examination.
- Complete an audit of a non-fire practical examination.
- Complete an audit of a live fire practical examination.
- During a practical audit assignment, the examiner candidate will observe the station examiner conducting the station then they will successfully conduct the station while monitored by the station examiner.
- All audits must be completed within six months of the Orientation Session unless an extension is approved by the certification office

Maintain a good standing

- Must apply for and work the designated minimum required number of hours per DFS minimum hour requirements; apply for a work minimum of 6 certifications per year.
- Must attend and report to the exams assigned to work
- Provide accurate, concise, complete and timely required paperwork
- Must maintain required weekly updates to examiner process to continue to provide an exemplary and standardized process to candidates
- Must attend and complete mandated training
- Required to follow all required Certification Policies and provided examiner scripts
- Examiners with repeated performance issues, a minimum of 3 per quarter:
- Will be required to attend training with the Certification Coordinator and or designee
- Will be provided a timeline to improve indicated performance issues
- If performance does not improve, the examiner will be removed from good standing
- Examiners who do not meet the above good standing requirements are no longer scheduled as examiners

Number	204.25	Unit	Certification
Subject	Test Room Activity Log		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

All secured items removed from the Test Room must be signed out by a HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator on the Test Room Activity Log documenting the date and the person the items were released to.

Procedure

The Test Room Activity log maintained by the HDOTA ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator will track the individual testing materials items checked out from the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Test Room (hard copy bank, evaluation instrument, etc.).

Number	204.26	Unit	Certification
Subject	Test Instruments/Testing Document Disposal		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Controlled test materials, such as old exams, development documents, media, etc. are to be destroyed by the order of the Airports Fire Chief only. HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator will handle all shredding of the tests, booklets, and test creation documents. The test information sheet (TIS/archive) will be completed with form number, booklet numbers, date shredded, and initials of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator completing the task. The TIS may be kept digitally.

Procedure

1. Any test deemed “no longer useful” should be notably marked for shredding.
 - a. Tests to be shredded will be removed from the test room.
 - b. The date, time, reason, booklet version, booklet number and name of person completing the shredding shall be recorded on the Test Information sheet to remain in the archive file.
 - c. If test booklets are utilized, the sticker shall be removed from the front cover and the booklets cleaned for reuse.
 - d. If shredding is due to the maximum usage policy, the HDOTA ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator shall be notified.

Number	204.27	Unit	Certification
Subject	Testing Sites and Locations Approval		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

HDOT ARFF TRAINING & CERTIFICATION PROGRAM certification exams must be administered in a professional or educational setting. All certification testing sites and locations must be approved by the Airports Fire Chief. Coordination of a test site shall be executed to maximize the time and resources for HDOT ARFF TRAINING & CERTIFICATION PROGRAM Personnel and candidates in order to provide a fair and equitable testing process.

Traditional Sites/Locations:

- HDOT ARFF TRAINING & CERTIFICATION PROGRAM Delivery (HAWAII)
- Departmental Delivery (Field) (across HAWAII)
- Department of Defense (at Federal sites)
- Partnerships Guam Airport ARFF Training Room, DFEMS Training Center205.03

Non-Traditional Sites/Locations:

Acceptable Test Sites for Individual Requests (Non-Traditional Setting)

- Military Base Education Center;
- Library;
- Post-Secondary Educational facility;
- Human resources office;
- Certifying agencies (contact HDOT ARFF TRAINING & CERTIFICATION PROGRAM for agency in your local area)

Number	204.28	Unit	Certification
Subject	Academic Fraud/Honor Statement		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Academic fraud will not be tolerated in any form during any type of evaluation. Candidates are held to the highest degree of conduct. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM takes the issue of cheating and unethical conduct seriously and all incidents will be investigated.

The following Honor Statement will be included on HDOT ARFF TRAINING & CERTIFICATION PROGRAM registration and testing forms. Students will be required to sign to participate.

I, _____, understand that during any phase (academic or practical) of an course (coursework, evaluation, project, practical/skills exams, cognitive/written exams) cheating, in any form, is prohibited.

Cheating, in any form, is acting dishonestly to gain an unfair advantage. Cheating includes: giving or receiving unauthorized aid on any assignment, quiz or exam; plagiarism using the ideas of another and declaring it as one's own, and stealing, which is taking without permission and without the intention to return.

During a certification exam, any of the following acts, constitutes academic fraud and can result in dismissal from the examination room:

- a. looking at another candidate's exam
- b. talking to another candidate
- c. text messaging or cell phone use
- d. attempting to remove an exam from the room
- e. attempting to take an exam for someone else

It is the responsibility of all representatives of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM to actively deter academic dishonesty. Apathy or acceptance in the presence of academic dishonesty is not a neutral act. All members of the agency – students, staff, instructors, test administrators, and practical skills evaluators – share the responsibility of challenging and making known acts of apparent academic dishonesty.

Any of the following acts, when committed, shall constitute academic fraud:

- a) Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- b) Fabrication: intentional and unauthorized falsification or invention of any information or citations in an academic exercise.
- c) Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of this policy.
- d) Plagiarism: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Procedure

1. Any Proctor may ask a student to turn in a test and leave the exam room for any of the following:
 - a. Looking at another candidate's exam
 - b. Talking to another candidate
 - c. Text messaging or cell phone use
 - d. Attempting to remove exam from the room
 - e. attempting to take an exam for someone else
2. In the event that a candidate is observed or suspected of cheating and if, based on the preliminary investigation by the Proctor/Evaluator, the circumstances are confirmed, the individual(s) involved will not be allowed to continue the examination and will be asked to leave the testing location. The appropriate department head(s)/training officer/etc. will be notified, as well as the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator and appropriate Section Chief.
3. The Proctor/Evaluator will prepare and forward a record of circumstances to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator. A review of circumstances will be conducted, and appropriate actions will be taken by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator after consultation with the appropriate Section Chief and Executive Director.
4. The individual(s) involved, and possibly the department/agency the individual represents, will not be allowed to continue in the Certification Program until the issue is resolved.

Number	204.29	Unit	Certification
Subject	Auditing of a Certification Course (Student)		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Students auditing a certification course will not be issued a certification exam and will therefore not be certified. A student may choose to audit (no certification testing) a course at the and receive a Certificate of Attendance. Once the declaration for audit has been filed and processed, the student will not be allowed to recant and test.

The notation of audit status will occur at point of registration.

Audit status of each student appears on Testing Roster for Proctor information.

Procedure

Any student not having met the course pre-requisites or declaring a desire (audit) to gain certification will not be issued a certification exam.

Number	204.30	Unit	Certification
Subject	Audit Procedure – Proctor/Evaluator		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Certification staff may conduct audits as needed of the testing process of proctors/evaluators to assess currency of skills and knowledge levels. This audit process shall be managed by Airports Fire Chief assisted by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator or other regional staff.

Auditing of evaluation processes shall ensure that:

- All written instructions are followed by the Proctor(s)/Evaluator(s)
- A safe environment is maintained during the evaluation process
- All security considerations are addressed
- All certification policies and procedures are followed
- All exams are secured with access allowed to only the appropriate proctor

If there are any reported irregularities, the appropriate Section Chief will be notified and an audit will occur to gather facts concerning the issue.

Number	204.31	Unit	Certification
Subject	Test Inventory		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

All testing materials are inventoried prior to shipment to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved Proctor and upon receipt in the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator after each test administration. Certification Staff ensure all test booklets have been returned and are in testing condition to include checking for marking, torn pages, etc.

Test inventories are conducted annually and additionally when there has been a HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator change; test forms have been compromised; or at the request of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.

If an investigation determines that a test form has been compromised, the test booklets for that form will be destroyed following proper policy and procedure.

Number	204.32	Unit	Certification
Subject	Grading Criteria/Cut Score		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM policy and practice is to administer written and skills examinations (including projects) through objectively graded examinations where a score of 70% is required for successful completion and certification.

An overall score of 70% is required for the successful completion of certification examinations.

Practical examinations, including project-based methodology, must be completed to a minimum of 70% competency including successful completion of all critical points. Psychomotor objective skills objectives are required to be examined through a process of practical skills testing and graded on a pass/fail basis.

Number	204.33	Unit	Certification
Subject	Exam Passing Score Policy		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program policy that standardizes the exam passing score requirements to obtain certification to a specific level and grade reporting

Policy

The primary responsibility of the HDOT certification Exam Passing Score Policy is to establish the minimum passing score requirements for all written certification exams to ensure consistency and fairness in evaluating candidates' knowledge and competency. The policy is in alignment with HDOT policies on minimum required passing scores

1. **Passing Score Requirement** - All written exams, regardless of the total number of questions, require a minimum passing score of 70% or higher, as determined by the HDOT ARFF Training Program, per level of NFPA standard being tested.
2. **Multi-Section Exams** - For exams consisting of multiple sections (e.g., Firefighter I/II and Technical Rescue levels), candidates must achieve a minimum score of 70% on each individual section to pass the overall exam.
3. **Compliance and Enforcement** - Failure to meet the minimum passing score in any section will result in the candidate needing to retake the exam to achieve certification.
4. **Certification requirements** – A candidate may not become certified to a level above a multi-sectioned exam if they have not passed all required lower levels.
5. **Exam score outcomes** – All exam scores are reported as a P/F with no attached numerical value to candidates per HDOT policy.

Number	204.34	Unit	Certification
Subject	JPR Testing Overview (Projects)		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall require that JPRs involving skills and requisite skills be examined through manipulative skills or project-based (other evaluative methods) examinations.

Project Administration

Project-based certification courses test 100% of the JPRs of the NFPA standard's requisite skills requirement for the certification level. Projects are both individual and group based (detailed in the grading rubric and grade sheet information). Specific point values per level are required per project with a minimum 70% to pass (project points plus written exam points). All project-based courses require peer review form completion. Project-based course materials are maintained in the Moodle platform per course for security. Only HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator have access to open the randomly drawn project set for each class offering.

Project work is completed utilizing the student activities during the course of the program. The projects are collected by document submission to the Training Coordinator office. The projects are graded by an approved evaluator with permissions approved by IT and HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.

All project activities and associated grading rubric shall be referenced to the appropriate NFPA standard chapter requisite skills requirement. Each project is validated for content, accuracy, and currency, and resides in the Training Coordinator office for security purposes. All projects are listed on the correlation sheet/Assessment Methodology Matrices.

The following shall apply to all HDOT ARFF TRAINING & CERTIFICATION PROGRAM project-based evaluation:

1. Project evaluators shall have been trained in and understand the testing process by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator. Project evaluators are Program Managers, seasoned Instructors, or Certification Staff.
2. Project evaluators shall not have taught the subject area being evaluated.
3. The evaluator shall use the appropriate approved Grading Rubric and Project Activities. The Grading Rubric (course specific) is provided as part of the certification program and is available on the website per course description.
4. Project grading shall be performed in an objective manner. All

students/groups shall be treated in a fair and equitable manner during the grading process.

The following are HDOT ARFF TRAINING & CERTIFICATION PROGRAM Project-based certification courses (100% of JPRs/skills):

Fire Instructor I (100 points written exam/100 points project grade)

Fire Instructor II (100 points written exam/100 points project grade)

Fire Officer I (100 points written exam/100 points project grade)

Fire Officer II (100 points written exam/100 points project grade)

Hazardous Materials Incident Commander (100 points written exam/100 points project grade)

Number	204.35	Unit	Certification
Subject	Certification Test Booklets		
Revision Date	10/28/1017	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Certification Test booklets are created and managed by the Certification Unit. Test booklets are not to be altered in any form or fashion outside of the Certification Unit. No copies for replacements are to be generated outside of the Certification Unit. Exams (test booklets) are shipped, or hand delivered to HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved Proctors only.

Procedure:

1. If a test booklet is deemed not usable (torn, marked, written in) by a Proctor, it should be shipped (UPS) to the Certification Unit.
2. Test booklets are maintained with the test version number and test name visible.
3. Booklets are individually numbered and accounted for after each examination.
4. Students should NOT write in these booklets.
5. Version numbers that are printed on the examinations denote a particular version and are very important for correct processing and analysis of the exams.
6. Shipments to routine HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved Proctors is tracked by using the Test Packing Slip. Shipping should always occur through a means that allows materials to be traced.
7. Master/Archive Copy - An original/archive file (with a complete Test Information sheet; master copy; copy with answer, reference list, validation, number created, number shredded, and an answer key) is created for all new tests and kept on file digitally in secure file on our server (accessible only by password and individuals with appropriate permissions).
8. Housing - Test booklets are statically stored in a limited-access area of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator's office with controlled access. Test instruments are reproduced under the supervision of the HDOTA ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator and designated Staff.
9. HDOT ARFF TRAINING & CERTIFICATION PROGRAM Packing slip will serve as log of inventory of test booklets.

Number	204.36	Unit	Certification
Subject	Test Instrument Replacement (Max Usage)		
Revision Date	01/15/1018	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

To maintain testing integrity, fairness, and content relevance, each exam instrument must be reviewed and replaced after two years or after it has been administered to 100 examinees, whichever occurs first. This guideline ensures that the exam content remains current with industry standards, reflects any curriculum updates, and reduces the potential for item overexposure. Regular replacement of exam instruments also helps to maintain the validity and reliability of assessment results by minimizing the risk of repeated questions being memorized or shared across student cohorts. All exam versions should be documented with version control, and any retired instruments should be securely archived.

Number	204.37	Unit	Certification
Subject	Test Item Analysis		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

All test items within a bank and used on an exam for certification will be analyzed by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator upon the pilot of an exam and annually from that date.

Procedure

1. Any item performing at less than 70% (p rating of less .70 response) shall be further validated by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator and/or subject matter experts (if deemed necessary). Questions falling outside this criterion are compared to the JPR, teaching outline, textbook, and other course materials.
 - a. Questions failing to meet the validity test are either marked as inactive/do not use or corrected in the test bank by HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator. Test reprint may occur, if the edit is slight. For dramatic changes, a completely new test instrument/form shall be created.
 - b. If a question on an active test form is found to be unusable, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator may adjust test scores of those taking that instrument/form; adjust any prior scores issued; and create a new test instrument/form.
2. Any questions that are referenced by the exam Proctor during test administration as having been questioned by test takers are listed on the appropriate Test Administration Form and are re-validated by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator for errors in language, logic, grammar, or factual mistakes.
3. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator makes every attempt to ensure that students are not penalized for errors which occur during the test development process.
4. The testing software allows for question statistics to be updated to the test bank after each test administration. Question statistics data is updated by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator after each exam administration.
 - a. Test Statistics Reports are then generated for evaluation.

- b. Raw data collected and archived in the testing software includes test roster, test statistics score distribution percentile report, item statistics, and item analysis.
- 5. A statistical report per certification course is sent to the instructor(s), departmental coordinators; course coordinator(s); departmental fire chief, Regional Personnel, Training staff and Certification staff. The report contains pass/fail statistics, number of students testing, course survey/critique results, and any notes pertaining to coursework.

Number	204.38	Unit	Certification
Subject	Exam Question Feedback and Analysis Policy		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to standardize the feedback process and analysis process of certification exam materials to maintain validity, reliability and inter-rater reliability as needed.

Policy

The primary responsibility of the HDOT certification Exam Question Feedback and Analysis Policy to ensure continuous improvement in the quality and fairness of written certification exams by collecting and analyzing feedback from examiners, candidates, and exam testing software reports.

Written:

- Examiner and Candidate Feedback - Written examiners are required to report any identified issues with cognitive test questions and/or answer choices via “Examiner Report” provided when exam is returned. This includes, but is not limited to:
 - Ambiguous or unclear wording
 - Potential errors in questions or answer choices
 - Candidate feedback or concerns raised during the exam
 - All comments and concerns must be documented and submitted to the Certification Office for review
- Exam Performance Analysis – The exam scoring software generates reports that track trends in exam questions and overall exam results. The Certification Office will review these reports **quarterly and or just prior to an Examiner Improvement Session** to identify:
 - Questions with consistently poor performance or irregular response patterns
 - Trends that may indicate unclear or misleading questions
 - Areas where additional validation may be needed

Question review and Revision – If issues are identified through examiner feedback, candidate comments, or exam program report analysis, the Certification Office will

- Conduct a formal review of the flagged items(s)
- Consult subject matter experts as necessary
- Make appropriate modifications or replacements to ensure accuracy and fairness

Compliance and Implementation – All written examiners must comply with this policy and promptly report concerns. The Certification Office will oversee the review process to maintain the integrity and validity of certification exams.

Practical:

1. Examiner and Candidate Feedback - Practical examiners are required to report any identified issues with practical skill sheets and or candidates via “Examiner Report” provided when practical exam is returned. This includes, but is not limited to:
 - Ambiguous or unclear wording on skill sheets and or examiner scripts
 - Potential errors on skill sheets
 - Candidate feedback or concerns raised during the practical
 - All comments and concerns must be documented and submitted to the Certification Office for review
2. Practical Performance Analysis – All practical exam skill sheets are reviewed by a second examiner / chief examiner to ensure consistency and document concerns / anomalies. The Certification Office will review practical skill sheets reports quarterly and or just prior to an Examiner Improvement Session to identify:
 - Anomalies and or trends that may indicate unclear or misleading skill requests
 - Areas where additional validation may be needed
3. Question Review and Revision – same as “Written”
4. Compliance and Implementation – same as “Written”

Number	204.39	Unit	Certification
Subject	Invalid Test		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

A test may be deemed invalid for any reason related to computer-based testing (or any delivery mechanism), which can have technical difficulties or anomalies, by the Certification Staff. Students may be required to retake the initial exam at the discretion of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator. (HDOT ARFF TRAINING & CERTIFICATION PROGRAM Retest policy would still apply)

Number	204.40	Unit	Certification
Subject	Cell Phone Usage – Test Site		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Any electronic device capable of capturing images/video will **NOT** be allowed at the test site during test administration by examinees. This policy applies for both skills test administrations and written test administrations (paper-based or computer-based).

Examples of electronic devices not allowed: cell phones, cameras, smart watches, radios, pagers, electronic communication devices. The Proctor has the discretion to limit any device not included in this list from being carried into a testing environment.

This type of equipment is not allowed in the test room/computer lab or the waiting/staging areas or post-test areas for skills test administrations.

Proctor cell phone usage is limited to emergency use only.

Number	204.41	Unit	Certification
Subject	Test Bank Management (practical, including Skills & Projects)		
Revision Date	01/15/1018	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall ensure that the skills and requisite skills in the job performance requirements of each accredited discipline are reliable discriminators for manipulative skills by generating practical examinations consistent with the job performance requirements. Manipulative skill examinations will be utilized to test the skills and requisite skills of each JPR in the level for which accreditation is held.

All skills exams for certification will be developed from validated skills sheets and rubrics (to include project-based certification courses) comprehensive with respect to the requirements of the standard being tested. All practical exams, including projects, shall test the same standard and edition as the accredited level.

Skills sheet packages (practical) shall be validated against the current edition of the NFPA standard for the level of certification and documented on the appropriate accrediting entity's Correlation Sheets. This correlation will show competency in requisite skill and JPR components of the job performance requirements. Each skill sheet/project item will be represented on the correlation sheet.

Skills packages (individual skill sheets or rubrics/projects) are used to test requisite skills. Skills sheets will contain information to provide the candidate with test performance expectations, brief instructions, the evaluated items, and the criteria for measurement. The accredited standard, edition and JPR references will be identified on each skill sheet. One hundred percent of the practical skills used to evaluate a level shall be correlated on the accreditation entities correlation sheets and matrices.

Each individual skill sheet is validated for content, accuracy, and currency, and resides in a skill sheet package, which is made available to each examination candidate prior to and during the course (available via HDOT ARFF TRAINING & CERTIFICATION PROGRAM website).

Each applicable component listed in the JPRs and skill shall have at least one associated skill sheet or project item. A test item (knowledge or skill) may support more than one component, when relevant.

Procedure

1. The skills sheets shall be developed initially by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.
2. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator and appropriate subject matter experts shall review the skills sheets and validate them to the approved referenced standard and edition for compliance, applicability to constituents, and format.
3. Recommendations shall be forwarded to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator. A minimum of three (3) subject matter experts (2 SME, 1 Certification staff) shall review skill sheets.
4. Procedure for Administrative Review of Skills Sheets:
 - a. The HDOTA ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator shall provide secure reviewing area and all reference materials.
 - b. Provide components of manipulative skill sheets.
 - c. Review recommendations of subject matter expert and validate.
 - d. Make corrections as necessary and appropriate.
 - e. Document process for future reference using the standard edition and job performance requirement(s) reference.
 - f. All paperwork and notes of any sensitive nature to the validation process will be collected and returned to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator. The paperwork deemed unimportant will be disposed of by shredding. All other paperwork will be maintained for the life of the test banks service.

Number	204.42	Unit	Certification
Subject	Project Development and Validation		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

HDOT ARFF TRAINING & CERTIFICATION PROGRAM shall ensure that the skills and requisite skills in the job performance requirements of each accredited discipline are fairly evaluated for manipulative skills by generating appropriate project test methodology consistent with the job performance requirements for those courses that require assessment, comparison, evaluation, composition, and/or development of a final product for evaluation.

Procedure

1. The individual projects and grading rubric shall be developed by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator in conjunction with the Course Program Manager, Subject Matter Experts, with input from the specific level's Technical Review Committee with oversight of the Training Section Chief.
2. Project materials will contain:
 - a. Grading Rubric containing JPR requisite knowledge components
 - b. Instructions for completion of the project
 - c. Point value assigned
 - d. Components required
 - e. Group- or individual-based description
 - f. Description of environment for product completion
 - g. Time allowed (if required)
 - h. Formatting requirements
 - i. A description of the final product (per project)
 - j. Submission requirements
3. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator shall review the individual projects and grading rubric and validate them to the referenced standard edition for compliance, applicability to constituents, and format.
4. For all courses which are project based for the skills assessment, there will be a minimum of three project sets created at a time, with a minimum of three different data sets for each scenario/project.

Number	204.43	Unit	Certification
Subject	Importing Test Questions (LXR)		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Procedure

Import File Format- for Importing Test Question into LXR Testing Software.

Text format involves characters coded according to the ASCII standard. This format provides a simplified format for handling data, such as multiple-choice items, without the strict formatting requirements of Merge format.

For proper import, files must conform to basic guidelines and be saved as “Text only” format. Import text files need each question to be sequentially numbered, and each choice to be consistently labeled.

To import a specified correct answer, ensure that a colon immediately follows the label “answer.”

Here is an example of a properly formatted question for TEXT import:

```
1. Bill and_____have decided to go for a boat ride on the river. <enter>
A. me <enter>
B. him <enter>
C. her <enter>
D. I <enter>
Answer: D<enter>
<enter>
<enter>
```

LXR-Test User’s Guide v.6.1.6

Number	204.44	Unit	Certification
Subject	Test Item Appeal/Review		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Student comments regarding test items during test administration should be noted by the Proctor on the Test Administration Report Form.

Procedure

1. HDOT ARFF TRAINING & CERTIFICATION PROGRAM will review all comments relating to the exam item(s) in question and make adjustments accordingly.
2. HDOT ARFF TRAINING & CERTIFICATION PROGRAM maintains the authority to decide if a written response is required.

Number	204.45	Unit	Certification
Subject	Retention of Airport Fire Fighters Training Records		
Revision Date	08.11.2025	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The ARFF department will maintain a complete and accurate training records for all firefighting personnel, including initial certifications, recurrent training, specialized courses, performance evaluations, and attendance rosters. These records will be kept in compliance and be applicable in local regulations to ensure operational readiness, regulatory compliance, and historical reference.

Procedure

Initial certification records, such as ARFF, Firefighter I/II, and EMT qualifications, will be retained permanently. Annual recurrent ARFF training logs will be kept for a minimum of (I'm not sure how long but the FAA's is a two-year requirement?) Specialized training documentation, including hazardous materials, technical rescue, and incident command, will be retained for the duration of employment, performance evaluations will be kept and while attendance rosters will be maintained for at least (insert number of years) Records will be stored in both digital and hard copy formats, with digital files maintained on the airport's secure network and hard copies kept in a locked cabinet under the control of the Training Officer. Access will be restricted to the Fire Chief, Training Officer, and authorized administrative staff. Records past their retention period will be securely destroyed by shredding or permanent digital deletion, with disposal documented in a Record Disposal Log.

Number	204.46	Unit	Certification
Subject	Standard Operating Procedure (SOP)		
Revision Date	08.17.2025	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Administering Student Course and Proctor Evaluation Forms

1. Purpose

The purpose of this procedure is to ensure consistent, fair, and confidential administration of both Student Course Evaluations and Proctor Evaluations. These evaluations are intended to gather feedback to improve instructional quality, exam administration, and overall student experience.

2. Responsibilities

- Instructor/Training Coordinator: Ensures evaluation forms are distributed, collected, and submitted for review.
- Proctor: Supports administration of evaluations after examinations and ensures student confidentiality.
- Students: Provide honest and constructive feedback.
- Administrative Staff: Compile, analyze, and archive evaluation data for reporting and quality improvement.

3. Materials Required

- Student Course Evaluation Forms (paper or electronic format)
- Proctor Evaluation Forms (paper or electronic format)
- Writing utensils (if paper-based)
- Secure collection box or electronic submission system

4. Procedure

4.1 Timing of Administration

- Student Course Evaluation: Administered at the conclusion of the final class session.
- Proctor Evaluation: Administered immediately after the completion of an examination.

4.2 Distribution of Forms

- Paper-based Forms:
 1. Instructor/Proctor distributes printed evaluation forms to each student.
 2. Students are reminded not to write their names or identifying information unless they choose to provide it voluntarily.
- Electronic Forms:
 1. A secure link is provided to students (via email or learning management system).
 2. Students are advised of the submission deadline.

4.3 Instructions to Students

The instructor/proctor must clearly explain:

1. The purpose of the evaluation (to improve teaching and exam administration).
2. That responses are confidential and will not affect grades.
3. That feedback should be honest, specific, and constructive.

4.4 Collection of Completed Forms

- Paper-based:

1. Completed forms are placed by students into a sealed envelope or locked collection box.
 2. Instructor/Proctor ensures no one views responses during collection.
- Electronic:
 1. Students submit via the designated online system.
 2. Confirmation of submission should be automatically generated.

4.5 Submission & Storage

- Paper forms are delivered to the Administrative Office for processing.
- Electronic submissions are stored securely on the designated server or database.
- All evaluation data is considered confidential and should only be accessible to authorized personnel.

4.6 Review & Analysis

- Administrative staff compile responses into summary reports.
- Reports are shared with:
 - Instructors (for course evaluation feedback)
 - Supervisors (for proctor evaluation feedback)
- Results are used for program improvements, professional development, and policy updates.

5. Quality Assurance

- Random audits may be conducted to ensure evaluations are administered fairly and consistently.

Auditing Fire Service Certification Program

1. Purpose

The purpose of this procedure is to establish a systematic process for auditing all aspects of the Fire Service Certification Program, including instructors, test administration, proctoring, and evaluation collection. The audit ensures that the program maintains compliance with National Board on Fire Service Professional Qualifications (Pro Board) and National Fire Protection Association (NFPA) standards, while promoting continuous improvement and credibility.

2. Scope

This procedure applies to:

- All Fire Service Certification courses delivered under the program.
- All instructors, proctors, and administrative personnel involved in test delivery.
- Both academic (classroom/theory) and practical (skills/field) evaluations.

3. Responsibilities

- Program Director/Certification Manager: Oversees audit planning, execution, and reporting.
- Lead Auditor (QA Officer): Conducts the audit, documents findings, and recommends corrective actions.
- Instructors & Proctors: Provide full access to class records, exam materials, and evaluation results.
- Administrative Staff: Maintain records and assist in data collection for the audit process.

4. Audit Areas

4.1 Instructor Audit

- Verify instructor credentials meet Pro Board/NFPA requirements (years of service, certifications, skill level).
- Review lesson plans, instructional delivery, and adherence to approved curriculum.

- Observe classroom and/or skills training sessions to assess accuracy of instruction, engagement, and alignment with objectives.

4.2 Test Administration Audit

- Review written and practical exam development, version control, and security measures.
- Ensure test instructions are clear, standardized, and consistently applied.
- Verify secure storage and handling of exam materials (before, during, and after exams).
- Confirm retesting, remediation, and appeals are documented and applied fairly.

4.3 Proctor Audit

- Verify proctor qualifications, neutrality, and assignment protocols.
- Observe proctor conduct during examinations, ensuring professionalism, fairness, and consistent enforcement of rules.
- Review incident reports and resolution of exam irregularities.

4.4 Evaluation Collection & Feedback Audit

- Confirm course and proctor evaluation forms are distributed, collected, and stored confidentially.
- Ensure student feedback is compiled and analyzed regularly.
- Verify results are communicated to instructors and proctors for professional development.
- Assess whether corrective actions are implemented when patterns of concern arise.

5. Audit Methodology

1. Document Review – Collect and review instructor qualifications, course outlines, exam records, and evaluation data.
2. Observation – Attend live training sessions, written exams, and practical skill tests.
3. Interviews – Speak with instructors, proctors, students, and administrators to assess processes.
4. Sampling – Randomly select courses and exams for detailed review.
5. Compliance Check – Compare program activities against Pro Board and NFPA accreditation standards.

6. Reporting & Corrective Action

- Findings are documented in an Audit Report within 30 days of the audit.
- Each finding is categorized as: Compliant, Observation, or Non-compliant.
- Corrective Action Plans (CAP) must be submitted by program staff within 30 days.
- Follow-up audits verify corrective actions are completed and effective.

7. Quality Assurance & Continuous Improvement

- Annual summary audits will identify trends and systemic issues.
- Audit results will be shared with leadership to guide program policy updates.
- Continuous monitoring of instructor performance, test security, and proctoring standards ensures ongoing compliance.

8. Approval Signatures

Prepared By: _____ Date: _____
 Reviewed By: _____ Date: _____
 Approved By: _____ Date: _____

Number	205.01	Unit	Certification
Subject	Cognitive Exam Proctor Selection Criteria		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The written certification examination is administered only by HDOT ARFF TRAINING & CERTIFICATION PROGRAM approved Proctors. A current approved HDOT ARFF TRAINING & CERTIFICATION PROGRAM proctor/evaluator will be utilized.

A Proctor training program has been established in order to maintain consistency and integrity in the evaluation of accredited programs, in accordance with NFPA standards and accreditation guidelines.

Written Exam Proctor Selection Criteria

- Proctors should limit administering tests for agencies with which they have/have had any affiliation (work/volunteer/board member, etc.)
- Proctors must not be part of the instructional team for the course that is being administered.
- To eliminate conflict of interest issues, proctors should not be:
 - In the Individual's chain of command
 - Relatives
 - Friends
 - Neighbors
 - Classmates
- Proctors at a DoD facility must not be:
 - The facility fire chief
 - Instructor
 - In the individual's chain of command

Procedure

Requirements to become a Written Exam Proctor:

1. Proctors must complete the Proctor Training requirement.
2. Proctors must complete and submit to HDOT ARFF TRAINING & CERTIFICATION PROGRAM the Proctor application.
3. All Proctors must be approved by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator prior to administering any exam. Approval shall be considered complete when all training has been documented and the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator has initialed the Proctor Application form and it is placed on file with the Certification Unit.
4. Application to serve as a Proctor must resubmitted annually to maintain current status.

Number	205.02	Unit	Certification
Subject	Skills Evaluator Selection Criteria		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The skills (practical) certification examination is administered only by HDOT ARFF TRAINING & CERTIFICATION PROGRAM approved Evaluators. A Skill Evaluator supports the Regional Director/Coordinator at a test site and is responsible for observing practical skills examination candidates and for completing skills evaluation using established criteria (HDOT ARFF TRAINING & CERTIFICATION PROGRAM approved Skills Sheets) following all HDOT ARFF TRAINING & CERTIFICATION PROGRAM policies and procedures. A Skills Evaluator training program has been established in order to maintain consistency and integrity in the evaluation of accredited programs, in accordance with NFPA standards and accreditation guidelines.

Skills Evaluator Selection Criteria

- Skills evaluators must not be part of the instructional team for the course that is being administered.
- Skills evaluator must possess the certification level for which he/she is evaluating.

Procedure

Requirements to become a Skills Evaluator:

1. Skills Evaluators must complete the Evaluator Orientation PowerPoint available on the HDOT ARFF TRAINING & CERTIFICATION PROGRAM website prior to each skills test. The Orientation is administered by HDOT ARFF TRAINING & CERTIFICATION PROGRAM Regional Staff.
 - a. The Evaluator Application contains the following statement, which the evaluator must sign:

“By my signature below, I attest that I have completed all required training as set forth by HDOT ARFF TRAINING & CERTIFICATION PROGRAM, that I meet the eligibility requirements, and am willing to assume the responsibility to serve as a HDOT ARFF TRAINING & CERTIFICATION PROGRAM evaluator of a performance (skills) exam. As an authorized evaluator, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities and procedures outlined in HDOT ARFF TRAINING & CERTIFICATION PROGRAM’s Training for Skills Testing power point. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the safety, security, and administering of HDOT ARFF TRAINING &

CERTIFICATION PROGRAM's certification exam. I also understand by this agreement that HDOT ARFF TRAINING & CERTIFICATION PROGRAM may contact me for verification purposes, and I grant permission for verification of my credentials. This form must be submitted annually for renewal.

2. Skills Evaluators must complete and submit to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM the Skills Evaluator application (Regional Staff will submit applications with the completed Skills package).
3. Application to serve as a Skills evaluator must be resubmitted annually to maintain current status.

Number	205.03	Unit	Certification
Subject	Skills Testing Orientation - Evaluators		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Evaluators utilized for Skills Testing are required to attend the Skills Evaluator Orientation prior to participating in Skills Testing for certification.

Procedure

1. The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator or designee(s) (Regional Personnel, Fire Programs staff, Proctors) shall be responsible for performing the Skills Evaluator Orientation session.
2. This session instructs the evaluator on:
 - a. Station Assignments
 - b. Testing time limits
 - c. Instruction to candidates (Performance Evaluation Sheets)
 - d. Equipment needed
 - e. Proper handling of test interruptions
 - f. Limitations on assistance to the student
 - g. General life safety instructions including rehab
 - h. Command Post personnel
 - i. Proper completion of grading sheets and all forms to include review of acceptable test performance criteria
 - j. Questions fielded from evaluators and candidates
 - k. Retest process
 - l. Appeals process for session
3. Evaluator must complete the Evaluator Application Form. The form documents the Evaluator's credentials for performing the evaluation. This form must be returned to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator with the JPR Test Package.
4. Prior to administering a skills-based examination, all evaluators will complete the Evaluator Orientation Training Power point and the Evaluator Application form. The training is documented on the JPR Report Form. This training is input in the HDOT ARFF TRAINING & CERTIFICATION PROGRAM database and is reflected on the individual's transcript.
5. Evaluators must complete each individual skill sheet, which contains the following agreement statements:
 - By my signature above, I verify that I am currently certified to the level I am testing (PB/IFSAC).
 - By your signature above, you verify that you are qualified to serve as an HDOT ARFF TRAINING & CERTIFICATION PROGRAM Evaluator, have followed HDOT ARFF TRAINING & CERTIFICATION PROGRAM Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.

Number	205.04	Unit	Certification
Subject	Skills Testing Safety		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Safety Officers shall be utilized to assist Proctors and evaluators during manipulative skill examinations as appropriate to the skill being tested to assure candidate safety. The Proctor can also assume the Safety Officer role.

Procedure

1. The host department shall provide the adequate space, proper tools, PPE and other equipment needed for testing all skills for the tested level unless alternative arrangements are made by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM prior to test.
2. HDOT ARFF TRAINING & CERTIFICATION PROGRAM may provide needed items not currently in a department's inventory or the department may borrow needed items.

Number	205.05	Unit	Certification
Subject	Test Time Limit		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Written Exam

Test time limit is determined by the number of items on the written examination at one (1) minute per item.

Skills Exam

Test time limit varies per skill sheet and the requirement is noted on the sheet.

Number	205.06	Unit	Certification
Subject	Skill Selection for JPR Testing		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator utilizes a random selection process for skills testing of skills-based programs using skills associated with the JPRs and requisite skills for examinations in order to produce a unique set of skills in each testing session. This selection ensures that the draw is large enough to provide confidence that the candidate could perform all skills in the applicable standard for the level being tested. The random selection process shall take into consideration the need for a diverse degree of difficulty and a diverse range of job areas. The minimum percentage of skills drawn is twenty-five percent (25%) of the total JPRs of each level.

In addition, a randomly drawn skills test requirement, NFPA 1001 based courses (Fire Fighter I/) fourteen (14) mandatory skills are also required.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator uses a computer-generated random selection process for JPR selection by individual skills sheets (per course/per certification level, noting some levels require mandatory skills completion). The random selection process ensures that the selection of skills is fair and impartial through enforcement of this process. By utilizing this process, this gives the HDOT ARFF TRAINING & CERTIFICATION PROGRAM the capability to produce a unique set of practical exams per skill administration.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator or designee will run the program so that the computer will generate the random selection. This will be completed for each practical test so that no intentional duplication of skills test occurs. Based on discipline variables, the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator or designee may choose to alter the test accordingly. The use of the randomly generated practical test will eliminate any human factors that could, although unintentional, bias the test.

Procedure

1. Notification is made to the candidate of the skills for random testing only at test administration.
2. JPRs pulled by HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator for certification courses shall be provided to the appropriate Regional Personnel approximately one week after the first day of class for recruit schools and with the written test package for all other course offerings.
3. “Live fire” requirement notification will be made to the appropriate Regional Coordinator. Live fire testing can be conducted during live burn or fire control training.

Number	205.07	Unit	Certification
Subject	JPR Skill/Practical Examination – Candidate Eligibility		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The JPR skill/practical examination is administered at the end of each certification course. Skills evaluations are required for certification per course and administered by official HDOTA ARFF TRAINING & CERTIFICATION PROGRAM Regional Personnel, approved proctors, and trained evaluators.

The instructor/program coordinator must provide verification of successful completion (Instructional JPR Verification form) of all required skills during the training phase in order for the candidate to be eligible to skills test and ultimately for the certification to be processed.

Number	205.08	Unit	Certification
Subject	Skills Evaluator Duties		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Skills evaluators shall adhere to the policies and procedures of HDOT ARFF TRAINING & CERTIFICATION PROGRAM during all skills test administrations. The evaluator will follow the policies and procedures outlined in the Skill Evaluator Orientation in order to provide consistent and objective evaluations.

Procedures

Skills evaluators shall perform the following duties during the evaluation:

- a. The evaluators will be given a set of written instructions for performing a performance evaluation.
- b. Skills evaluators shall use the individual skills sheets for the respective course that candidates are being evaluated. Skill sheets contain the candidate/student ID only to provide confidentiality.
- c. Skills proctors and evaluators shall be responsible for ensuring safety of the participants at all times.
- d. Skills and evaluators shall stop the skills evaluation any time the safety of the student or evaluator is in question.
- e. If a student is unsuccessful in his/her first attempt at completing a skills evaluation, the skills evaluator will document an explanation of the criteria performed inappropriately.

Number	205.09	Unit	Certification
Subject	Proctor/Evaluator Discipline		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

A proctor/evaluator found to be in violation of any of the established HDOT ARFF TRAINING & CERTIFICATION PROGRAM Certification Manual Policies and Procedures will be removed from the HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved proctor listing.

Procedure

Any validated violation will be forwarded to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator. Once the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator and the Executive Director have arrived at a final decision, the proctor/evaluator in question will be notified in person or writing.

Number	205.10	Unit	Certification
Subject	Test Shipment/Receipt		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Test packages are hand delivered or sent by UPS for tracking purposes to a HDOT ARFF TRAINING & CERTIFICATION PROGRAM- approved proctor only. Test packages will be shipped from the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator via UPS approximately three to five days prior to the test date.

Proctors shall maintain security and integrity of all examinations. The box should be received unopened by addressee and should only be opened by the name on the UPS address label on the package. Test shipments are only sent to the approved HDOT ARFF TRAINING & CERTIFICATION PROGRAM Proctors' home address. Shipments to Non-Traditional HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved Test Proctors are marked "package to be opened only by addressee/Confidential."

Test materials will be packaged and sealed securely with tape in such a way that a broken seal will be an indication that tampering has occurred. Proctor should contact the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator immediately upon receipt of package received with signs of tampering.

Test materials packaged for shipment are delivered to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Bookstore staff only by HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator only. HDOT ARFF TRAINING & CERTIFICATION PROGRAM Bookstore staff members are trained in test security policies. Return shipments are only opened by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.

Procedure

The shipment will contain the appropriate type and number of tests plus extra(s) (noted on Test Packing Slip) and any retest that have been scheduled for that location. The test eligibility roster and student information sheet will be included.

Number	205.11	Unit	Certification
Subject	Proctor Authority – Emergencies/Interruptions		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The Proctor has the authority to cease and restart a certification examination depending upon the circumstance to include life safety issues, other emergencies, and interruptions.

Procedure

Circumstances (but not limited to):

- inclement weather
- general safety of students and proctor
- medical emergencies

But to also include:

- interruptions, such as broken pencils
- restroom breaks
- computer issues (computer-based testing)

Number	205.12	Unit	Certification
Subject	Student Test Preparation		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

In order to minimize the need for retesting, students are strongly encouraged to review the required textbooks and begin reading prior to the first day of class. Course syllabi provide essential information to guide students in their preparation and help them identify key areas of focus. Practical examination materials are also available. All relevant resources, including textbook requirements, syllabi, and practical exam details, can be accessed through the Course Description pages on the HDOT ARFF Training and Certification Program website, organized by certification level.

Consistent study between class sessions further enhances readiness for the written examination. Students are advised to pay close attention to the instructor's teaching outline, follow along with PowerPoint presentations, and take thorough notes during class. Adhering to these recommendations promotes academic success and increases the likelihood of passing certification examinations on the first attempt.

Number	205.13	Unit	Certification
Subject	Return Shipment of Certification Exam Package		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Proctor will assemble and return all testing materials to the provided box and return to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator by UPS as soon after examination as possible. If shipment is not required, test material is delivered to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator as soon as possible.

- a. Place all Scantron sheets (alphabetical) in the completed forms folder in the box
- b. Place any final course paperwork, progress records, surveys, etc., into the box. Please note on test roster or packing slip if the certification paperwork has already been forwarded to the .

The Proctor is responsible for return shipment of the exam box and contents in a timely manner by UPS with the provided UPS RS (Return Shipment) label. The label is to be placed on the outside top of the sealed cardboard box.

Usual shipment requires Proctor to drop package at a UPS drop-off site, or it may be picked up at the site if site has daily UPS pick up. In some instances, package drop off is not an option. If a UPS pick-up is required, please contact the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator so UPS pick-up can be scheduled. There is a charge for this service.

UPS (United Parcel Service) will deliver to in-state proctor's home address. Out-of-state exam shipments must be pre-approved by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.

Number	205.14	Unit	Certification
Subject	No Show – Test Administration		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

A student failing to appear for a particular exam should be noted on the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Test Eligibility Roster on the Proctor's copy.

Number	205.15	Unit	Certification
Subject	Candidate/Student IDs & Passwords		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

For all exams, the Proctor shall verify by photo identification (driver's license or other official ID) against the Test Eligibility Roster provided in the testing package that the candidate is the one qualified to sit for the exam in any format (written, JPR/skills, computer based) before releasing the test booklet, ID/Passwords, etc.

Passwords for Computer-Based Testing are unique and database generated for every attempt for certification testing. All passwords are database generated by HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator, provided to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM-Approved Proctor and are maintained confidentially. Candidate passwords files are encrypted and sent electronically to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM-Approved Proctor for remote administration of computer-based tests.

Number	205.16	Unit	Certification
Subject	Candidate Identification and Exam Scoring Policy		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To establish a policy for the HDOT certification program to standardize the candidate identification and exam scoring practices

Policy

The primary responsibility of the HDOT certification Candidate Identification and Exam Scoring Policy is to ensure impartial grading, confidentiality, and secure processing of all written and practical certification exams.

1. **Candidate Identification and Anonymity** - To maintain fairness and eliminate bias in grading, each candidate is assigned a unique numerical identifier by the registration staff. When a candidate reports for a written or practical exam, no names are recorded on evaluation documents used by proctors or examiners.
2. **Written Exam Scoring Process**
 - Scoring keys for all written exams are securely stored in the provided exam scoring system.
 - Answer sheets are processed using an optical scanner, which automatically grades the exam based on the stored answer key.
 - Candidate scores remain associated only with their numerical identifier until the results are returned to the registration staff.
3. **Practical Exam Scoring Process**
 - Written and practical exam instruments are scored under the candidate's numerical identifier.
 - The candidate's name is only matched with their scores after the grading process is complete.
 - Exceptions to this rule include Instructor and Fire Officer practical exams, where candidate names may be recorded as part of the evaluation process.
4. **Score Confidentiality and Candidate Communication**
 - All candidate scores are strictly confidential.
 - Candidates are issued a pass/fail result only; numerical scores are not provided.
 - All official correspondence regarding exam results is conducted through the candidate's registered email address via their LMS profile.
5. **Compliance and Implementation** - All registration staff, proctors, and examiners must adhere to this policy to ensure fairness, security, and confidentiality in the certification process

Number	205.17	Unit	Certification
Subject	Exam Security – Proctor/Student Roles		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The proctor and student will adhere to the procedures listed below to maintain exam security.

Procedure

Proctor

Role(s)

1. Proctor shall be aware that the Pro-Board (NPQS) and IFSAC accreditation of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM requires a specific level of exam and exam room security.
2. Proctor should be aware that accreditation of the HDOT ARFF TRAINING & CERTIFICATION PROGRAM requires a specific level of security for all aspects of the test administration (receipt, delivery, return).
3. Proctor shall maintain exam integrity. Proctors are not to share exam information with instructors, school directors, etc.
4. Proctor has the role of maintaining constant control of all exam copies and associated materials upon receipt of test materials.
5. Proctor shall store the exam and all associated materials in a secure location.
6. Proctor shall verify student(s) eligibility to test from the official HDOT ARFF TRAINING & CERTIFICATION PROGRAM testing roster or official correspondence from HDOT ARFF TRAINING & CERTIFICATION PROGRAM. Verification of each student's identity by positive (photo) ID is required.
7. Proctor shall maintain confidentiality of student ID. ID and password should be destroyed upon completion of exam by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator.
8. Proctor must secure:
 - a. For written exams:
 - i. Student IDs and other confidential information associated with the exam
 - ii. for online exams:
 1. Student IDs
 2. Exam passwords (Proctor & Student)

9. The proctor shall evaluate the room for an appropriate and secure testing environment; one that is quiet, free from distractions, & comfortable.
10. Proctor shall ensure that all necessary technologies are available and working.
11. The proctor shall read test instructions provided on the instruction sheet by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator and notify students of exam time limit.
12. Proctor shall ensure the Cell Phone Policy, 204.32 is followed.
13. The proctor shall supervise the student(s) during the entire duration of the exam. The proctor should remain alert and in the test room continuously during the length of any test.
14. Proctor must monitor the computer screen (for online testing) to assure only test screen is open (student must not access browser, other programs, etc. while testing)
15. The proctor must ensure the exam is completed in one sitting within time limit allowed.
16. Proctor shall allow no visitors in test room.
17. Proctor shall not interpret questions during testing or comment on student's performance.
18. Proctors are not to share any test information with anyone.

Student Role(s)

1. Student must be familiar with testing policies & procedures.
2. Student must be responsible for making initial contact with proctor to make necessary arrangements for taking the exam
3. Student must pay any testing/retesting fees, proctor fees, mailing expenses, etc.
4. Students must maintain academic integrity and follow the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Honor Code.

Number	205.18	Unit	Certification
Subject	Test Site Security		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM-approved Proctor is responsible for test site security (candidates, test booklets, etc.). Proctor should verify that students entering test room are on the testing eligibility roster issued by the Certification Unit. No visitors shall be allowed in testing room.

Procedure

Proctor shall:

1. Assign seating arrangements to discourage cheating
2. Control the talking during course of the exam by the candidates
3. Verify that all extraneous materials are out of view of students; have students clear tables of books, notes, cups, coats, etc.
4. Keep testing environment quiet and free of distractions
5. Follow Cell Phone policy 204.32. Proctor shall not allow any electronic device capable of capturing images/video at the test site during test administration by candidates.
6. Not leave the test room for the duration of the exam.
7. Actively monitor the entire test administration.

Number	205.19	Unit	Certification
Subject	Proctor/Evaluator Training/Evaluation		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

All written (cognitive) test proctors (traditional or non-traditional) and evaluators (practical skill and project) shall have completed the training and application process as prescribed by the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Certification Unit.

Proctors and evaluators shall be trained annually (as a minimum) in accordance with the conditions of accreditation and certification and for updating on all policy and procedural changes.

To maintain approved status, the proctor/evaluator renewal process including training must be completed annually.

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator is responsible for maintaining the documentation of the training and the applications.

Procedure

Proctors (for written examinations) (Regional Staff oversee skills evaluators)

Traditional proctors shall complete the training PowerPoint (available via our website) and submit the Proctor Application form.

Non-Traditional proctors shall complete:

- the training PowerPoint (available via our website)
- Proctor Application form
- the Proctor Knowledge Test (to be submitted to HDOT ARFF TRAINING & CERTIFICATION PROGRAM Testing Division)
- Submit Student/Proctor Test Verification Form (for Individual Request exams)

To maintain approved status, the proctor renewal process including training must be completed annually.

Evaluators (for skills testing)

Evaluators shall complete the training PowerPoint (available via our website) and submit the Evaluator agreement form.

Evaluators (for project grading)

Project evaluators are members of the instructional cadre for a particular program trained in the use of the grading rubric and have responsibility for grading projects as assigned by the Program Manager and/or the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator. Project Evaluators shall complete the training PowerPoint.

Number	205.20	Unit	Certification
Subject	Proctor/Evaluator Ethics		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Policy

Safe, consistent, and quality testing is the primary obligation of an HDOT ARFF TRAINING & CERTIFICATION PROGRAM approved Proctor/Evaluator. Proctors/evaluators will adhere to a professional standard that eliminates potential conflicts of interest where candidates are involved.

Proctors/Evaluators will:

- Administer testing that provides students with a successful experience
- Refrain from making offensive remarks, always maintaining professionalism.
- Limit student contact outside the testing situation as not to put the student-evaluator relationship at risk.
- Project a professional image
- Observe and enforce (by students, coordinators, instructors, visitors, etc.) all safety rules
- maintain test and evaluation integrity
- limit potential conflicts of interest through affiliations, etc.

Number	205.21	Unit		Certification
Subject	JPR Skills Test Outline			
Revision Date	09.29.2023	Approved		<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

The HDOT ARFF TRAINING & CERTIFICATION PROGRAM uses an incident command system for maintaining flow and security during the certification JPR skills testing process. The system shall operate from a command post and use a tracking system to ensure candidates fulfill the requirements of skills stations and for accountability purposes. The Regional Staff and/or Training Section Staff for on Campus courses normally functions in the Skills Proctor (Incident Commander) role.

Procedure

Prior to Skills Test Day

- a. All auxiliary functions will be established to include:
 - i. All staff functions identified
 - ii. Emergency medical crews will be designated if required.
 - iii. Minimum requirement will be a certified EMT with appropriate first-aid equipment.
 - iv. Ample hydration stations will be strategically placed throughout the test site.
 - v. Comms plan is established.
 - vi. Set staging locations for evaluated and unevaluated candidates.

Day of the Test:

- a. Individual candidate will be verified upon arrival at the test site to determine his/her name appears on the roster to be eligible to take the test and verified by photo ID.
- b. Evaluators will report 30 minutes prior to test time to attend the Skills Orientation training provided by the Skills Proctor, if needed. (Evaluator Skills Orientation PowerPoint and Evaluator Approval Form,
- c. Five minutes prior to the test time, all evaluators will report to their respective stations.
- d. Evaluators will be assigned comms equipment to ensure accountability for candidate movement and identification.
- e. The Skills Proctor will provide the candidates with the Student Skills Orientation to prepare for the details of the skills tests (layout; room assignment; ID assignment, safety messages, etc). (Student Skills Orientation PowerPoint.

When the test begins, the Skills Proctor will dispatch candidates to the skill stations on a timely basis.

- a. Evaluators will greet the candidate as he/she approaches the station.

- b. The evaluator will read the Skill Sheet Instructions & provide any scenario details to the Candidate as listed on the skill sheet and ask if there are any questions and ensure that the candidate understands the requirements.
- c. The evaluator at the conclusion of the skills test will thank the candidate and ask him/her to return to the evaluated staging area.
- d. The evaluator will complete all skills sheets before accepting another candidate or group of candidates.
- e. The Skills Proctor will review the score on the skill sheet and track failures for retesting.
- f. Retest(s) will be scheduled when convenient during the testing procedure. Retesting will be conducted by a different evaluator.
- g. Any complaints on the evaluation will be handled by the Skills Proctor initially, and if no agreement can be reached, then candidate proceeds to submit an appeal.
- h. Once a candidate has tested all skill stations, he/she will be directed to the evaluated staging area or the Skills Proctor for final review of test records and dismissal.
- i. At the conclusion of the test, all evaluators will return all the testing supplies to the Skills Proctor.

Number	205.22	Unit	Certification
Subject	Proctor Duties – Test Package Receipt		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

Policy

Upon receipt, the proctor shall open the testing package as soon as possible to confirm contents by verifying the numbers and types of tests in the shipment with the information found on the Test Packing Slip and associated forms. Proctor should notify the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator immediately if the box is found to have been tampered with. Proctor will assemble and return all testing materials to the box provided and return to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator by UPS Return Service as soon after examination as possible.

Procedure

1. Upon receipt of the test booklets, the proctor will place the test booklets into the assigned testing briefcase.
2. It is the responsibility of the proctor to ensure that the briefcase contains an adequate supply of the following:
 - a. Test Booklets which include the test and Scantron answer sheet
 - b. Pencils
 - c. Test Administration Report
 - d. Testing Roster, Packing Slip, Student Information Form
 - e. Exam scratch paper
 - f. Testing In Progress Sign
 - g. Exam Proctor Instruction Sheet
 - h. Completed document folder (Red folder)
 - i. Course Critiques/Surveys
 - j. Extra materials (envelopes, Scantron sheets, etc.)
 - k. Return UPS Label
3. If any discrepancy is found (example: wrong tests shipped, not enough copies, number shipped doesn't match number noted on request), please note on form and call the Certification Unit.
4. Briefcase supplies shall be inventoried prior to test administration and ordered from the Regional Director.
5. Place briefcase in secure location where it cannot be accessed by anyone.

Number	205.23	Unit	Certification
Subject	Examinee Instruction Sheet		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

EXAMINEE INSTRUCTION SHEET

1. Cell phones/electronic communication devices, cameras, etc. are **NOT** allowed in the test room by examinees. Your testing area must be clear of all items including books, notes, coats, food items, etc.
2. Certification exams have time limits. You have one minute per question to complete the exam. (For example: 25 items you have 25 minutes; 40 items 40 minutes; 50 items 50 minutes; 80 items 80 minutes or 1 hour and 20 minutes; 100 items 100 minutes or one hour and 40 minutes; 140 items 140 minutes or two hours and 20 minutes; 150 items 150 minutes or 2 hours and 30 minutes.) Be aware that some exams have multiple levels.
3. You must correctly answer 70 percent of test items per level to pass a certification exam.
4. **DO NOT MAKE ANY MARKS IN YOUR TEST BOOKLET; MAKE MARKS ONLY ON THE ANSWER SHEET.** Read each test item carefully and select the best answer. Mark your answer in the appropriate row on your answer sheet.
5. Completely darken the oval of the letter that corresponds to the answer you choose.
6. If you wish to change an answer, erase the incorrect answer completely. An item that has more than one answer choice darkened will be scored as *incorrect*. An item that has no answer marked will be scored as *incorrect*.
7. Do not talk during the exam. If you have a question, raise your hand.
8. We have zero tolerance for cheating. Any individual suspected of cheating will be asked to leave the exam room and not allowed to complete the exam. Please read the Honor Statement, which is on the front of your test booklet.
9. If you have a concern about an exam question, raise your hand and the proctor will come to you to note your question or concern about the item and forward the note to the for review. The proctor cannot provide any interpretation or clarification of test items.
10. Exam items are multiple choice or matching.
11. As you exit the exam room, you will review & initial the Student Data Information Sheet: (**Name** – verify name as to appear on your certification certificate, **Address** – current residence; **Email Address** – email verification is **highly important!** Your test score and certification certificate(s) will be emailed to this address; **Initial the form** – by initialing the candidate is providing authorization for score and certification release to those email addresses provided; **Please write legibly.**)
12. Exam Scores: will be emailed within 7-10 business days to the email address provided on the Student Information Data Sheet; Grades will **NOT** be released over the telephone; Release of scores for courses that are project-based may take up to 10-14 business days. **Do NOT call the for grades.**
13. A certification certificate (with the national seals, if applicable) will be issued for those candidates that have successfully completed the written exam, the skills exam and provided all prerequisite documentation.
14. Turn to the next page and read the sample test item silently.
15. Do you have any questions about the test? Turn to the next page of the exam & begin.

EXAMINEE INSTRUCTION SHEET

Please read the following carefully before beginning your exam:

- * Use a No. 2 pencil to complete the answer sheet.
- * Completely fill in the circle that corresponds to your chosen answer.
- * Do not use checkmarks, X's, or partial fills as answers must be clearly and fully marked.
- * If you need to change an answer, erase it completely.
- * Avoid making any stray marks on the answer sheet, as they may interfere with scoring

Sample Questions

Multiple Choice Questions:

1. What is the capital of the United States of America?
 - A. Bismarck
 - B. Seattle
 - C. Washington, D.C.
 - D. Chicago
 - E. Philadelphia

The answer is "C." Darken in the bubble that corresponds to the letter "C."

Answer Sheet

1. A B C D E

○ ○ ● ○ ○

Number	205.24	Unit	Certification
Subject	Paper-Based Exam Administration Report		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

JPR/SKILLS Test Administration Report

Proctor Name (print)		Test Date		
Certification Level		Course/ Test Location		
START Time		END Time (list all)		
JPR/SKILLS TEST ADMINISTRATION CHECKLIST				
	See Certification Manual—Testing Policies & Test Administration for more details on Administering Skills Exams Safety and security are top priorities!	<input type="checkbox"/>	Notes	
1.	Pre-Test Set-Up: to include EMS & Safety Crew; Equipment required; Staging Set-Up;			
2.	Verify contents of package against JPR Report Form upon receipt (Skills Course Roster, Orientation Sign-In, Practical Skills & Exam Station Results Summary, Individual Skills Sheets, Evaluator Agreement Form)			
4.	Verify candidate's eligibility to test using HDOTA ARFF TRAINING & CERTIFICATION PROGRAM Testing Roster & verifying with Course Coordinator/ Instructor that ALL training (hourly & skill) requirements have been completed			
5.	Verify individual candidate identity by photo ID			
Proctor Responsibilities	6.	Administer Student Orientation for Skills Training (use Student Orientation Sign-In) Provide candidates with details of skills test as part of Orientation (information on: staging areas, layout of stations, room assignments for tested & non-tested students; safety messages; proper PPE required for skill) Students should not be made aware of skills drawn until at skill station		
	7.	Administer Evaluator Orientation for Skills Training to qualified Evaluators (Evaluator must sign Agreement Form) (Qualifications: certified to level evaluating & has not taught subject testing) (One evaluator per Candidate)		
	8.	NO CELL PHONES ALLOWED during testing by examinees (pre & post skills test)		
	9.	Skill sheets must be complete with the Evaluator and Student signatures and pass/fail (steps checked and overall pass/fail marked; any comments also noted)		
	10.	Maintain student confidentiality (ID on Skills Sheets, results, etc.)		
	11.	Proctor will monitor need for Retesting; if required, 2 nd attempt must be completed by a different evaluator		
	12.	Monitor for cheating/ Supervise entire duration of skills exam; Tested candidates must be separated from non-tested candidates		
	13.	Complaints/Appeals must be directed to the Proctor		
	14.	Note student show/no shows, additions, corrections on Testing Roster/JPR Summary Sheet		
	15.	Remind students of timeframe of test results notification and certification		
	16.	Complete the Practical Skills & Exam Station Results Summary		
	17.	Verify by Certification Information Sheet (Course Resources Page) of Final Documentation required		
	Proctor Notes			
	I hereby attest that all policies were upheld in the administering of this skills exam.			
	Proctor Signature		Date	
	Should you have questions regarding this form, please contact: – HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator– 205.391.3745 or by email at certification@HAWAIIfirecollege.org . Hours of operation are M-F, 8-5 CST			

Revised 07/08/16

Number	205.25	Unit	Certification
Subject	Proctor Instruction Sheet – Paper-Based Exams		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

**PROCTOR INSTRUCTION SHEET
PAPER-BASED EXAMS
(REVISED 08/22/17)**

■ Proctor Responsibilities

- Safety and security are top priorities
- Familiarize yourself with the policies and procedures in the Certification Manual
- Introduce yourself and your role to the instructor and the candidates
- Ensure that no cell phones/electronic communication devices are brought into the exam room by examinees
- Verify documents provided in the exam package
- Confirm with the instructor each candidate's testing eligibility
 - Make any necessary notes/adjustments on the Test Administration Report form of any discrepancies
 - Please indicate show/no show for attendance
 - If a candidate completed all coursework, etc., per the instructor but is not listed on the testing paperwork, use your discretion in allowing the candidate to test
 - Write in the candidate information on the Testing Roster & Student Information Data Sheet
- Maintain strict control of all Testing paperwork, test booklets, ID numbers, etc. included in the Test Package
 - These items should only be accessible to approved Certification Staff only
 - Candidates should only have access once Test Registration has been completed (sign in and positive identification)
 - Verify candidate identify with positive photo ID; Candidates should sign in using Sign-In Roster

- The printing, copying (to include taking pictures) or reproduction/distribution of exam questions in any form is prohibited
- Administer course survey (paper-based or computer-based form) prior to exam administration (instructor(s) not present)
- Ensure that there is adequate space between test takers and that the environment is conducive to testing (adequate lighting and ventilation; distraction free)
- Monitor for cheating of any type. If a candidate is suspected of cheating, take up the examination materials and dismiss the candidate. Document on the Test Administration Report form and report the incident to your supervisor and the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator at the as soon as possible. A decision will be made and communicated to all involved regarding if the candidate can continue in the certification process from the Executive Staff at the HDOT ARFF TRAINING & CERTIFICATION PROGRAM
- Actively monitor candidates during the entire testing period by periodically walking the room
- Collect appropriate skills paperwork, projects, etc. from Instructor/Course Coordinator. (Check for student & evaluator signatures, end of subject grades (minimum 70%), etc., legibility; clear up issues with Inst/Course Coordinator)
- Instruct candidates to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc.)
- Complete Test Administration Report
- Return to the – Certification Unit, all testing paperwork & examination materials, etc.

■ Verify Documents provided in Package

- Test Administration Receipt/Return Checklist
- Test Packing Slip (indicates Test Date; Time; Proctor; Test ID; etc.)
- Test Administration Report (to be completed for each test administration; denotes test details & any exam question discrepancies voiced by candidates)
- Test Roster (indicates eligibility, audits, note show/no-shows, ADA)
- Student Information Data Sheet (candidate must initial that information is accurate and permission is given for release of test score via email)
- Test Booklets
- Course Surveys (only use forms provided or computer based form)

- Certification Course Requirements – Test Breakdown Information Sheet (current version)
- Extra Scantron Answer forms and sample form
- Scratch Paper (must be taken up after test administration)
- UPS Return Label (if applicable)
- Pencils
- Completed Forms Folder
- Skills Package (if applicable)
 - JPR Report Form
 - Skills Course Roster
 - Orientation Sign-In
 - Evaluator Agreement Forms
 - Practical Skills & Examination Station Results Summary
 - Individual Skills Sheets

<p>■ Prior to Administering the Exam (completion order of steps determined by Proctor)</p>

- Write on the board: [HDOTA ARFF TRAINING & CERTIFICATION PROGRAM CERTIFICATION EXAM FOR NFPA-](#)
- Verify eligibility of candidates to sit for the exam by using the Test Roster to confirm with the instructor that all candidates completed the required coursework (mark show or no show)
- Collect completed final roster and all course materials the instructor has that need to be returned in the test package - Progress Records, Skill Sheets, Evaluation Performance Grade Sheets (PEG sheet), Project work (if applicable), etc.
- Candidates must sign the Test Registration Sign In Sheet and show a photo ID prior to receiving the exam materials.
- Advise the candidates to use the restroom prior to entering exam room. Candidates may take no breaks during testing. If a candidate leaves the exam room during the test, testing is complete. Each candidate must turn in all testing materials before leaving the room
- Advise candidates to not begin testing until all candidates have signed in and exam instructions have been administered
- Advise candidates that No Cell Phones/Electronic Communication Devices/Cameras are allowed in the test room by examinees. Remind them to take this time to secure these items in their vehicle, etc.
- Distribute the following to eligible candidates:
 - survey

- exam booklet
- 2 pencils
- scratch paper
- score/answer sheet (scantron)
- Administer the Course Survey

■ Administering the Course Survey [Read to Candidates]

1. Candidates should complete the Course Survey prior to beginning the certification exam.
 - a. Please honestly and accurately comment on their experience with the .
 - b. Lead Instructor comments should be listed in *Section One*
 - c. If multiple instructors were involved, all other instructors should be listed together in *Section Two*. Please make comments for instructors specific by name.
2. Gather completed surveys, do not crease or fold surveys in any way.
3. Place back into the survey envelope.

■ Completing the Score/Answer Sheet [Read to Candidates]

1. Complete the section titled “Student Enrollment Sheet”. In the I.D. Number section, print and bubble each part of your I.D. number in the spaces provided. Your ID is your social security number. This ID number is the identifier used to submit your entry to Pro Board and IFSAC for your certification record. There will be an extra space at the end.
2. In the Last Name/First Name/M.I. section, print each letter of your name in a box on the top line of the section leaving a box blank between the parts of your name.
 - Leave the Phone Number, Code, Test Form and Subj Score sections blank.
 - Completely fill in the appropriate bubble in the column below each of the numbers and letters you printed. (**Pause while candidates complete this section of the answer sheet.**)
 - Turn your answer sheet so that you can fill in the blanks in the three- line section to the right of the Student Enrollment Sheet.
 - Print your name on the Name line.
 - On the Subject line, print the name of the test that appears on the front cover of your test booklet.
 - Print today’s date on the Date line.

- o On the Hour/Day line, write the complete version number of the test, including the booklet number (example: SEP 1013, #22). The version and booklet number appear on the front of your test booklet.

Turn to the first page in the test booklet. Follow along as I read:

■ **Exam Instructions for the Paper-Based Exam [Read to Candidates]**

(except shaded text)

1. Cell phones, electronic communication devices, cameras, etc. are **NOT** allowed in test rooms by examinees. Your testing area must be clear of all items including books, notes, coats, food items, etc.
2. Certification exams have time limits. You have one minute per question to complete the exam.

[**Proctor:** For example, for 25 test items you have 25 minutes, 40 items 40 minutes, 50 items 50 minutes, 80 test items 80 minutes or 1 hour and 20 minutes, 100 items 100 minutes or one hour and 40 minutes, 140 items 140 minutes or 2 hours and 20 minutes, or 150 items 150 minutes or 2 ½ hours.]

3. Your exam contains _____ questions. Be aware that some exams have multiple levels.
4. You must correctly answer 70 percent of test items per level to pass a certification exam.
5. **DO NOT MAKE ANY MARKS IN YOUR TEST BOOKLET; MAKE MARKS ONLY ON THE ANSWER SHEET.** Read each test item carefully and select the best answer. Mark your answer in the appropriate row on your answer sheet.
6. Completely darken the oval of the letter that corresponds to the answer you choose.
7. If you wish to change an answer, erase the incorrect answer completely. An item that has more than one answer choice darkened will be scored as incorrect. An item that has no answer marked will be scored as incorrect.
8. Do not talk during the exam. If you have a question, raise your hand.
9. We have zero tolerance for cheating. Any individual suspected of cheating will be asked to leave the exam room and not allowed to complete the exam. Please read the Honor Statement, which is on the front of your test booklet.
10. If you have a concern about an exam question, raise your hand and the proctor will come to you and note your question or concern about the item

and forward the note to the for review. The Proctor cannot provide any interpretation or clarification of test items, etc.

11. Exam items are multiple choice or matching.
12. As you exit the exam room, you will review & initial the Student Information Data Sheet for accuracy of your individual information as well as permission to release your test score via email:
 - a. **Name** – verify name as to appear on your certification certificate
 - b. **Address** – current residence
 - c. **Email Address** – email verification is **HIGHLY IMPORTANT!** Your test score **AND** certification certificate(s) will be emailed to this address.
 - d. **Initial the form** – by initialing the candidate is providing authorization for score and certification release to those email addresses provided.
 - e. **Please write legibly**
13. Exam scores:
 - a. will be emailed within 7-10 business days to the email address provided on the Student Information Data Sheet.
 - b. Grades will **NOT** be released over the telephone.
 - c. Release of scores for courses that are project based may take up to 10-14 business days.
 - d. Do **NOT** call the for grades
14. A certification certificate (with the national seals, if applicable) will be issued for those candidates that have successfully completed the written exam, the skills exam and provided all prerequisite documentation within approximately 30 days.
15. Turn to the next page and read the sample test item silently. **[Proctor: Allow candidates time to read sample.]**
16. Do you have any questions about the test? (**Pause**) It is now **[say current time]**. Testing time will end at **[say ending time of the exam]**. Turn to the next page of the exam and begin. (**Write the ending time of the exam on the board.**)

■ At the Completion of the Exam

- Complete and sign the Test Administration Report and Test Roster form (Show/No Show) making all applicable notes.
- Account for **ALL** test booklets, answer sheets, pencils, scratch paper and testing materials and return to the briefcase/test package.

- Place the following materials in the completed-forms folder (in briefcase).
 - Test answer sheets (Scantrons) (**DO NOT BEND**)
 - Scratch paper
 - Completed Test Administration Report
 - Test Packing Slip, Course Roster, and Student Information Sheet
 - Progress records, Grade Sheets, Skills sheets, etc. if applicable
 - Place completed Course Critique/Survey forms (DO NOT BEND) in the designated folder.
- Return all testing and other applicable materials to the – HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator as soon as possible.

Number	205.26	Unit	Certification
Subject	Proctor Instruction Sheet – Computer-Based Exams		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs</i> <i>Airports Fire Chief</i>

PROCTOR INSTRUCTION SHEET
COMPUTER-BASED EXAMS
(Revised 07/26/17)

■ Proctor Responsibilities

- Safety and security are top priorities
- Familiarize yourself with the policies and procedures in the Certification Manual
- Introduce yourself and your role to the instructor and the candidates
- Ensure that no cell phones/electronic communication devices are brought into the exam room by examinees
- Verify documents provided in the exam package.
- Confirm with the instructor each candidate's testing eligibility
 - Make any necessary notes/adjustments on the Test Administration Report form of any discrepancies
 - Please indicate show/no show for attendance
 - Inform the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator of any discrepancies, so adjustments can be made prior to the exam administration
- Maintain strict control of all exam ID numbers, Individual ID numbers and passwords included in the Test Package
 - These items should only be accessible to approved Certification Staff only
 - Candidates should only have access once Test Registration has been completed
 - Verify candidate identity with positive photo ID; Candidates should sign in using Sign-In Roster
 - Printing, copying (to include taking pictures) or reproduction/distribution of exam questions in any form is prohibited

- Administer course survey (paper-based or computer-based form) prior to exam administration (instructor(s) not present)
- Ensure that there is adequate space between test takers and that the environment is conducive to testing (adequate lighting and ventilation, distraction free)
- After reading the test instructions, monitor candidate login; walkroom to assist until all candidates are successfully logged into the survey & exam
- Monitor for cheating of any type. If a candidate is suspected of cheating, take up the examination materials and dismiss. Document on the Test Administration Report form and report the incident to your supervisor and the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator at the as soon as possible. A decision will be made and communicated to all involved regarding if the candidate can continue in the certification process from the Executive Staff at the HDOT ARFF TRAINING & CERTIFICATION PROGRAM.
- Actively monitor candidates during the entire duration of exam by periodically walking the room
- Monitor that **ONLY** the Exam is open at any point during the time period (no other web browsers are open)
- Collect appropriate skills paperwork, projects, etc. from Instructor/Course Coordinator. (Check for student & evaluator signatures, end of subject grades (minimum 70%), etc.), legibility; clear up issues with Inst/Course Coordinator)
- Instruct students to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc.) to be completed after the exam
- Complete Test Administration Report
- Return to the – Certification Unit, all testing paperwork, examination materials, etc.

■ Verify Documents provided in Package

- Test Packing Slip (indicates Test Date; Time; Proctor; Test ID; etc.)
- Test Administration Report (to be completed for each test administration; denotes test details & any exam question discrepancies voiced by candidates)
- Test Roster (indicates eligibility: audits, note show/no-shows, ADA)
- Student Information Data Sheet (candidate must initial that information is accurate and permission is given for release of test score via email)
- Course Surveys (only use forms provided or computer-based form)

- Certification Course Requirements – Test Breakdown Information Sheet (current version)
- Student Help Sheet – Exam Login/Password; program instruction sheet; can be used for Scratch Paper

■ Prior to Administering the Exam (completion order of steps determined by Proctor)

- Verify computer lab is set up and computers are in working order (disable any updates that are trying to install/run).
- Verify the link to the course survey **and** the link to the exam are both visible on the webpage.
- Notify students of our email address:
- Set up paperwork for Test Registration (Test Sign-In roster, pen, Student Help Sheets (Password/Login))
- Verify eligibility of candidates to sit for the exam by using the Test Roster to confirm with the instructor that all candidates completed the required coursework (mark show or no show) **Report any discrepancies to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator immediately.**
- Collect completed final roster and all course materials the instructor has that need to be returned in the test package - Progress Records, Skill Sheets, Evaluation Performance Grade Sheets (PEG sheet), Project work (if applicable), etc.
- Administer the Course Survey

■ At the Completion of the Exam

- Complete and sign the Exam Administration Report and Test Roster form (Show/No Show), making all applicable notes
- Account for **ALL** Student Help Sheets distributed
- Return all testing and other applicable materials to the – HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator immediately after testing has ended.
 - Student Help Sheets (Exam Login/Password)
 - Completed Course Surveys forms (if utilized)
 - Completed Test Administration Report
 - Test Packing Slip, Testing Roster, and Student Information Sheet
 - Skills paperwork (Progress records, Grade Sheets, Skills Sheets, etc. if applicable)

■ Exam Instructions for the Computer-Based Exam [Read to Candidates]

(except shaded text)

1. Your certification exam and Course Survey will be administered through our Computer-Based Testing program.
 - A. You will need to have your photo ID ready
 - B. You will be required to sign in.
2. You will be provided with Student Help Sheet that contains your Login ID and Password for this test administration. This information is confidential for each candidate.
 - A. The Student Help Sheet will assist you in navigating the exam.
 - B. This sheet can be used as scratch paper. You must return the sheet to the proctor as you exit the test room.
3. You **MUST** take the Course Survey **first**. Please honestly and accurately comment on your experience with the.
 - A. Lead Instructor comments should be listed in *Section One*
 - B. If multiple instructors were involved, all other instructors should be listed together in *Section Two*. Please make your comments for instructors specific by name.
4. Cell phones, electronic communication devices, cameras, etc. are **NOT** allowed in test rooms by examinees. Your testing area must be clear of all items including books, notes, coats, food, and drink items.
5. Certification exams have time limits. You have one minute per question to complete the exam.

[Proctor: For example, for 25 test items you have 25 minutes. The computer-based exam has a visible timer and does not start until you log in to the program. Five additional minutes have been added to read the informational pages at the beginning of the exam.
6. Your exam contains _____ questions.
7. You must correctly answer 70 percent of test items to pass a certification exam.
8. Read each test item carefully and select the best answer by using your computer mouse or keyboard.
9. Do not talk during the exam. If you have a question, raise your hand.

10. We have zero tolerance for cheating. Any individual suspected of cheating will be asked to leave the exam room and not allowed to complete the exam. Please read the Honor Statement, which is page 2 of your instructions.
11. If you have a concern about an exam question, raise your hand and the proctor will come to you and note your question or concern about the item and forward the note to the for review. The Proctor cannot provide any interpretation or clarification of test items, etc.
12. Exam items are multiple choice or matching.
13. At completion of your exam, click cover, then exit, until you have fully exited the exam.
14. As you exit the exam room, you will review & initial the Student Data Information Sheet for accuracy of your individual information as well as permission to release your test score via email:
 - A. **Name** – verify name as to appear on your certification certificate
 - B. **Address** – current residence
 - C. **Email Address** – email verification is **HIGHLY IMPORTANT!** Your test score **AND** certification certificate(s) will be emailed to this address.
 - D. **Initial the Form** – by initialing the candidate is providing authorization for score and certification release to those email addresses provided.
 - E. **Please write legibly in fine print**
15. Exam scores:
 - A. will be emailed within 7-10 business days to the email address provided on the Student Information Data Sheet.
 - B. Grades will **NOT** be released over the telephone.
 - C. Release of scores for courses that are project based may take up to 10-14 business days.
 - D. Do Not call the for grades
16. A certificate (with the national seals if applicable) will be issued for those candidates that have successfully completed the written exam, the skills exam and provided all prerequisite documentation within approximately 30 days.
17. Do you have any questions? For any further questions or if you do not receive your grade or certificate, please email the HDOT ARFF TRAINING & CERTIFICATION PROGRAM HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator (see email address on the board)
18. If you need to use the restroom, do so now. You may take no breaks during testing. If you leave the room during the exam, your testing time is over. You must turn in all testing materials before leaving the room.

Number	205.27	Unit	Certification
Subject	Evaluator Agreement Form		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

1. Evaluator Agreement Form

Thank you for your willingness to serve as an evaluator for HDOT ARFF TRAINING & CERTIFICATION PROGRAM'S performance (skills) evaluation.

Please complete the following requirements to begin the process:

Step 1 (REQUIRED): Complete the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Evaluator Training for Skills Testing power point.

Step 2 (REQUIRED): Submit the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Evaluator Agreement Form

Should you have questions regarding this form, please contact the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator

PROCTOR INFORMATION						
Last Name		First		Middle Initial		
Title/Job Description						
Employer(s)						
Business Address	City		State		Zip	
Home Address	City		State		Zip	
Email				Work or Home Phone	() -	
Secondary Email				Cell Phone	() -	
Certification level of skill you are evaluating			Certificate #:		Certificate Date:	
I verify that I did not instruct the skill that I am evaluating.						
Date Completed Training PowerPoint						
<p>By my signature below, I attest that I have completed all required training as set forth by the , that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an evaluator of a performance (skills) exam. As an authorized evaluator, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities and procedures outlined in the Training for Skills Testing power point. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the safety, security, and administering of the State of HAWAII certification exam. I also understand by this agreement that the may contact me for verification purposes and I grant permission for verification of my credentials. This form must be submitted annually for renewal.</p>						
Evaluator Signature				Date		
<p>Please sign and submit this application form and return to the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator</p>						

Revised 08/04/16

Number	205.28	Unit	Certification
Subject	Proctor Application Form (Traditional)		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Proctor Application Form (Traditional)

Thank you for your willingness to serve as proctor for the certification examination. Please complete the following requirements to begin the process:

Step 1 (REQUIRED): Complete the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Test Proctor Training

Step 2 (REQUIRED): Submit the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Proctor Application Form

PROCTOR INFORMATION					
Last Name		First		Middle Initial	
Title/Job Description					
Employer(s)					
Agency Affiliations	HDOT ARFF TRAINING & CERTIFICATION PROGRAM Policy 205.01 prohibits a proctor from administering tests for agencies with which they have/have had any affiliation. List all agencies with which you have had affiliation (work/volunteer/board member/etc. that may cause a conflict of interest in performing your duties as an HDOT ARFF TRAINING & CERTIFICATION PROGRAM Proctor.				
Business Address	City		State		Zip
Home Address	City		State		Zip
Email		Work or Home Phone	() -		
Secondary Email		Cell Phone	() -		
Date Completed Training PowerPoint					
Director of Certification or Designee					
Name				Date	
Signature				Dir. of Certification Expires	
By my signature below, I attest that I have completed all required training as set forth by the HAWAII HDOT ARFF TRAINING & CERTIFICATION PROGRAM, that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an proctor of a written or online certification exam. As an authorized written/online exam proctor, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities and procedures outlined in the Test Proctor Training PowerPoint. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the security, handling and administering of the State of HAWAII certification exam. I also understand by this agreement that the may contact me for verification purposes, and I grant permission for verification of my credentials. This form must be submitted bi-annually for renewal.					
Proctor Signature				Date	
Please sign and submit this application form and return to the HAWAII HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator					

Number	205.29	Unit	Certification
Subject	Proctor Application Form (Non-Traditional)		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Proctor Application Form (Non-Traditional)

Thank you for your willingness to serve as proctor for the certification examination. Please complete the following requirements to begin the process:

Step 1 (REQUIRED): Complete the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Test Proctor Training

Step 2 (REQUIRED): Submit the Proctor Knowledge Test

Step 3 (REQUIRED): Submit the HDOT ARFF TRAINING & CERTIFICATION PROGRAM Proctor Application Form

CERTIFICATION EXAMINEE INFORMATION (complete for Per Individual Request Test Administrations)					
Last Name		First/Middle		Student ID	
Phone		Email			
Certification Exam					
PROCTOR INFORMATION					
Last Name		First		Middle Initial	
Title/Job Description					
Employer					
Agency Affiliations	HDOT ARFF TRAINING & CERTIFICATION PROGRAM Policy 205.01 prohibits a proctor from administering tests for agencies with which they have/have had any affiliation. List all agencies with which you have had affiliation (work/volunteer/board member/etc. that may cause a conflict of interest in performing your duties as an HDOT ARFF TRAINING & CERTIFICATION PROGRAM Proctor.				
Business Address					
	City		State		Zip
Home Address					
	City		State		Zip
Email			Work Phone	() -	
Secondary Email			Cell Phone	() -	
Relationship to Student					
Location of Exam					
Director of Certification or Designee					
Name				Date	
Signature				Dir. of Certification Expires	
By my signature below, I attest that I have completed all required training as set forth by the , that I meet the eligibility requirements, and am willing to assume the responsibility to serve as an proctor of a written or online certification exam. As an authorized written/online exam proctor, I guarantee that I will adhere to a professional standard when serving and I agree to conduct the exam in accordance with the policies, responsibilities and procedures outlined in the Test Proctor Training PowerPoint. Most importantly, by my signature below I attest that I acknowledge that I understand my responsibility for the security, handling and administering of the State of HAWAII certification exam. I also understand by this agreement that the may contact me for verification purposes and I grant permission for verification of my credentials. This form must be submitted bi- annually for renewal.					
Proctor Signature				Date	
Please sign and submit this application form and return to HDOT ARFF TRAINING & CERTIFICATION PROGRAM					

Number	205.30	Unit	Certification
Subject	Proctor Evaluation Form		
Revision Date	08.17.25	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Proctor Evaluation Form (Student Feedback)

Course Title: _____

Instructor: _____

Exam Date: _____

Proctor's Name: _____

Section 1: Professionalism

The proctor treated students respectfully.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The proctor was attentive and professional throughout the exam.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Section 2: Fairness & Integrity

The proctor applied exam rules consistently and fairly.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The proctor provided clear instructions and answered questions appropriately.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Section 3: Exam Administration

The exam started and ended on time.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The proctor ensured a quiet and distraction-free environment.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The proctor handled any issues (technical, procedural, or behavioral) effectively.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Section 4: Overall Performance

Overall, I am satisfied with the way the exam was proctored.

Strongly Agree Agree Neutral Disagree Strongly Disagree

I would feel comfortable having this proctor again in the future.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Section 5: Open Feedback

What did the proctor do well?

What could be improved in future exam session?

Number	205.31	Unit	Certification
Subject	JPR/Skills Test Administration Report		
Revision Date	09.29.2023	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

JPR/SKILLS Test Administration Report

Proctor Name (print)				Test Date	
Certification Level				Course/ Test Location	
START Time				END Time (list all)	
JPR/SKILLS TEST ADMINISTRATION CHECKLIST					
		See Certification Manual—Testing Policies & Test Administration for more details on Administering Skills Exams Safety and security are top priorities!	✓	Notes	
Proctor Responsibilities	1.	Pre-Test Set-Up: to include EMS & Safety Crew; Equipment required; Staging Set-Up;			
	2.	Verify contents of package against JPR Report Form upon receipt (Skills Course Roster, Orientation Sign-In, Practical Skills & Exam Station Results Summary, Individual Skills Sheets, Evaluator Agreement Form)			
	4.	Verify candidate's eligibility to test using HDOT ARFF TRAINING & CERTIFICATION PROGRAM Testing Roster & verifying with Course Coordinator/ Instructor that ALL training (hourly & skill) requirements have been completed			
	5.	Verify individual candidate identity by photo ID			
	6.	Administer Student Orientation for Skills Training (use Student Orientation Sign-In) Provide candidates with details of skills test as part of Orientation (information on: staging areas, layout of stations, room assignments for tested & non-tested students; safety messages; proper PPE required for skill) Students should not be made aware of skills drawn until at skill station			
	7.	Administer Evaluator Orientation for Skills Training to qualified Evaluators (Evaluator must sign Agreement Form) (Qualifications: certified to level evaluating & has not taught subject testing) (One evaluator per Candidate)			
	8.	NO CELL PHONES ALLOWED during testing by examinees (pre & post skills test)			
	9.	Skill sheets must be complete with the Evaluator and Student signatures and pass/fail (steps checked and overall pass/fail marked; any comments also noted)			
	10.	Maintain student confidentiality (ID on Skills Sheets, results, etc.)			
	11.	Proctor will monitor need for Retesting; if required, 2 nd attempt must be completed by a different evaluator			
	12.	Monitor for cheating/ Supervise entire duration of skills exam; Tested candidates must be separated from non-tested candidates			
	13.	Complaints/Appeals must be directed to the Proctor			
	14.	Note student show/no shows, additions, corrections on Testing Roster/JPR Summary Sheet			
	15.	Remind students of timeframe of test results notification and certification			
	16.	Complete the Practical Skills & Exam Station Results Summary			
	17.	Verify by Certification Information Sheet (Course Resources Page) of Final Documentation required			
	Proctor Notes				
I hereby attest that all policies were upheld in the administering of this skills exam.					
Proctor Signature			Date		
Should you have questions regarding this form, please contact: HDOT ARFF TRAINING & CERTIFICATION PROGRAM Training Coordinator					

Number	205.32	Unit	Certification
Subject	Certification Exam Integrity		
Revision Date	08.05.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Purpose

To ensure the integrity and fairness of all examinations, it is strictly prohibited for any instructor to compromise a test by sharing, disclosing, or distributing exam materials without authorization. This includes, but is not limited to, sharing test questions or answers, leaking exam formats, using actual test items during teaching sessions, or allowing unauthorized access to secure testing content. Such actions severely undermine the credibility of the certification process, give unfair advantages to certain individuals, and violate both ethical standards and institutional policies.

Policy

If an instructor and/or proctor is suspected of compromising an exam, the incident must be reported immediately to the State Airports Fire Chief. Reports must be submitted formally. Upon notification, the instructor will be removed from all exam-related duties pending an investigation. A formal review will be assembled to assess the incident, and the instructor will have an opportunity to respond in writing.

If the investigation confirms misconduct, appropriate disciplinary action will be taken. This may include a formal warning, mandatory retraining, suspension, dismissal from exam or instructional duties, termination of employment or contract, and if applicable, legal consequences. Additionally, any compromised exams will be invalidated and replaced. Affected examinees will be notified and provided with a secure opportunity to retest.

To prevent such breaches, access to test banks will be limited and monitored, and routine audits may be conducted to ensure compliance and violations will be handled according to institutional and legal protocols.

Number	205.33	Unit	Certification
Subject	Public Safety Agencies		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

J05-02 (b): Non-criminal activity testing

Retain 1 year after analysis.

J05-03: Forensic Lab Reports

Retain 15 years

Documents lab work relating to the identification of confiscated drugs or crime scene analysis. Includes chain of custody receipts and logs, samples for analysis, laboratory test reports and results, and related support materials and correspondence.

J305-04: Medical Examiners Autopsy Case Files

See sub-schedules for specific retention periods. Documents the investigation process to determine the cause of death where an individual met death by violence, such as suicide, murder, gunshot, automobile accident, under the authority of 38 MGL 6,7. Includes history sheet describing medical history and fatal incident, hospital and police reports, final Autopsy Report, a detailed narrative describing the examination, drawings, and examiner's conclusions.

J05-04 (a): Medical Examiner's copy

Permanent.

J05-04 (b): District Attorney's copy

Retain 50 years.

J06: Department of Fire Services

See sub-schedules for specific retention periods.

J06-01: HDOT ARFF Program

Retain 7 years.

Documents reports from Fire Chiefs to State Fire Marshal regarding all fires with a dollar loss or human casualty as required by M.G.L. c. 148, § 2.

J06-02: HDOT ARFF Burn Injury Reports

Retain 7 years.

Documents reports by treating Physicians of burns involving 5% or more of the body surface as required by M.G.L. c. 112, § 12A.

J06-03: HDOT ARFF Property Insurance Loss Reports

Retain 7 years.

Documents reports by insurance companies regarding claims of \$1,000 or more for structure as required by M.G.L. c. 148, § 32.

J06-04: HDOT ARFF Burned/Recovered Motor Vehicle Reports

Retain 7 years.

Documents the compilation of reports pursuant to M.G.L. c. 266, § 298.

J06-05: Fire Services Statistical Reports

Permanent.

Documents the compilation of reports and data received by the Department of Fire Services.

J06-06: Self Service Gas Station Records

Retain 10 years.

Documents relative to the approval of self-service gas stations to include site plans, permits, licenses and related documents.

J06-07: Above Ground Storage Tank Records

Retain for the life of the tank plus 6 years.

Documents relative to the above ground storage tanks to include application, approval and related documents

J06-08: Marine Fueling Facilities Records

Retain 10 years.

Documents relative to marine fueling to include permits, licenses and related documents.

J06-09: Professional Certification and Licensing Records

See sub-schedules for specific retention periods.

Documents the application of individuals to engage in fireworks, special effects displays, cannon and mortar operations, blasting operations, users and possessors of explosives or black/smokeless powder, pyrotechnic, on-demand mobile refueling, commercial cooking exhaust operations, fire suppression system testing, and maintenance activities. Includes applications, test scores, supporting documents, renewal documents, and background checks.

J06-09 (a): Initial application and supporting documentation

Retain 10 years after date of initial application.

J06-09 (b): Exams and testing materials

Retain 3 years.

J06-09 (c): Renewal documents and supporting documentation

Retain 10 years after date of license or certificate renewal.

J06-09 (d): Background checks

Retain 3 years after completion of background check.

J06-10: Fire Marshal Inspection Records

See sub-schedules for specific retention periods.

Documents regulatory and statutory inspections of facilities, equipment or individuals certified, permitted, or licensed by the State Fire Marshal.

J06-10 (a): Fire inspection Innholder licenses

Retain 5 years.

J06-10 (b): Portable firing trailer inspection and electronic firing panel records

Retain 5 years.

J06-10 (c): Cargo and transfer tank inspection records

Retain 5 years.

J06-11: Fire Code Investigation Records

See sub-schedules for specific retention periods.

Documents investigations conducted by civilian compliance officers relating to alleged or actual fire code violations.

J06-11 (a): Cases involving noteworthy persons or a death

Permanent.

J06-11 (b): Investigations resulting in administrative action (to include citations, license revocation or suspension)

Retain 6 years after date of last administrative action.

J06-11 (c): Investigations not resulting in administrative action

Retain 3 years after investigation.

J06-12: Code Compliance and Enforcement Desk Call Log

Retain 5 years.

Documents relative to inquiries received by Code Compliance and Enforcement Unit.

J06-13: Automatic Sprinkler Appeals Board Records

Retain 3 years.

Documents appeals filed with the Automatic Sprinkler Appeals Board to include applications, hearing notices, exhibit lists, hearing lists, hearing records and case decisions pursuant to M.G.L. c. 6, § 201.

J06-14: Fire Prevention Regulations Appeals Board Record

Retain 3 years.

Documents appeals filed with the Fire Prevention Regulations Appeals Board to include applications, hearing notices, exhibit lists, hearing records and case decisions pursuant to M.G.L. c. 22D, § 5.

J06-15: Firefighting Academy Course and Curriculum Record

See sub-schedules for specific retention periods.

Documents the training of HDOT ARFF and out-of-state firefighters. Includes course description, course curriculum, session rosters, and related course documentation.

J06-15 (a): Record of scheduled sessions and course descriptions

Permanent.

J06-15 (b): Instructor training manuals, lesson plans, syllabi and grading rubrics

Permanent.

J06-15 (c): Curriculum development records to include course planning documents

Retain 10 years.

J06-15 (d): All other course or session documents

Retain 3 years after program end date.

J06-16: Firefighting Academy Student Records

See sub-schedules for specific retention periods.

Documents the application, admission, training histories of recruit and in-service students, medical and injury reports, testing, evaluation, and certification records, and related documents.

J06-16 (a): Student application, admission and course registration records

Retain 75 years from date of application, admission and/or registration.

J06-16 (b): Training histories of recruit and in-service students

Retain 75 years from date of course completion.

J06-16 (c): Medical and injury reports of recruit and in-service students

Retain 75 years from date of injury.

J06-16 (d): Testing and evaluation records of recruit and in-service students

Retain until six months after separation from program.

J06-16 (e): Recruit and in-service student certification records

Retain 75 years from date of certification.

J06-16 (f): All other students records

Retain 3 years after program end date.

J06-17: HDOT ARFF Hazardous Materials Response Incident Files

Permanent.

Documents responses by the HDOT ARFF Hazardous Materials Response Team to include incident information, costing information, personnel information, information regarding the responsible party and all related documents.

J06-18: Hazardous Waste Mitigation Cost Recovery Records

Retain 6 years after costs recovered or written off.

Documents DFS invoicing to recover costs incurred by the State in the mitigation of hazardous materials. Includes invoices, site specific reports and related correspondence.

J07: Corrections Inmate records

Number	205.34	Unit	Certification
Subject	Proposed Certification Challenge Process		
Revision Date	02.11.2025	Approved	<i>Martinez R. Jacobs Airports Fire Chief</i>

Proposed Certification Challenge Process

Certification Levels

A determination will need to be made as to what certification levels will be part of the certification challenge process. Will it be limited to FF I or FF I and II? Will other levels be added in the future?

Eligibility

A definitive Eligibility process will need to be established that will govern who may participate. Some considerations:

Time on the job

Time in grade

Position held in department

Level of prior training (if any)

Will anyone be allowed to challenge without any of the above?

If levels above FF I will be part of the challenge process how will prerequisite levels be met?

Testing Components

Will the same written testing process currently in use be used for Challenge Examinations?

Will the same practical skills testing process currently in use be used for the Challenge Examination?

Examination Preparation

Recognizing that persons currently in service may have not had formal training needed to properly prepare for a Certification level examination, what types of preparation (if any) will be provided to them?

Options may include some type of formal bridge course or an abbreviated training program for the level being Challenged. Such training could be conducted by HDOT personnel or Department personnel using curriculum provided by HDOT or using commercial materials such as IFSTA.

Examination Administration

Where will testing be conducted? Who will serve as proctors/ examiners?

Who will process any documentation and records related to this process? HDOT or Department personnel?