

# 2019 OHIO CHARTERED FIRE TRAINING PROGRAM PROGRAM DIRECTOR IN-SERVICE TRAINING

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Ohio Department of Public Safety, Division of Emergency  
Medical Services, Education and Testing Section



# EMS AND FIRE SERVICE RECRUITMENT & RETENTION

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Ohio Division of EMS, Education and Testing Section





Y r o x q w h u # l h # w h y l f h # l g l q j # u h f u x l p h q w # l q g #  
U h w h q w l r q # r o x w l r q v #



New NFPA Report Finds Significant Decline in Volunteer Firefighter Numbers

# The Declining Membership of the Volunteer Fire



Service

02/01/2019

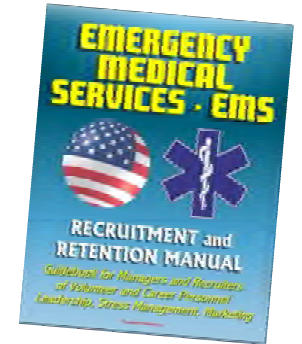
FEBRUARY 7, 2018

Recruitment and Retention: Overcoming the Rural EMS Dilemma



WI Rescue Squad Disbands as Calls Rise, Volunteers Drop

Filling the Ranks: Recruitment, Retention or Both?  
Fire departments need to not only focus on recruitment, but retention efforts to keep current firefighters on the roster.



Recruitment and Retention: A Perennial Problem in EMS

By [Vincent D. Robbins, FACPE, FACHE](#) | 11.20.18



U.S. Fire Administration Retention and Recruitment for the Volunteer Emergency Services Challenges and Solutions



*"Leadership is More Than a Position"*

How to stop the Revolving door in your organization.

Emergency Medical Services (EMS) Recruitment and Retention  
Federal Emergency Management Agency  
United States Fire Administration



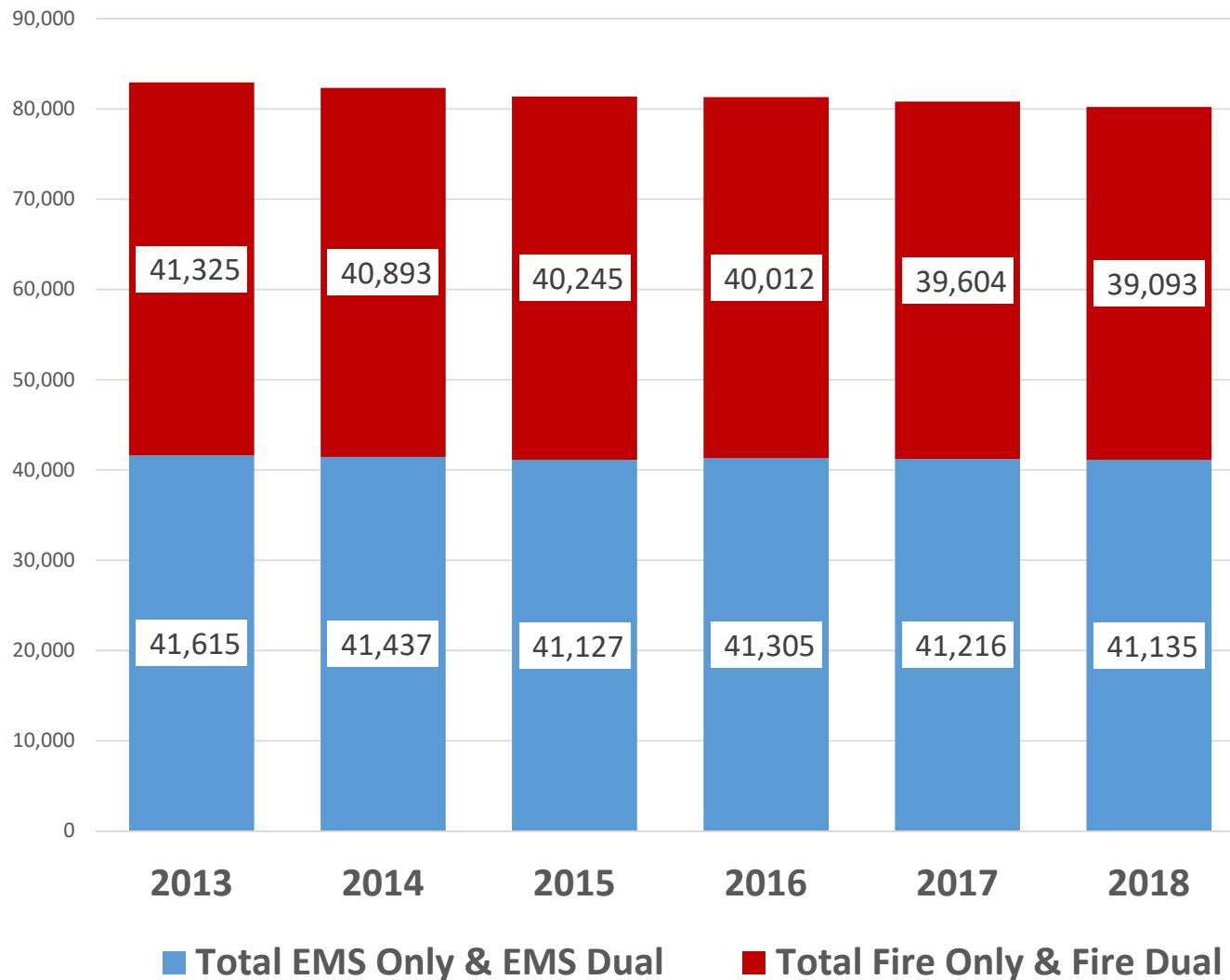
# Certifications



# Fire & EMS Certifications (7/1/2019)

- Fire
  - **Firefighter = 39,087 (VFF, FFI, & FFII)**
  - Fire Safety Inspector = 10,021
  - Hazard Recognition Officer = 18
- EMS
  - **EMR, EMT, Advanced EMT, Paramedic = 41,469**
- EMS Instructors = 5368
  - EMS Instructor = 1988
  - CE Instructor = 2978
- Fire Service Instructors:
  - Fire Instructor = 4504
  - Assistant Fire Instructor = 275
  - Live Fire Instructor = 2122
  - Fire Safety Inspector = 138
- Dual Certified = 26,953
- Total Certificate Holders (Providers) = 53,275
- Total Certifications = 107,968

## Active EMS & Fire Provider Certifications

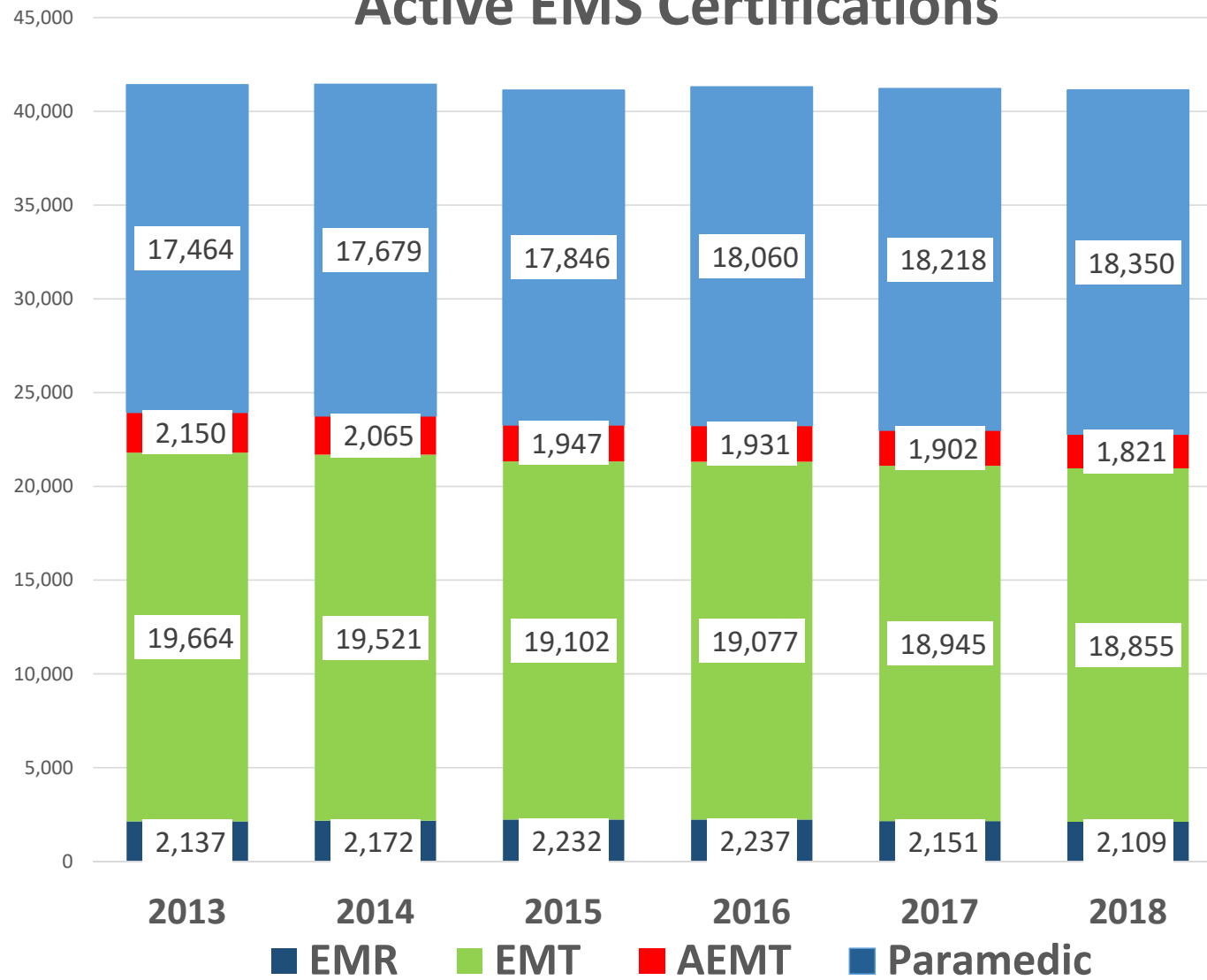


**Fire Change**  
**2013 - 2018**  
**-2232 (-5.4%)**

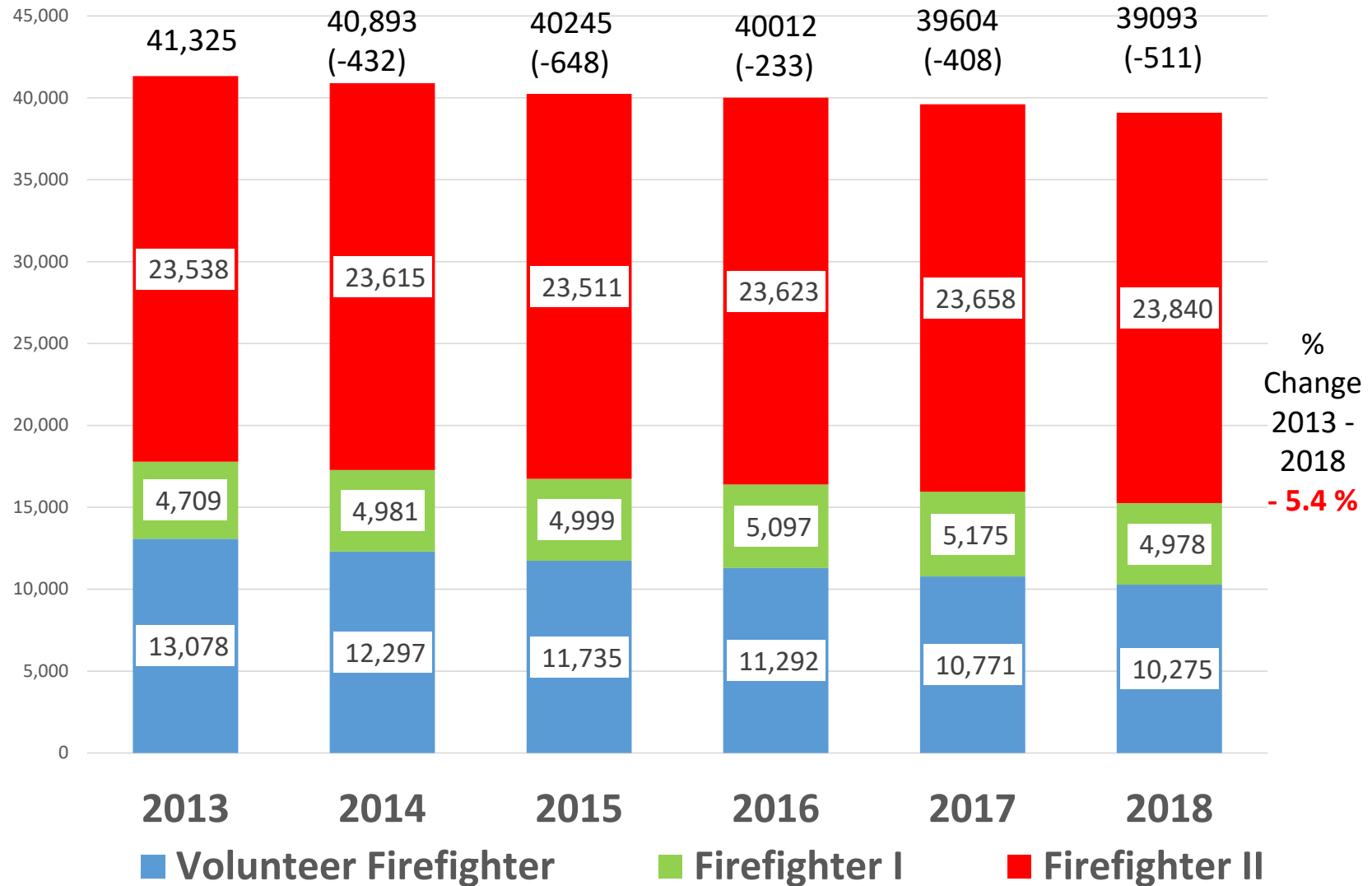
**Overall Change**  
**2013 - 2018**  
**- 2712 (3.3 %)**

**EMS Change**  
**2013 - 2018**  
**- 480 (-1.1%)**

# Active EMS Certifications

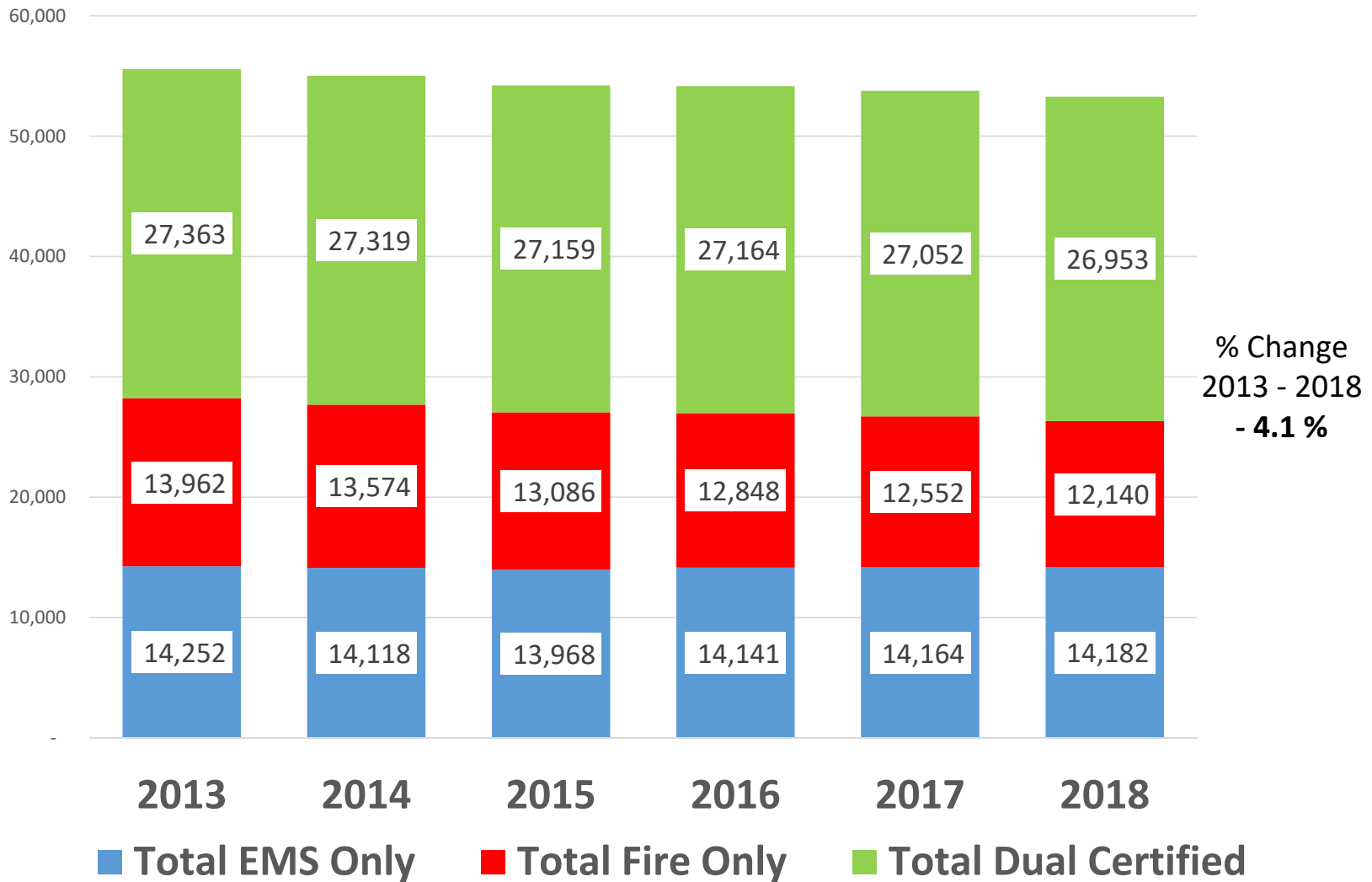


## Active Fire Certifications

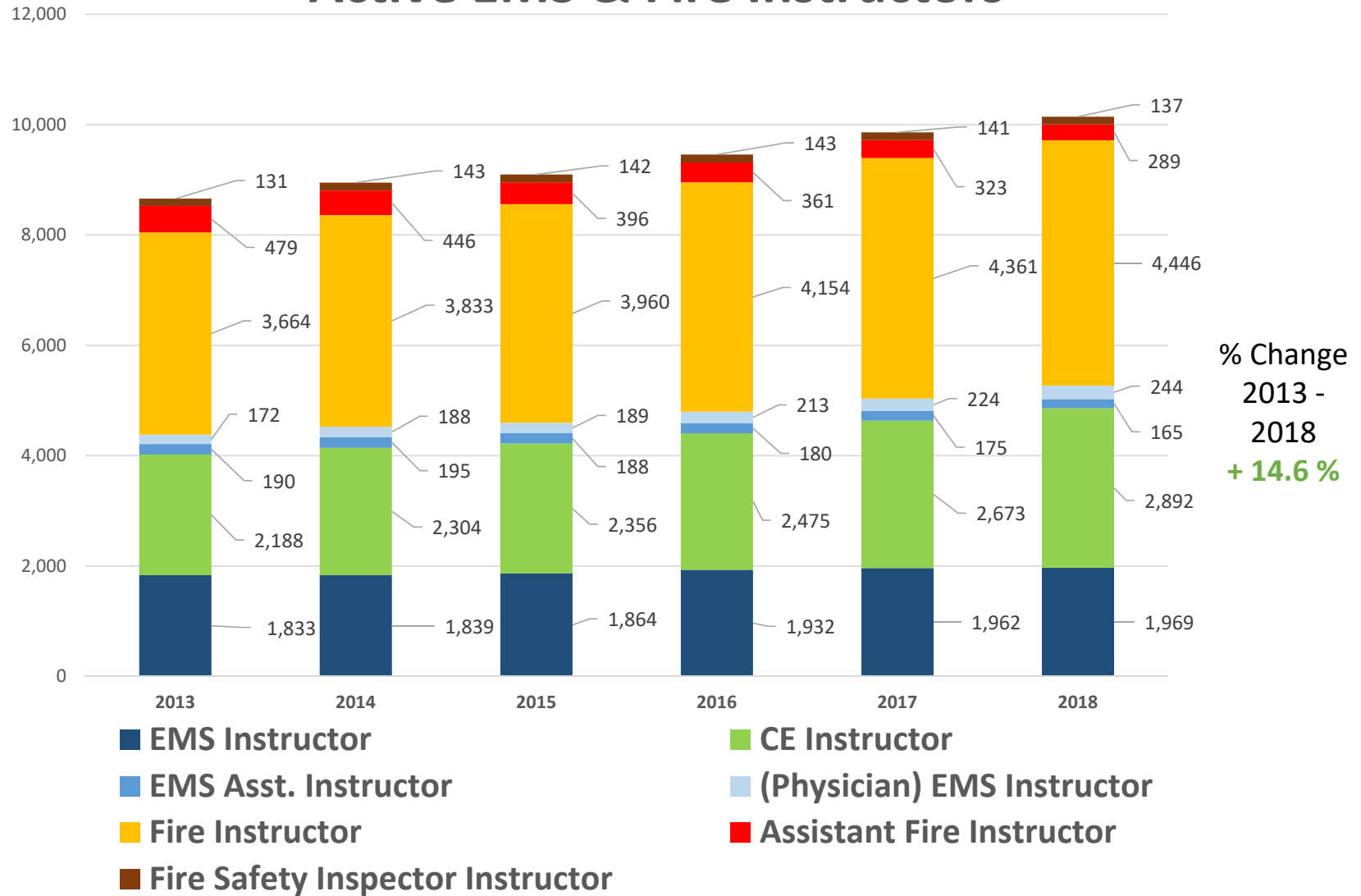




## Active EMS & Fire Certifications



# Active EMS & Fire Instructors





# Service Demands

## EMS (Ohio)

Year	EMS Incidents <sup>(1)</sup>	Change since 2013	Percentage Increase
2018	<b>1,649,210</b>	<b>655,426</b>	<b>+65.95%</b>
2013	<b>993,784</b>		

## Fire (National)\*

Year	Total FD Incidents	Percentage Change	FD EMS Response	Percentage Change
<b>2013</b>	<b>842,416</b>	<b>N/A</b>	<b>531,941</b>	<b>N/A</b>
<b>2014</b>	<b>934,083</b>	<b>+11%</b>	<b>585,004</b>	<b>+10%</b>
<b>2015</b>	<b>1,032,277</b>	<b>+11%</b>	<b>655,980</b>	<b>+12%</b>
<b>2016</b>	<b>1,022,241</b>	<b>-1%</b>	<b>657,236</b>	<b>+2%</b>
<b>2017</b>	<b>1,228,803</b>	<b>+20%</b>	<b>823,621</b>	<b>+25%</b>
<b>2018</b>	<b>1,261,354</b>	<b>+3%</b>	<b>847,815</b>	<b>+3%</b>

\*65 – 69% of all fire department incidents are related to medical response

# Fire Certificates Summary

Provider Census Based on County of Residence,  
County of Affiliation, and Mean Ages for  
Firefighter I, Firefighter II and Volunteer  
Certificate Holders.

October 2019





Ohio

Indiana

West Virginia

235 198 945 827 521

199 219 737 359 342 298 2,104 488

127 372 321 301 284 823 809 1,240 503 651

130 333 164 236 350 231 454 1,040 661

232 261 157 213 179 263 197 213 482

279 240 262 618 185 392 180 430

383 433 144 805 375 191 388

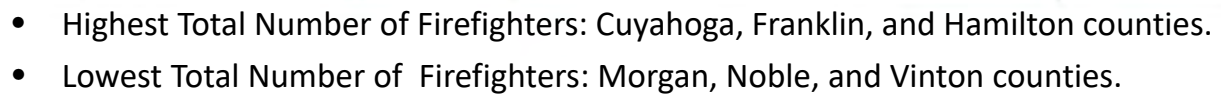
242 1,160 484 227 1,795 754 267 74 138

996 724 455 302 178 113 402

1,936 598 204 134 442 111 263

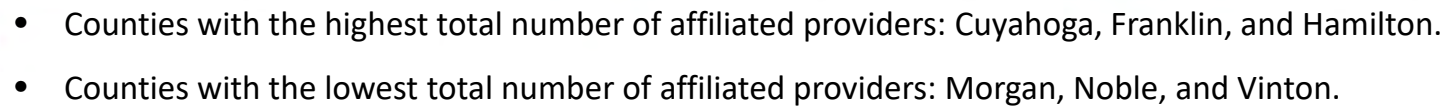
167 174 187 238

297 185 475 172 260

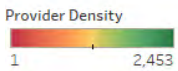
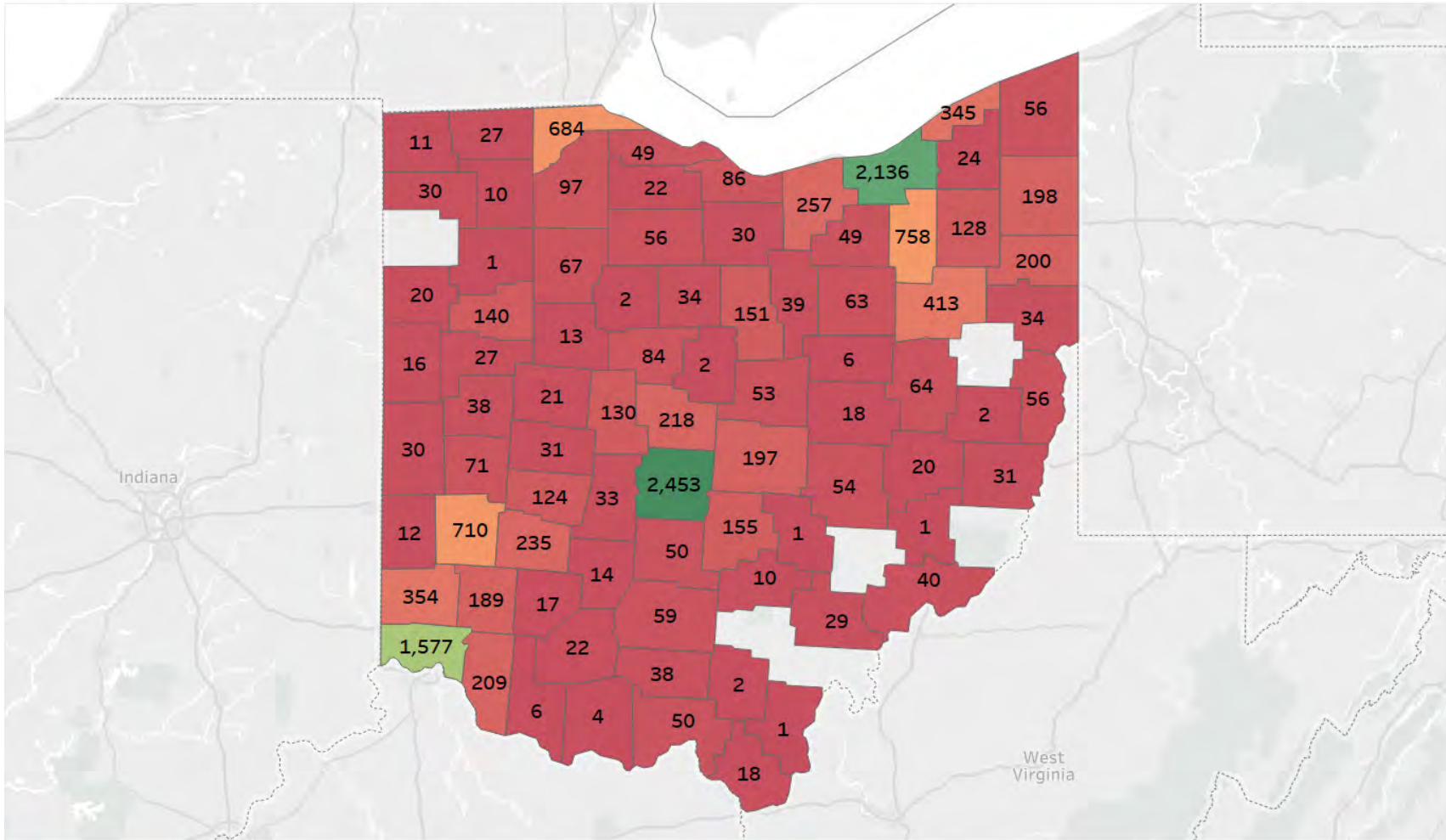


The map displays the population of each of Ohio's 88 congressional districts. The districts are color-coded based on their population, with darker red indicating lower population and yellow indicating higher population. The following table lists the population for each district:

District	Population
1	219
2	185
3	1,062
4	365
5	363
6	743
7	425
8	2,658
9	387
10	780
11	212
12	223
13	667
14	261
15	633
16	488
17	1,226
18	466
19	638
20	131
21	340
22	300
23	299
24	240
25	488
26	1,043
27	419
28	117
29	385
30	142
31	183
32	236
33	416
34	229
35	436
36	1,043
37	419
38	229
39	248
40	142
41	183
42	236
43	416
44	229
45	436
46	1,043
47	419
48	117
49	385
50	142
51	183
52	236
53	416
54	229
55	436
56	1,043
57	419
58	117
59	385
60	142
61	183
62	236
63	416
64	229
65	436
66	1,043
67	419
68	117
69	385
70	142
71	183
72	236
73	416
74	229
75	436
76	1,043
77	419
78	117
79	385
80	142
81	183
82	236
83	416
84	229
85	436
86	1,043
87	419
88	117

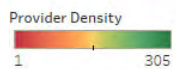


Total Firefighter Count by Primary Affiliation (Full-Time) County



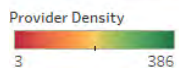
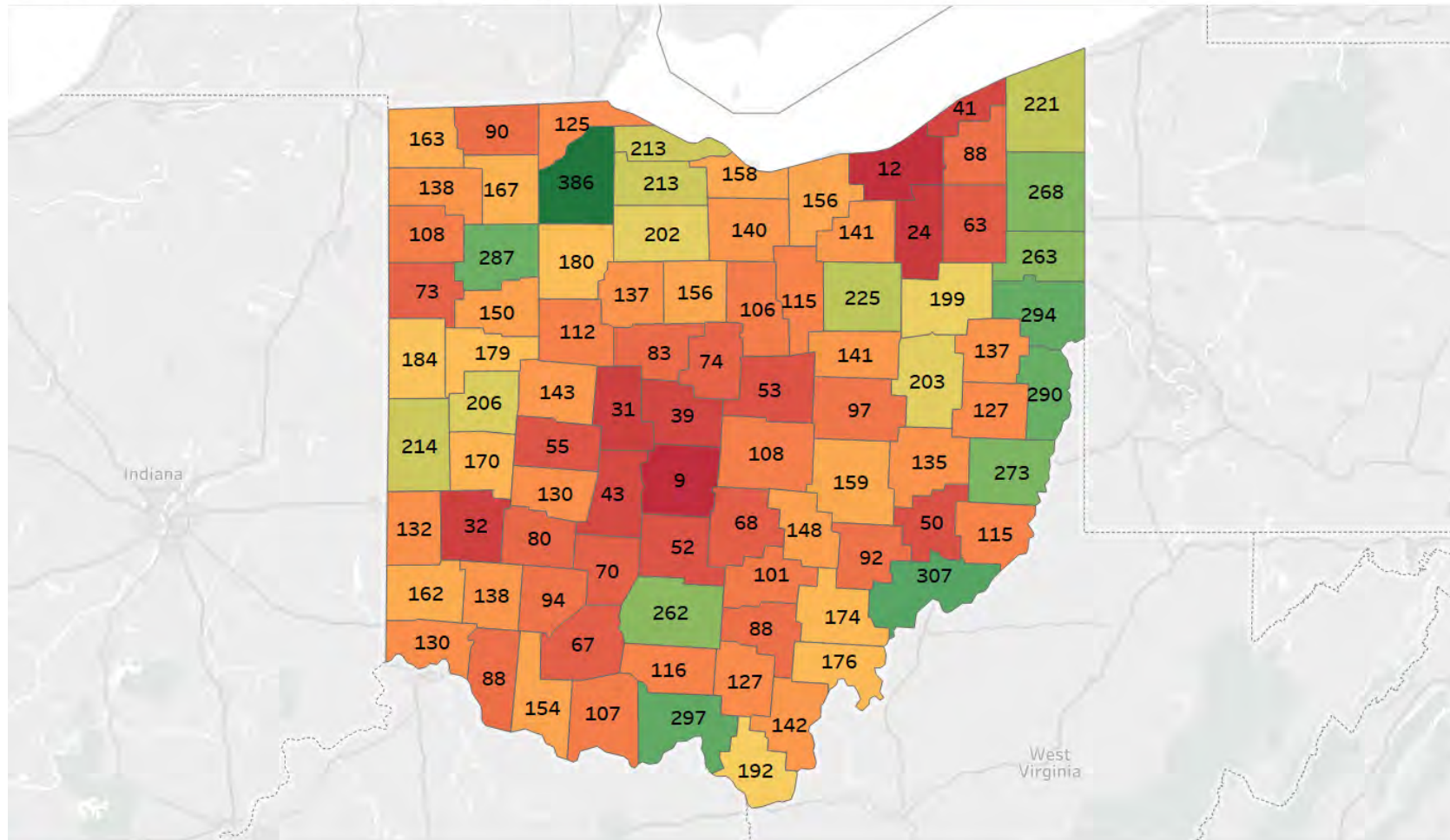
- Counties with the highest number of primary full-time affiliations: Cuyahoga, Franklin, and Hamilton.
- Counties with no primary full-time affiliations Carroll, Meigs, Monroe, Morgan, Paulding, and Vinton.





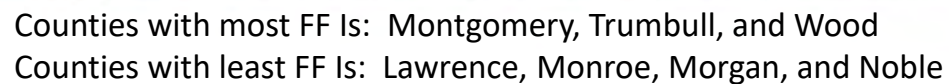
- Counties with the highest number of primary part-time affiliations: Hamilton, Montgomery, and Stark.
- Counties with no primary part-time affiliations: Adams, Gallia, Guernsey, Hardin, Meigs, Monroe, Morgan, Noble, Seneca, Shelby, Vinton, and Washington.

Total Firefighter Count by Primary Affiliation (Volunteer) County

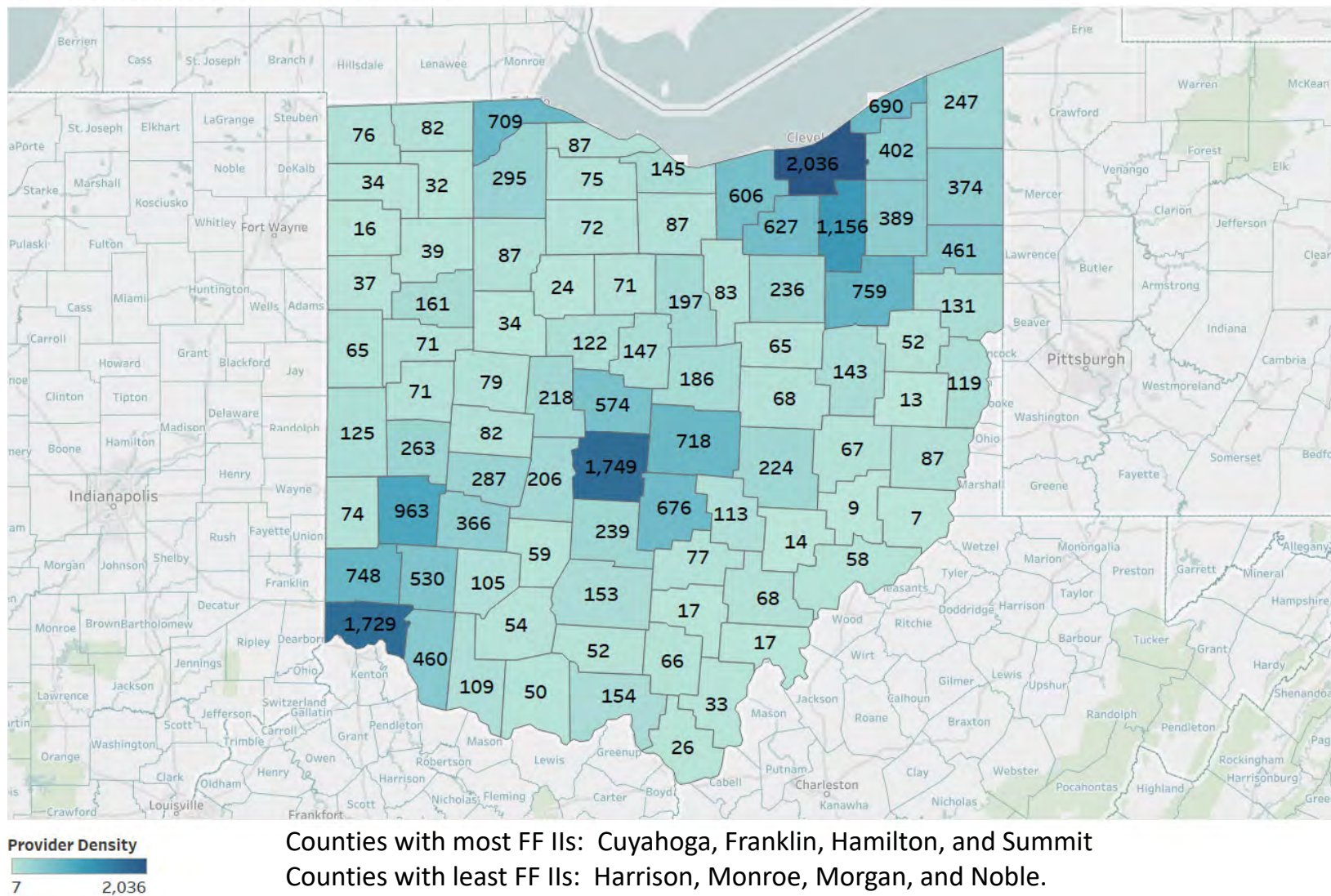


- Counties with the highest number of primary volunteer affiliations: Scioto, Washington, and Wood.
- Counties with the lowest number of primary volunteer affiliations: Cuyahoga, Franklin, Summit.



[illegible]

Count of Firefighter IIs by County of Residence





**Provider Density**

12 305

Counties with most VFFs: Wood, Washington, Putnam, Columbiana, and Scioto.  
Counties with least VFFs: Champaign, Madison, Morrow, and Van Wert.

Counties with least VFFs: Champaign, Madison, Morrow, and Van Wert.

Mean Providers (per 100,000 population) = 41.02

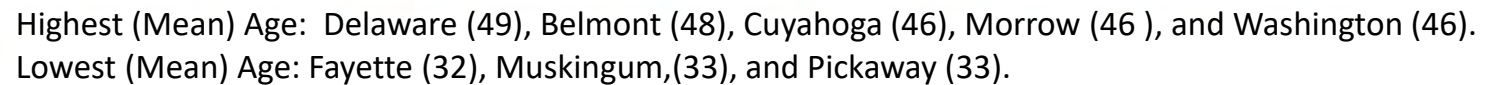
**Average Age (Me..**



37 46

- Lowest (Mean) Provider Age: Darke, Mercer, Miami, and Montgomery counties.
- Oldest (Mean) Provider Age: Belmont, Monroe, and Morgan counties.



[illegible]

[illegible]

Lowest (Mean) Age: Mercer (35), and Monroe (34).



[illegible]

Highest (Mean) Age: Clark (51), Madison (60), Mahoning (53), Marion (52), and Summit (51).  
Lowest (Mean) Age: Darke (39), Jackson (38), Lawrence (38), and Seneca (39).

The EMS Provider...



# EMS Certificates Summary

# Fire & EMS Course/Examination Attrition



Course & Examination Data from 9/1/2019 through 8/31/2019

# Volunteer & Firefighter I Courses

	Volunteer Firefighter	Firefighter I (High School)	Firefighter I (Adult)	Firefighter I Transition (Adult)
Courses Offered	83	6	56	11
Students Enrolled	849	96	697	80
Withdrawn	3	3	25	4
Attestation	758 (89.5%)	67 (72.0%)	560 (83.3%)	75 (98.7%)
Attrition (Course/Practical)	88 (10.4%)	26 (27.9%)	112 (20.0%)	1 (1.3%)
Attempted Written Exam	738 (97.4%)*	64 (95.5%)*	556 (99.3%)*	73 (97.3%)*
Pass – 1 <sup>st</sup> Attempt	477 (64.6%)	30 (46.9%)	436 (78.4%)	62 (84.9%)
Pass – 3 <sup>rd</sup> Attempt	615 (83.3%)	49 (76.6%)	519 (93.3%)	72 (98.6%)
Attrition (Written Exam)	143 (16.7%)	15 (23.4%)	37 (6.6%)	1 (1.3%)
Total Enrolled/Passed Course	849/615 (72.4%)	96/49 (48.9%)	697/519 (74.5%)	80/72 (90%)
Attrition % (Total)	231 (27.3%)	41 (44.0%)	149 (22.2%)	2 (2.6%)



# Firefighter I & II Courses

	Firefighter I & II (High School)	Firefighter I & II (Adult)	Firefighter II Transition (High School)	Firefighter II Transition (Adult)
Courses Offered	9	39	4	34
Students Enrolled	136	652	51	378
Withdrawn	9	28	2	1
Attestation	<b>108 (85.0%)</b>	<b>519 (83.2%)</b>	48 (97.9%)	359 (95.2%)
Attrition (Course/Practical)	<b>19 (14.9%)</b>	<b>105 (16.8%)</b>	1 (2.0%)	18 (5.0%)
Attempted Written Exam	105 (97.2%)*	511 (98.5%)*	48 (100%)	357 (99.4%)*
Pass – 1 <sup>st</sup> Attempt	77 (73.3%)	<b>474 (95.4%)</b>	37 (77.1%)	319 (89.4%)
Pass – 3 <sup>rd</sup> Attempt	94 (89.5%)	<b>498 (97.5%)</b>	<b>44 (91.7%)</b>	<b>342 (95.8%)</b>
Attrition (Written Exam)	11 (8.9%)	<b>13 (2.5%)</b>	4 (8.3%)	<b>15 (4.2%)</b>
Total Enrolled/Passed Course	136/94(69.1%)	652/498(76.4%)	51/44 (86%)	<b>378/342 (90.4%)</b>
Attrition % (Total)	<b>30 (23.6%)</b>	<b>118 (18.9%)</b>	5 (10.2%)	<b>33 (8.7%)</b>

## 2018 EMS Provider Examination Results

	# Attempting Exam (Ohio)	1 <sup>st</sup> Attempt (Ohio)	3 <sup>rd</sup> Attempt (Ohio)	National Average (1 <sup>st</sup> /3 <sup>rd</sup> )
EMR	255	68% (174)	74% (189)	70%/74%
EMT	2388	68% (1612)	77% (1846)	71%/80%
AEMT	87	53% (46)	63% (55)	61%/72%
Paramedic	743	69% (512)	82% (612)	75%/86%
OAC minimum pass rate = 65% 1 <sup>st</sup> attempt & 80% third attempt				

## Audits Completed—Fire & EMS

	2013 <sup>(1)</sup>	2014 <sup>(1)</sup>	2015	2016	2017	2018
<b>FIRE AND FIRE INSTRUCTOR</b>	<b>108</b>	<b>605</b>	<b>1481</b>	<b>1233</b>	<b>1519</b>	<b>1709</b>
<b>EMS AND EMS INSTRUCTOR</b>	<b>816</b>	<b>565</b>	<b>1171</b>	<b>1558</b>	<b>1610</b>	<b>1628</b>

<sup>(1)</sup> 2013 and 2014 audit numbers reduced due audit process overhaul

# Investigations

Fire Case Classifications	2015	2016	2017	2018
Criminal Convictions	83	75	73	40
Audit Issues/Application Issues	143	145	170	188
Fire Charter Violations	2	10	8	4



## Audit Results—FIRE (SFY 2018-19\*)

- Certifications Revoked: 14
- Consent Agreements: 20
- Certification Surrenders: 103

**137 Fire Certifications Lost due  
to Audit Compliance Issues**

\*July 1, 2018 – June 30, 2019

# Certificate Attrition



# Fire—Most Common Reasons for Attrition...

- Family obligations
- Personality conflicts (volunteer vs paid staff in combination departments)
- Conflict with non-fire service employment
- **Continuing education and training requirements**
- Response requirements/increasing call demand
- Increasing medical care responsibilities
- Salary/benefits
- Aging population/workforce
- Commute for full-time employment/no longer work in the community where they live
- **Department leadership/management**
- Decline in the sense of civic responsibilities/volunteerism

# Recruitment & Retention Strategy/Activities

- Evaluation of continuing education requirements
  - Quality vs Quantity & Competency assurance
- Streamlining of reciprocity processes (EMS & Fire)
- Health & safety initiatives (safer working environment)
- Recruitment & retention toolkit
- EMS and fire service training improvement (quality of instruction, improved pass rates)
  - Adult and high school programs
- Public information/marketing campaign
- Scholarships
- Employment opportunities/job fairs/training program coordination
- Training Course Availability (underserved area priority)
- Continuing Education/Audit Compliance
- Other???

# ACTION TRAINING

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Ohio Division of EMS, Education and Testing Section



# Action Training

Action**Training**  
SYSTEMS

- Available courseware includes:
  - Firefighter I (23 Interactive Courses)
  - Firefighter II (10 Interactive Courses)
  - Vehicle Extrication (10 Interactive Courses)



# Action Training Systems

Action**Training**  
SYSTEMS



# INSTRUCTOR COURSE CHANGES & DIRECTION

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Ohio Division of EMS, Education and Testing Section





# Instructor Course Changes & Direction

- Public Safety Instructor
  - Fire
  - EMS
  - Law Enforcement
- Tiered approach
  - Skills Instructor
  - Instructor 1
  - Instructor 2



# Skills Instructor



# Public Safety Instructor 1



# Public Safety Instructor 2



# COURSE PACKET OVERVIEW

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Ohio Division of EMS, Education and Testing Section





OHIO DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF EMERGENCY MEDICAL SERVICES

**FIREFIGHTER I COURSE PACKET**

**Course Admission Requirements, Qualifications for Certification, Course Objectives, and Recommended Hours Guide**

**EFFECTIVE APRIL 1, 2019**

**Course Overview**

The Firefighter I Course is designed to give new firefighters the practical and cognitive training needed to operate safely and effectively on the fireground. The course meets the training and education standards for Firefighter I as identified in the National Fire Protection Association (NFPA) Standards, NFPA 1001, Firefighter Professional Qualifications, and is the minimum level of training recommended to function as a firefighter in the State of Ohio. This entry-level firefighter training course focuses on an intense hands-on approach to firefighting, which promotes both skill competency and an understanding of the fireground.

Successful completion of the course is required to be eligible to sit for the state examination to be certified at the Firefighter I level.

Upon successful completion of the course and certification as a Firefighter I, the candidate will be eligible to receive a Pro Board certification, a nationally recognized certification acknowledging the individual has measured against peers and meets rigorous national standards. The Pro Board certification improves uniformity of training and state-to-state portability of qualifications, as well as adding credibility to the individual's fire organization by having members certified to national consensus standards.

**Course Objectives**

The Firefighter I Course Objectives are required to meet the industry standard for firefighter training as determined by the National Fire Protection Association (NFPA) 1001 Standard (2019 edition). The hours assigned to each course objective are recommendations based on national averages identified by the National Fire Protection Association (NFPA). Chartered fire training programs may reallocate topic hours to meet student needs so long as all course objectives are met. **However, deviation of more than 20% of the recommended hours must be justified on the course request form.**

Proper documentation of students meeting course objectives is required.

**Course Requirements**

The Firefighter I training course, required to obtain a Firefighter I certificate, shall consist of **at least one hundred sixty (160) hours** <sup>(1)(2)</sup> and shall include all of the following:

1. A **minimum** of one hundred thirty-two (132) hours <sup>(1)(2)</sup> of firefighter training that meets the general knowledge requirements, general skill requirements, and the job performance requirements for Firefighter I as set forth in NFPA 1001, "Standard for Fire Fighter Professional Qualifications," and in the "Firefighter I Course Objectives" approved by the executive director, with advice and counsel of the committee; and,
2. A **minimum** of twenty-four (24) hours <sup>(1)(2)</sup> of hazardous materials awareness and operations level training that meets the general knowledge and skills requirements as specified in NFPA 1072 "Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications"; all the objectives in the NFPA 1001 for firefighter I; and the objectives as set forth in the "Hazardous Materials Awareness and Operations Course Packet" approved by the executive director, with advice and counsel of the committee; and,
3. A **minimum** of four (4) hours <sup>(1)(2)</sup> on the "Courage to be Safe: Sixteen Life Safety Initiatives" Course(s).

## Contact Hours

Student contact hours: 50 – 60 minutes = 1 hour; 25 – 30 minutes = ½ hour; full days (0800 – 1600) = 7 hours (assuming 1 hour for lunch unless otherwise documented). Instructional hours may include topic instruction, material review, and testing for knowledge, e.g., quizzes. Instructional hours shall not include practical skill testing, written testing for certification, or instruction on any topic(s) not listed on this guide.

## Live Fire Requirements

**“Live Fire Training” means time in personal protective equipment (PPE) performing actual fire suppression activities. Lecture time covering fire behavior, fire attack, etc. is not considered “Live Fire Training.”**

The minimum required live fire training hours (FFI Transition: 14 hours, FFI: 16 hours, FFII Transition: 14 hours, FFI&II: 32 hours) are included in the practical skills for each “Fire Suppression” course objective.

Prior to being permitted to participate in live fire training students shall be trained to meet the minimum Job Performance Requirements (JPRs) for Firefighter I as set forth in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, Chapter 1: Safety, Fire Behavior, Portable Extinguishers, Personal Protective Equipment (PPE), Ladders; Fire Hose, Appliances, and Streams; Overhaul, Water Supply, Ventilation, Forcible Entry, and Building Construction.

<sup>(1)</sup> Course hours are restricted to curriculum instruction and shall not include time attributed to course administration, course prerequisites, or examinations required for state certification (practical skills and written examinations).

<sup>(2)</sup> Each hour shall include a minimum of fifty (50) minutes of instruction.



## OHIO FIREFIGHTER I COURSE ADMISSION & CERTIFICATION REQUIREMENTS

STANDARD/ DIRECTIVE	O.A.C. REFERENCE	FIREFIGHTER I COURSE ADMISSION REQUIREMENTS
NFPA 1001	4765-24-11 4765-20-03	Individuals shall be at least eighteen (18) years of age, except that a chartered program may admit a student who is seventeen (17) years old provided that the student has graduated or is enrolled in the twelfth (12th) or final grade in a secondary school program. A chartered program may admit a student into a secondary school firefighter I course who is sixteen (16) years old provided that the student is enrolled in the eleventh (11th) or twelfth (12th) grade in a secondary school public safety program. In the eleventh (11th) grade participation shall be limited to classroom and practical skills activities associated with firefighter I course objectives; students in the eleventh (11th) grade are prohibited from participation in any training involving immediately dangerous to life and health (IDLH) environments to include any live fire training.
NFPA 1001	4765-24-11	Individuals shall meet "NFPA 1001" chapter 1 entrance requirements.**
N/A	4765-24-11	Individuals shall demonstrate a pre-determined level of cognitive proficiency by one of the following methods: through successful completion of a cognitive-based pre-admission assessment or test such as the ACT, SAT, Work Keys, Compass, Accuplacer, TABE, or equivalent; documentation of high school or college GPA.
N/A	4765-24-11	Individuals shall meet all admission requirements established by the chartered fire training program.
STANDARD/ DIRECTIVE	O.A.C. REFERENCE	QUALIFICATIONS FOR FIREFIGHTER I CERTIFICATION
N/A	4765-20-03	An applicant for a firefighter certificate shall be at least eighteen (18) years of age.
HSPD-5,8	4765-20-03	Completion of National Incident Management System ICS 100, or online equivalent.
HSPD-5,8	4765-20-03	Completion of National Incident Management System, IS 700
NFPA 1001	4765-20-03 4765-24-11	Successful completion of a firefighter I training course consisting of a minimum of one hundred and sixty (160 hours) through an Ohio chartered fire training program.
N/A	4765-24-11	"Courage to be Safe: Sixteen Life Safety Initiatives Course."
NFPA 1002 NFPA 1452	4765-20-03	Successful completion of an emergency vehicle operator course meeting the following: <ul style="list-style-type: none"> <li>(a) The course shall consist of a minimum of sixteen hours;</li> <li>(b) The course shall be consistent with the intent of "NFPA 1002" and "NFPA 1451";</li> <li>(c) The course shall meet course objectives established by the executive director, with advice and counsel of the committee;</li> <li>(d) The course shall be completed prior to application for certification, but not more than twelve months prior to the firefighter training course start date.</li> </ul>
NFPA 1072	4765-20-03 4765-24-11	Shall successfully complete hazardous materials awareness and operations level training in accordance with the following: <ul style="list-style-type: none"> <li>(a) The training shall consist of a minimum of twenty-four hours;</li> <li>(b) The training shall meet the mission-specific competencies specified in "NFPA 1072" as required by "NFPA 1001";</li> <li>(c) The training shall meet the objectives as set forth in the "Hazardous Materials Awareness and Operations Course Packet" approved by the executive director, with advice and counsel of the committee.</li> </ul>
NFPA 1001	4765-20-03	Shall successfully complete emergency medical care training in accordance with the following: <ul style="list-style-type: none"> <li>(a) The training shall consist of a minimum of eight hours;</li> <li>(b) The training shall meet the performance capabilities approved by the executive director, with advice and counsel of the committee</li> </ul>

STANDARD/ DIRECTIVE	O.A.C. REFERENCE	QUALIFICATIONS FOR FIREFIGHTER I CERTIFICATION (continued)
N/A	4765-20-03	Shall pass the knowledge and practical skills examinations as set forth in rule 4765-20-06 of the Administrative Code within one hundred eighty (180) days of firefighter I training course completion.
N/A	4765-20-03	Shall submit a completed application within ninety (90) days of passing the knowledge examination.
N/A	4765-20-03	Applicants shall not have been convicted of any of the following: (a) Any felony; (b) A misdemeanor committed in the course of practice; (c) A misdemeanor involving moral turpitude.
N/A	4765-20-03	Applicants shall not have committed fraud, misrepresentation, or material deception in applying for or obtaining a certificate issued under section 4765.55 of the Revised Code and this chapter.
N/A	4765-20-03	Applicants shall not have been previously revoked or denied a certificate by the executive director or the licensing organization in another state.

**\*\*NFPA 1001 Entrance Requirements include:**

- 1) Minimum educational requirements established by the requirements set forth in the Ohio Administrative Code 4765-24-11. As well as any additional requirements established by the Ohio Fire Chartered Training Program.
- 2) Age requirements established as set forth in the Ohio Administrative Codes 4765-20-03 and 4765-24-11.
- 3) Essential Job Tasks of NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments, Chapter 1, Subsection 1.3.11.3.1, as determined by the medical authority of the chartered fire training program.
- 4) Fitness Requirements. Physical fitness requirements for entry-level personnel shall be developed and validated by the chartered fire training program.
- 5) Emergency Medical Care. Minimum emergency medical care performance capabilities for entry-level personnel. Shall meet the Ohio requirements as approved by the executive director, with advice and counsel of the committee to include, at a minimum, infection control, CPR, bleeding control, and shock management. Credit shall be given for emergency medical care training resulting in certification as an Ohio EMS provider.
- 6) Background investigations and character traits as reference established by the Ohio Administrative Codes 4765-20-03 and 4675-24-11.

## OHIO FIREFIGHTER I COURSE OBJECTIVES & RECOMMENDED HOURS GUIDE

TOPIC	NFPA 1001 Standard	IFSTA 7 <sup>th</sup> ed. Chapter Title Page#	J&B 4 <sup>th</sup> ed. Chapter Title Page#	FIREFIGHTER I JOB PERFORMANCE REQUIREMENTS (NFPA 1001)	Cognitive Hours	Practical Hours	Total Hours
Orientation and History of the Fire Service	4.1.1 4.1.2	Chapter 1 Introduction to the Fire Service and Firefighter Safety Pages 11-23  Chapter 19 Incident Scene Operations Pages 899-910  Chapter 27 National Incident Management System – Incident Command Structure Pages 1385-1393	Chapter 1 The Fire Service Pages 3-32  Chapter 22 Establishing and Transferring Command Pages 818-824 & 837-839	<b>Cognitive:</b> Summarize the history of the fire service; Explain the organizational characteristics, cultural challenges, and cultural strengths that influence the fire service; Describe the mission of the fire service; Describe the organization of the fire department; Distinguish among functions of fire companies; Summarize primary knowledge and skills the firefighter must have to function effectively; Distinguish among the primary roles of fire service personnel; Describe fire department organizational principles; Locate information in departmental documents and standard or code material; Distinguish between fire department SOPs and rules and regulations; Explain the ways the fire service may interact with other organizations; Describe the characteristics of the Incident Command System; Describe how to function in the Incident Command System.	3	0	3
Firefighter Health and Safety*  *Includes portable lighting safety and operations.	4.1.1 4.3.2 4.3.3 4.3.17	Chapter 1 Introduction to the Fire Service and Firefighter Safety Pages 24-46	Chapter 2 Firefighter Health and Safety Pages 37-65  Chapter 19 Salvage and Overhaul Pages 731-733  Chapter 20 Firefighter Rehabilitation Pages 767-785	<b>Cognitive:</b> List the main types of job-related firefighter fatalities, injuries, and illness; Describe the National Fire Protection Association standards related to firefighter safety and health; Identify Occupational Safety and Health Administration (OSHA) regulations and how they relate to firefighters; Summarize the model that supports the concept of risk management; Describe fire department safety and health programs; Summarize firefighter health awareness issues; Summarize safe vehicle operations; Summarize guidelines for riding safely on the apparatus; Describe ways to help prevent accidents and injuries in fire stations and facilities; Explain general guidelines for tool and equipment safety; Describe ways to maintain safety in training; State the practices a Firefighter I uses for emergency scene preparedness and safety; Summarize general guidelines for scene management including highway incidents, crowd control, and cordoning off emergency scenes; Explain the importance of personnel accountability; Identify types of emergency scene lighting equipment; Describe the precautions to take when working with lighting equipment; Describe how to operate lighting equipment.  <b>Practical:</b> Respond to an incident, correctly mounting and dismounting an apparatus; Wearing appropriate PPE, including reflective vest, demonstrate scene management at roadway incidents using traffic and scene control devices; Deploy lighting equipment.	5	3	8

Fire Service Communications	4.2.1 4.2.2 4.2.3 4.2.4	Chapter 2 Communications Pages 57-71	Chapter 4 Fire Service Communications Pages 131-154	<p><b>Cognitive:</b> Explain the procedures for receiving emergency and nonemergency external communications; Describe the information required to dispatch emergency services; Describe the systems used for internal communications; Explain radio limitations that may impact internal communications; Describe radio procedures used for internal communications; Handle emergency and nonemergency calls.</p> <p><b>Practical:</b> Use portable radio for routine and emergency traffic.</p>	2	1	3
Building Construction	4.3.4 4.3.10 4.3.12	Chapter 3 Building Construction Pages 77-111	Chapter 6 Building Construction Pages 191-223	<p><b>Cognitive:</b> Describe the impact of fire on common building materials; Explain the impact of fire on construction classifications; List the main types of occupancy classifications; Describe the basic construction of building components.</p>	3	0	3
Fire Behavior	4.3.10 4.3.11 4.3.12	Chapter 4 Fire Dynamics Pages 117-176	Chapter 5 Fire Behavior Pages 158-184	<p><b>Cognitive:</b> Explain the science of fire as it relates to energy, forms of ignition, and models of combustion; Describe the impact of thermal energy on heat, temperature, and heat transfer; Recognize the physical states of fuel; Explain the relationship between oxygen content and life safety; Identify the products of self-sustained chemical reactions; Explain the factors that affect fire development; Recognize signs, causes, and effects of rapid fire development; Describe the methods through which firefighting operations can influence fire behavior.</p>	4	0	4
Personal Protective Equipment and Self-Contained Breathing Apparatus	4.1.2 4.3.1 4.5.1	Chapter 5 Firefighter Personal Protective Equipment Pages 183-228	Chapter 3 Personal Protective Equipment Pages 68-125	<p><b>Cognitive:</b> Describe the purpose of personal protective equipment; Describe characteristics of each type of personal protective equipment; Summarize guidelines for the care of personal protective clothing; Explain the safety considerations for PPE; Identify respiratory hazards; Identify types of respiratory protection equipment; Describe the limitations of respiratory protection equipment; Explain the methods for storing respiratory protection equipment; Describe general donning and doffing considerations for protective breathing apparatus; Summarize general considerations for protective breathing apparatus inspections and care; Summarize safety precautions for refilling SCBA cylinders; Explain procedures for replacing SCBA cylinders; Explain safety precautions for SCBA use; Describe nonemergency and emergency exit indicators; Describe nonemergency exit techniques.</p> <p><b>Practical:</b> Demonstrate the method for donning structural personal protective clothing for use at an emergency; With structural personal protective clothing in place, demonstrate the over-the-head, coat, and seated methods for donning a SCBA; Doff PPE including respiratory protection and prepare for reuse; Demonstrate the steps for inspecting a SCBA; Demonstrate the steps for cleaning and sanitizing a SCBA.</p>	4	6	10

Fire Suppression— Structure Fires	4.3.8 4.3.10	Chapter 14 Fire Suppression Pages 669-687 & 704-707	Chapter 17 Fire Suppression Pages 647-679	<p><b>Cognitive:</b> Describe initial factors to consider when suppressing structure fires; Summarize considerations taken when making entry; Describe direct attack, indirect attack, combination attack, and gas cooling techniques; Describe safety considerations that must be identified for upper level structure fires; Explain actions taken when attacking below grade structure fires; Describe situations that may require suppression of Class C fires; Identify hazards associated with suppressing Class C fires; Describe actions associated with suppressing Class D fires Compare methods used to suppress fires in stacked and piled materials, small unattached structures, and trash containers.</p> <p><b>Practical:</b> Attack a structure fire using direct, indirect, or combination attack; Attack an interior structure fire from above, below, and at grade level; Attack a fire in a stacked or piled material.</p>	3	Interior Structure Fire Attack 8  Stacked or Piled Material Fire Attack 2	13
Fire Suppression— Vehicle Fires	4.3.7	Chapter 14 Fire Suppression Pages 694-704	Chapter 17 Fire suppression Pages 679-687	<p><b>Cognitive:</b> Describe the types of motor vehicles; Describe the characteristics of vehicle fires; Describe the tactics used to suppress vehicle fires; Describe how to overhaul a vehicle fire.</p> <p><b>Practical:</b> Attack a passenger vehicle fire.</p>	1	4	5
Fire Suppression— Wildland/Ground Cover Fires	4.3.19	Chapter 14 Fire Suppression Pages 707-717	Chapter 21 Wildland & Ground Cover Fires Pages 787-808	<p><b>Cognitive:</b> Summarize the main influences on ground cover fires; Describe elements that influence ground cover fire behavior; Identify the parts of a ground cover fire; Describe protective clothing and equipment used in fighting ground cover fires; Describe methods used to attack ground cover fires; Summarize safety principles and practices when fighting ground cover fires.</p> <p><b>Practical:</b> Attack a ground cover fire.</p>	1	2	3
Fire Suppression— Control Building Utilities/Energized Utility Fires	4.3.18	Chapter 14 Fire Suppression Pages 687-693	<p>Chapter 2 Firefighter Health and Safety Pages 59-61</p> <p>Chapter 17 Fire Suppression Pages 687-690</p>	<p><b>Cognitive:</b> Discuss methods of fire control through exposure protection and controlling building utilities; Describe strategies for energized utility fires.</p> <p><b>Practical:</b> Shut off building utilities.</p>	1	1	2

Salvage and Overhaul	4.3.13 4.3.14 4.3.17 4.3.21 4.5.1	Chapter 15 Overhaul, Property Conservation, and Scene Preservation Pages 740-763  Chapter 10 Structural Search and Rescue Pages 440-449	Chapter 19 Salvage and Overhaul Pages 729-762	<b>Cognitive:</b> Explain the philosophy of loss control; Describe the ways pre-incident planning impacts loss control; Determine appropriate salvage procedures; Compare and contrast different types of salvage covers; Explain ways to fold, roll, spread, and improvise with salvage covers; Describe ways to cover openings during salvage operations; Explain methods used to maintain fire safety during overhaul; Describe factors that influence locating hidden fires; Identify different overhaul procedures; Describe the tools needed for overhaul; Indicate steps needed to care for and maintain tools used for overhaul; Describe the ways a thermal imager can be used during overhaul; Describe the various uses for an air monitor; Describe the basic operation of an air monitor; Describe the recognition and emergency actions to be taken upon the activation of the high or low levels alarms; Explain ways to recognize obvious signs of the area of origin; Describe the relationship between fire cause classifications and cause determination; Recognize signs of arson; Describe the importance of preserving evidence; Explain techniques for preserving evidence.  <b>Practical:</b> Clean, inspect, and repair a salvage cover; Roll a salvage cover for a one firefighter spread; Fold a salvage cover for a one firefighter spread; Fold a salvage cover for a two firefighter spread and a balloon throw; Construct a water chute with and without pike poles; Construct a catchall; Operate a sprinkler system control valve; Control a flowing sprinkler; Operate an air monitor; Recognize air monitor alarms and react accordingly.	2	3	5
Vehicle Rescue and Extrication	5.4.1	Chapter 17 Technical Rescue Support and Vehicle Extrication Operations Pages 823-868	Chapter 24 Vehicle Rescue and Extrication Pages 887-917	<b>Cognitive:</b> Describe the types of rescue tools and equipment; Explain the uses and limitations of each type of rescue tool; Identify the role of a fire department during vehicle extrication; Describe safety considerations that must be identified and mitigated during vehicle extrication; Explain the use of cribbing material during vehicle extrication; Describe the methods used for gaining access to victims during vehicle extrication.  <b>Practical:</b> Prevent horizontal movement of a vehicle using wheel chocks; Stabilize a vehicle using cribbing, lifting jacks, ropes/webbing, and a vehicle on its side using a buttress tension system; Remove a windshield, tempered glass, roof, and doors.	2	4	6
TOTAL FIREFIGHTER I (NFPA 1001)					53	79	132

FIREFIGHTER I & II JOB PERFORMANCE REQUIREMENTS – HAZARDOUS MATERIALS AWARENESS (NFPA 1072)					
NFPA 1072 Standard	IFSTA Chapter Title Page #	J&B Chapter Title Page #	Cognitive Hours	Practical Hours	Total Hours
4.1.1 4.1.2 4.1.3 4.2.1 4.3.1 4.4.1	Chapter 24 Analyzing the Incident Pages 1047-1213	Chapter 29: HazMat Regulations, Standards & Laws - Pages 1061-1074 Chapter 30: Recognizing & Identifying Hazards – Pages 1075-1105 Chapter 31: Properties & Effects – Pages 1107-1128 Chapter 32: Understanding Hazards – Pages 1131-1163	8	0	8
FIREFIGHTER I & II JOB PERFORMANCE REQUIREMENTS – HAZARDOUS MATERIALS AWARENESS (NFPA 1072)					
NFPA 1072 Standard	IFSTA Chapter Title Page #	J&B Chapter Title Page #	Cognitive Hours	Practical Hours	Total Hours
5.1.1 5.1.2 5.1.3 5.1.4 5.1.5 5.2.1 5.3.1 5.4.1 5.5.1 5.6.1 6.1.1 6.1.2 6.1.3 6.1.4 6.1.5 6.1.6 6.2.1 6.3.1 6.4.1 6.5.1 6.6.1 6.7.1 6.8.1 6.9.1	Chapter 25 Action Options and Response Objectives Pages 1217-1302  Chapter 26 Personal Protective Equipment, Product Control, and Decontamination Pages 1305-1381	Chapter 33: Estimating Potential Harm and Planning a Response Pages 1165-1190  Chapter 34: Implementing the Planned Response Pages 1193-1213  Chapter 35: Hazardous Materials Responder Health and Safety Pages 1215-1235  Chapter 36: Hazardous Materials Responder PPE Pages 1237-1268  Chapter 37: Product Control Pages 1271-1290	8	8	16
TOTAL HAZARDOUS MATERIALS AWARENESS/OPERATIONS (NFPA 1072)			16	8	24



## COURAGE TO BE SAFE SIXTEEN LIFE SAFETY INITIATIVES OBJECTIVES

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility.
2. Discuss the personal and organizational accountability for health and safety throughout the fire service.
3. Explain the focus on integration of risk management with incident management at all levels, including strategic, tactical and planning responsibilities.
4. Describe the importance of empowering all firefighters to stop unsafe practices.
5. Explain the significance of developing and implementing national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform.
6. Discuss the importance of developing and implementing national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform.
7. Explain the impact of a national research agenda and data collection system that relates to the 16 Firefighter Life Safety Initiatives.
8. Describe the utilization of available technology wherever it can produce higher levels of health and safety.
9. Discuss the significance of thoroughly investigating all firefighter fatalities, injuries, and near-misses.
10. Explain how grant programs should support the implementation of safe practices and procedures and/or mandate safe practices as an eligibility requirement.
11. Explain how national standards for emergency response policies and procedures should be developed and championed.
12. Discuss how national protocols for response to violent incidents should be developed and championed.
13. Describe why firefighters and their families must have access to counseling and psychological support.
14. Discuss how public education must receive more resources and be championed as a critical fire and life safety program.
15. Explain why advocacy must be strengthened for the enforcement of codes and the installation of home fire sprinklers.
16. Discuss how safety must be a primary consideration in the design of apparatus and equipment.

4765-20-02			<b>Courage to Be Safe: 16 Life Safety Initiatives</b>	4	0	4
			<b>TOTAL FIREFIGHTER I (NFPA 1001)</b>	73	87	160

# Course Packets



# IMPROVING FIRE TRAINING PROGRAM PERFORMANCE

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Ohio Division of EMS, Education and Testing Section



# Program Director In-Service Training

- Improving Fire Training Program Performance
  - Examination Update
    - Delivery System
    - Metrics
    - Results



# Delivery System Enhancements



Division of Emergency Medical Services  
Student Testing




## Student Testing Instructions


You have successfully logged into the Ohio Division of Emergency Medical Services Student Testing System!

Below are instructions and information on how your test will be distributed to you.

### Testing View



Division of Emergency Medical Services  
Student Testing



Student ID  
[REDACTED]

Type of Test  
[REDACTED]

Number of Questions  
125

Cost Test

Time Remaining  
02:59:25

Question 1 of 125

5.1.1 GENERAL KNOW

[REDACTED]

☐ A

☐ B

☐ C

☐ D

Mark for Review later

Clear Answer

Skip & come back later

Next Question >

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Next

- Items will be delivered one at a time.
- Use the question counter and timer to pace yourself. If you run out of time, the test will stop. You will be graded on all of your answers up to that point.
- Items can be answered, skipped, or marked for review later.
- To change an answer, click on the button of your new choice. To erase an answer, click the "Clear Answer" button.

### Review Page

### Grade View



# Delivery System Enhancements



## Division of Emergency Medical Services Student Testing



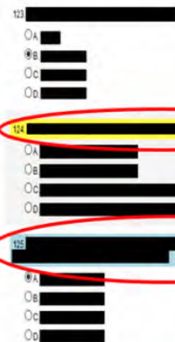
### Student Testing Instructions

You have successfully logged into the Ohio Division of Emergency Medical Services Student Testing System!

Below are instructions and information on how your test will be distributed to you.

▶ Testing View

▼ Review Page



- If time permits, you will be able to review the test before submitting your answers for scoring.
- Items that were skipped, unanswered, or marked for review will be highlighted.
- Click the "Grade Test" button to score your exam after finishing your review.

Grade Test


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Next

▶ Grade View




# Delivery System Enhancements



OHIO DEPARTMENT  
OF PUBLIC SAFETY  
SAFETY • SERVICE • PROTECTION

Division of Emergency Medical Services  
Student Testing



EMS  
Ohio Emergency  
Medical Services

Quit Test

Student ID	Type of Test	Number of Questions	Time Remaining
RPeterson120	Fire Safety Inspector	30	04:53:06

Question 30 of 30

OCCUPANT PROTECTING

IMPORTANT

**WARNING!**  
THE FOLLOWING QUESTIONS ARE STILL UNANSWERED:  
16 17 23  
You will not be able to return to the test after submitting your answers. Are you certain that you want to grade your test now?


Yes, Grade testNo, Review Test

Clear AnswerReview TestGrade Test


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# Delivery System Enhancements

**OHIO DEPARTMENT  
OF PUBLIC SAFETY**  
SAFETY • SERVICE • PROTECTION

**Division of Emergency Medical Services**  
**Student Testing**

**EMS**  
Ohio Emergency  
Medical Services

Quit Test

<b>Student ID:</b>	<b>Type Of Test:</b>	<b>Number of Questions:</b>	<b>Time Remaining</b>
LCoxme780	Firefighter I	5	00:04:18

**Review Test**

Please review all questions before continuing. Once all questions have been answered, click the 'Grade Test' button at the bottom of the page.

1. Which of the following types of ionizing radiation consists of ultra-high energy particles produced by fission reactions?

☐ A. Beta radiation  
☐ B. Alpha radiation  
☐ C. Gamma radiation  
☒ D. Neutron radiation

2. What is the preferred method of comm

☐ A. By radio  
☒ B. Face-to-face

You Have 5 Minutes Remaining For This Test!  
Close

# Delivery System Enhancements

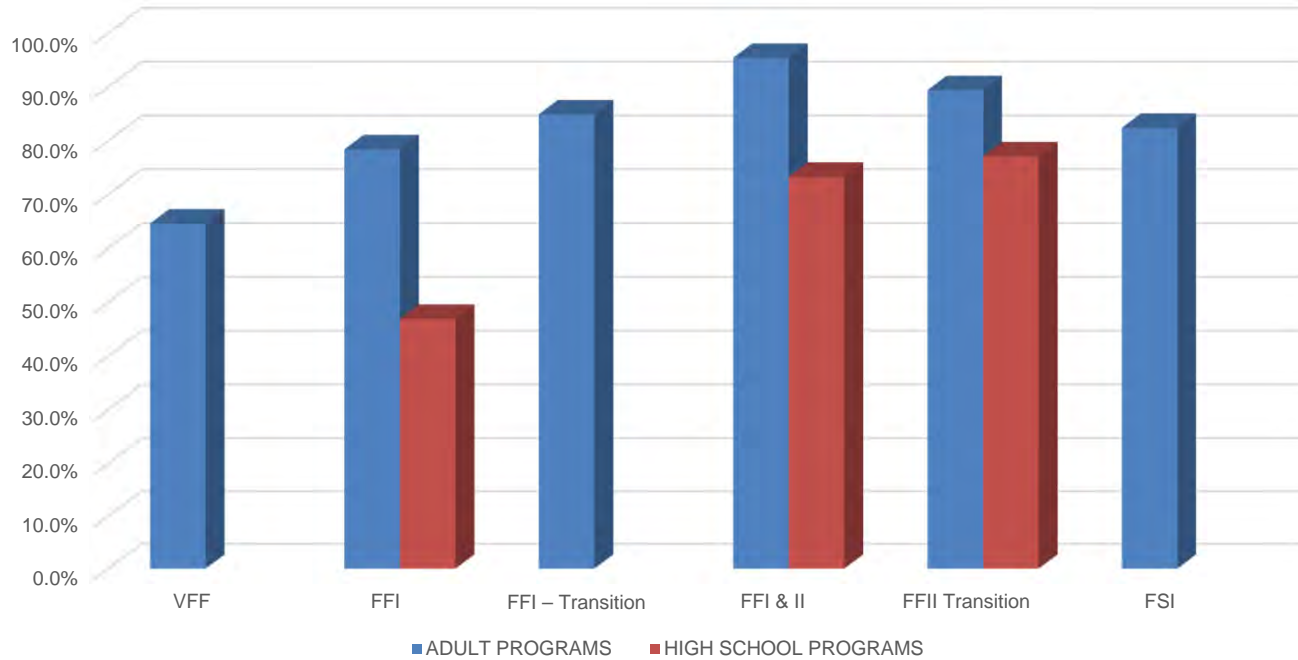
- TAKE HOME MESSAGES:
  - TIME IS **NOT** THE ENEMY!
  - PRIZES ARE **NOT** AWARDED!!
  - SLOW DOWN AND READ CAREFULLY!!!



# Exam Metrics - Overview

## 9/1/2018 – 8/31/2019

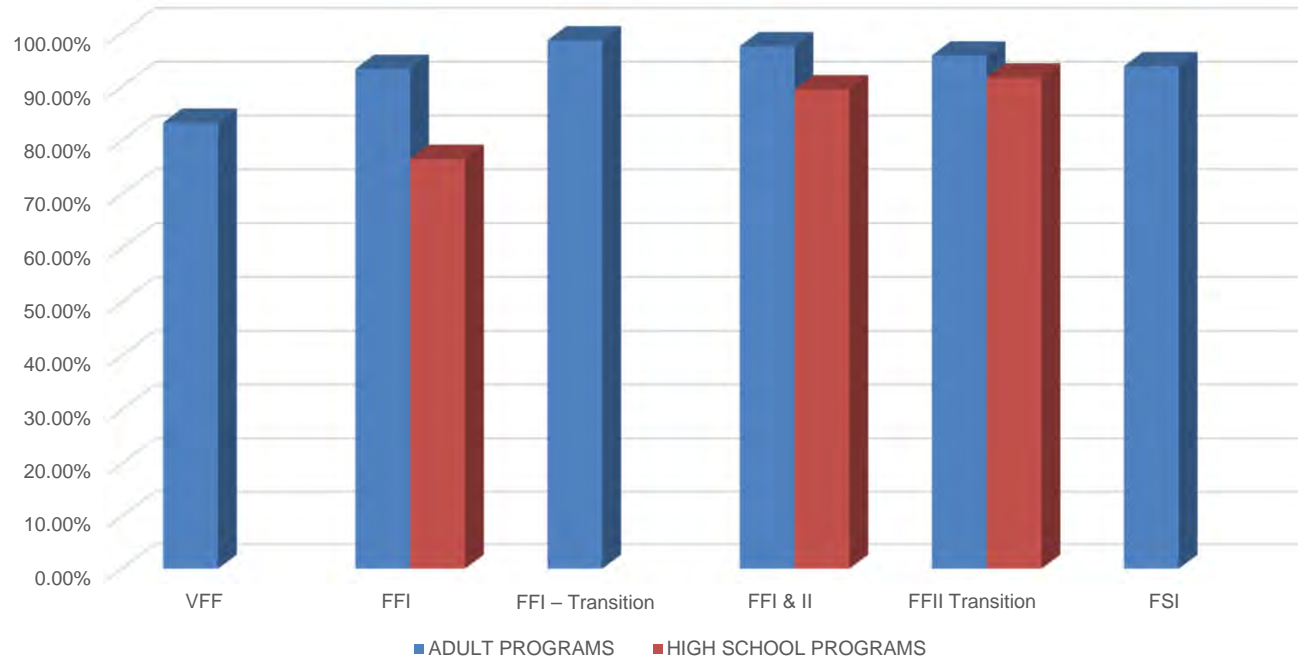
1st ATTEMPT  
9/1/2018 - 8/31/2019



# Exam Metrics - Overview

## 9/1/2018 – 8/31/2019

3rd CUMULATIVE ATTEMPT  
9/1/2018 - 8/31/2019



# Exam Metrics - VFF

## 9/1/2018 – 8/31/2019

LEVEL	1 <sup>st</sup> Attempt Pass Rate	3 <sup>rd</sup> Cumulative Pass Rate	ROOT	Average Test Time Average Time/Item
VFF	64.6% (477) (n = 738)	83.3% (615) (n = 738)		37 min 27 sec/item

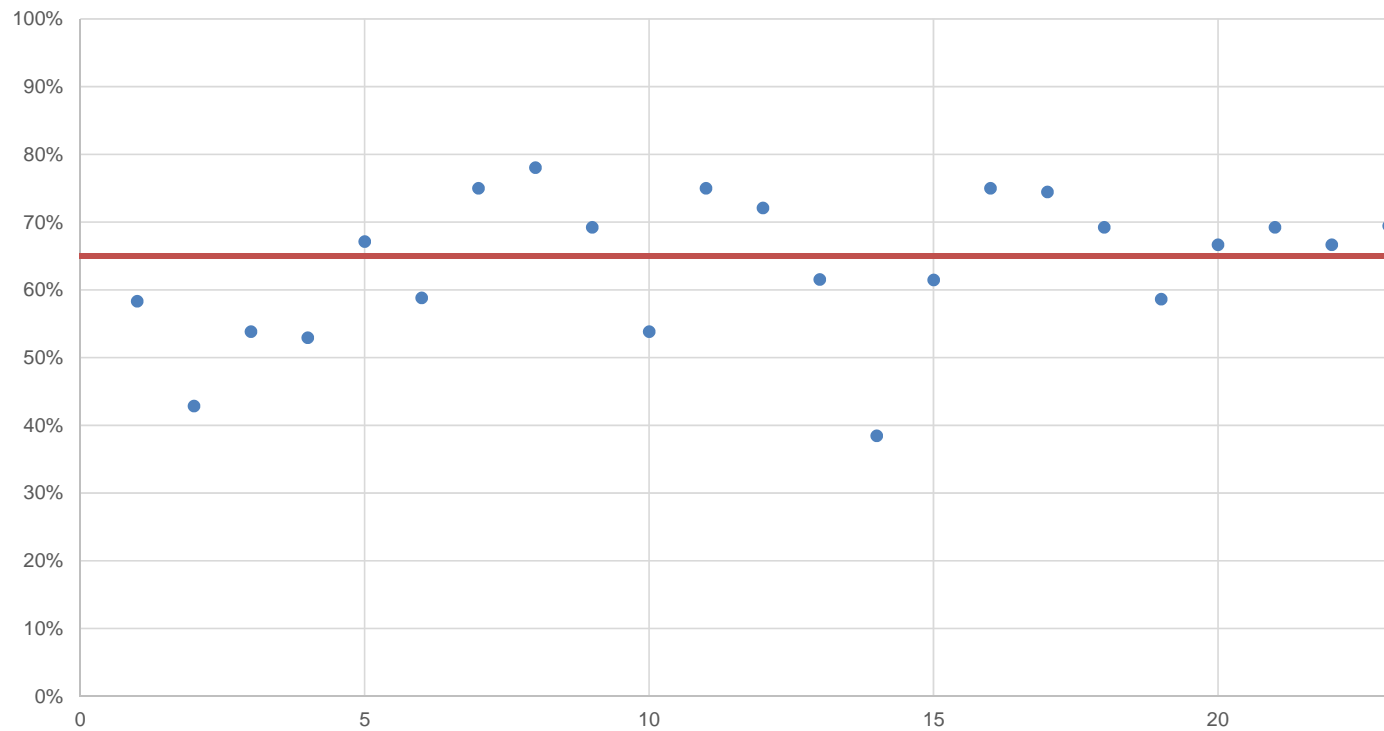
N = 83 courses; 846 students





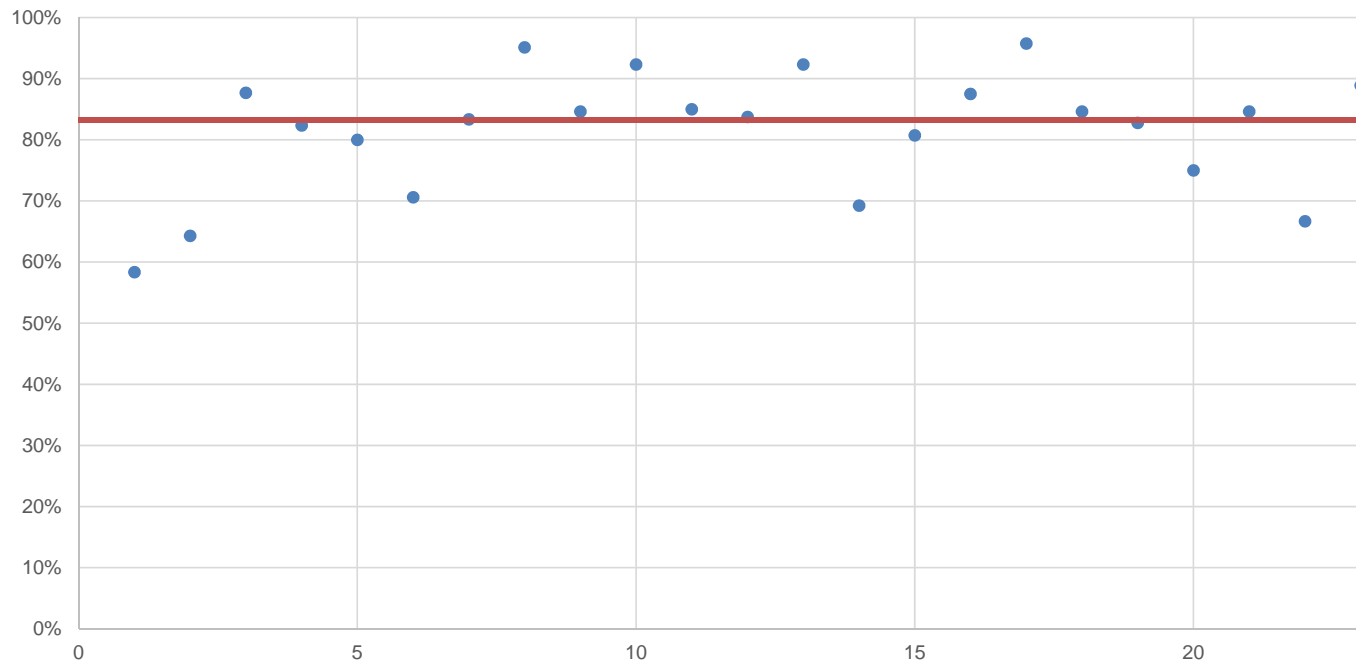
# Volunteer Firefighter Initial Courses 9/1/2018 – 8/31/2019

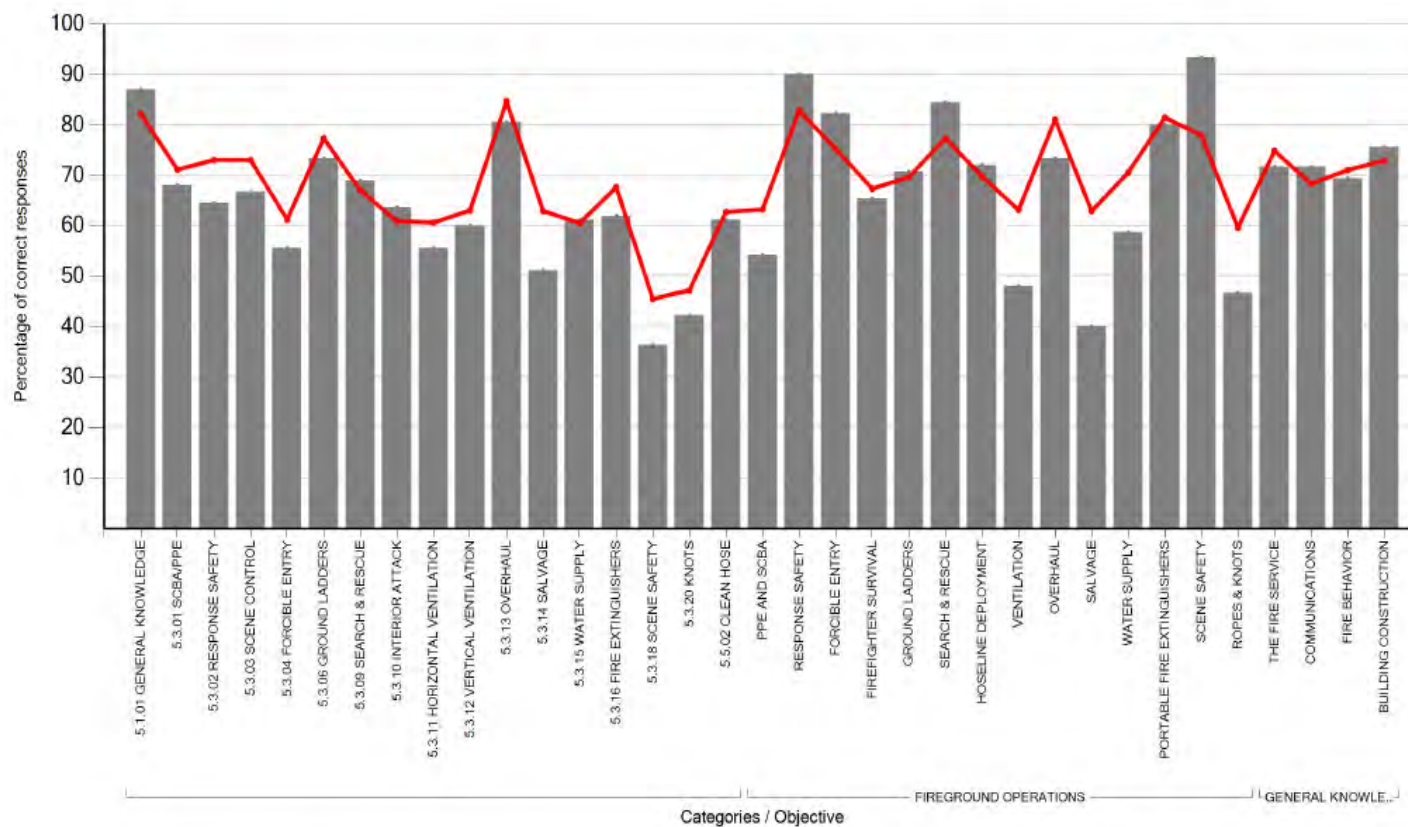
First Attempt ( $\geq 10$  students)  
n = 738 (64.6%)



## Volunteer Firefighter Initial Courses 9/1/2018 – 8/31/2019

Third Cumulative Attempt ( $\geq 10$  students)  
n = 738 (83.3%)





State

No of Attempts: 204

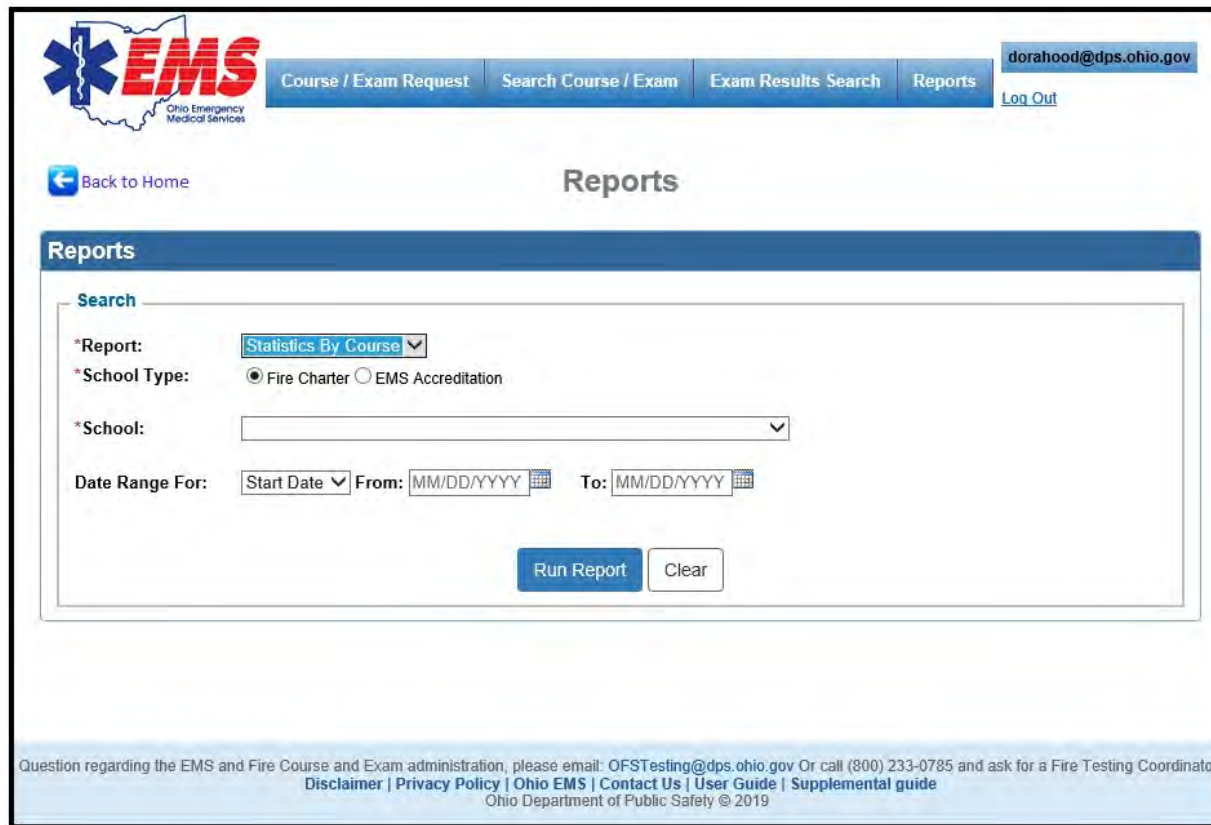
No of Passed: 117 (57.4%)

Program

No of Attempts: 15

No of Passed: 7 (46.7%)

# How do I run that State vs. Program report?



The screenshot shows the Ohio EMS Reports page. At the top, there is a navigation bar with the Ohio EMS logo (a blue star with a white caduceus) and the text "Ohio Emergency Medical Services". To the right of the logo are four tabs: "Course / Exam Request", "Search Course / Exam", "Exam Results Search", and "Reports". The "Reports" tab is selected. In the top right corner, there is a user profile box showing the email address "dorahood@dps.ohio.gov" and a "Log Out" link. Below the navigation bar, there is a "Back to Home" link with a left arrow icon. The main heading "Reports" is centered. Below this is a "Search" section with a blue header. Inside the search section, there are four fields: "\*Report:" with a dropdown menu showing "Statistics By Course"; "\*School Type:" with two radio buttons, "Fire Charter" (selected) and "EMS Accreditation"; "\*School:" with a dropdown menu; and "Date Range For:" with a "Start Date" dropdown, "From:" and "To:" date input fields (both with MM/DD/YYYY format and calendar icons), and a "Run Report" button. Below the "Run Report" button is a "Clear" button. At the bottom of the page, there is a footer with the text: "Question regarding the EMS and Fire Course and Exam administration, please email: OFSTesting@dps.ohio.gov Or call (800) 233-0785 and ask for a Fire Testing Coordinator. Disclaimer | Privacy Policy | Ohio EMS | Contact Us | User Guide | Supplemental guide Ohio Department of Public Safety © 2019".

Course / Exam Request Search Course / Exam Exam Results Search Reports

dorahood@dps.ohio.gov Log Out

Back to Home

## Reports

### Search

\*Report: **Statistics By Course**

\*School Type: ☒ Fire Charter ☐ EMS Accreditation

\*School:

Date Range For: Start Date From: MM/DD/YYYY To: MM/DD/YYYY

Run Report Clear

Question regarding the EMS and Fire Course and Exam administration, please email: OFSTesting@dps.ohio.gov Or call (800) 233-0785 and ask for a Fire Testing Coordinator.  
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Ohio Department of Public Safety © 2019

## How do I run that State vs. Program report?

School/ Course Level	No of courses	No of students	Withdrawn	No of students passed practicals in 1st attempt (P1)	No of students passed practicals in 2nd attempt (P2)	No of students passed practicals in 3rd attempt (P3)	Total passed practicals (P1+P2+P3)	Attestation Completed	No of students who took exam (T)	No of student passed exam in 1st attempt (1)	No of student passed exam in 2nd attempt (2)	No of student passed exam in 3rd attempt (3)	Overall Pass % (1+2+3/T)
Fire [REDACTED]													
Volunteer Firefighter - Adult Education	4	32	2	31	0	0	31	29	26	18	3	1	84.62%
Exam Only Fire - Adult Education	31	39	0				0	0	33	27	2	0	87.88%
Fire Instructor - Adult Education	4	28	0				0	10	28	21	3	1	89.29%
Fire Safety Inspector - Adult Education	2	24	0				0	24	24	13	5	3	87.50%
Firefighter I - High School	1	15	1	12	0	0	12	12	11	7	4	0	100.00%
Firefighter I and II - Adult Education	3	55	3	44	6	0	50	49	50	39	7	2	96.00%
Firefighter I - Adult Education	1	9	1	8	0	0	8	8	8	8	0	0	100.00%
Firefighter I Transition Course - Adult Education	1	5	0	5	0	0	5	5	5	5	0	0	100.00%
Live Fire Instructor - Adult Education	1	21	0				0	7	0	0	0	0	
Firefighter II Transition Course - Adult Education	1	9	0	9	0	0	9	9	9	6	2	0	88.89%



# Exam Metrics – FFI Adult

## 9/1/2018 – 8/31/2019

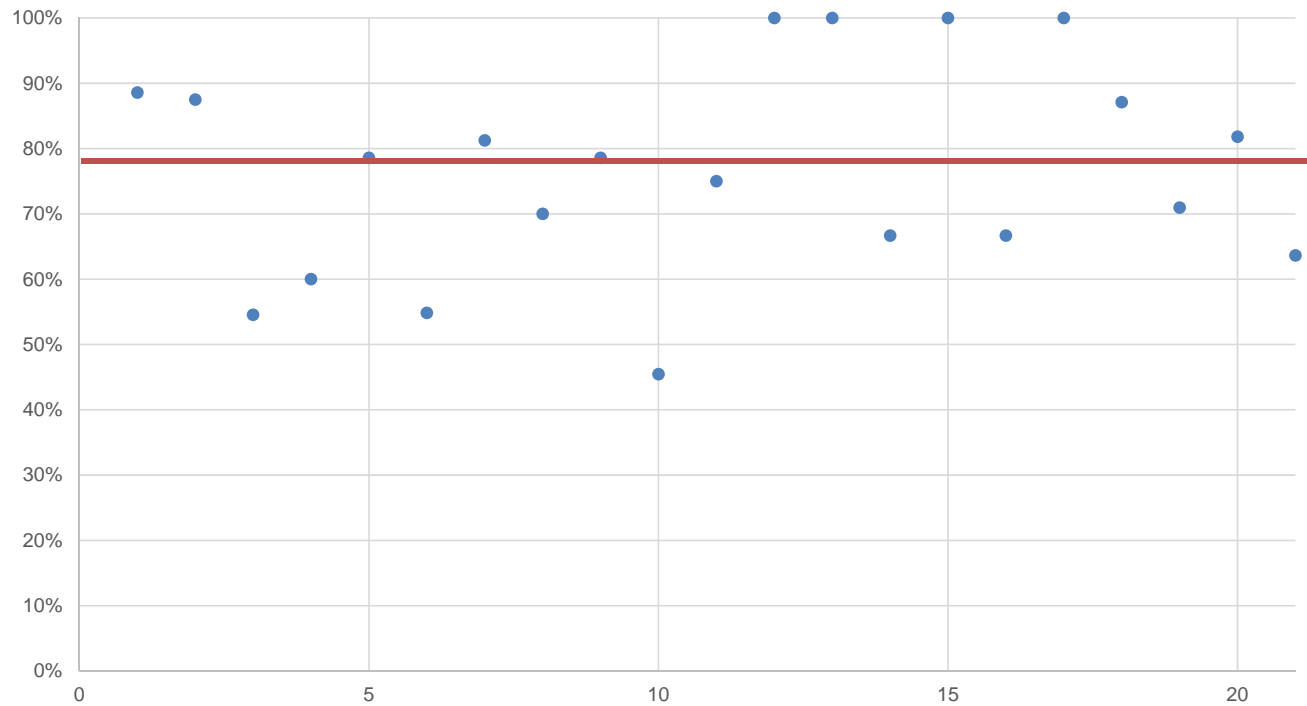
LEVEL	1 <sup>st</sup> Attempt Pass Rate	3 <sup>rd</sup> Cumulative Pass Rate	ROOT	Average Test Time Average Time/Item
FFI Adult	78.4% (436) (n = 556)	93.3% (519) (n = 556)		47 min 24 sec/item

N = 56 courses; 672 students



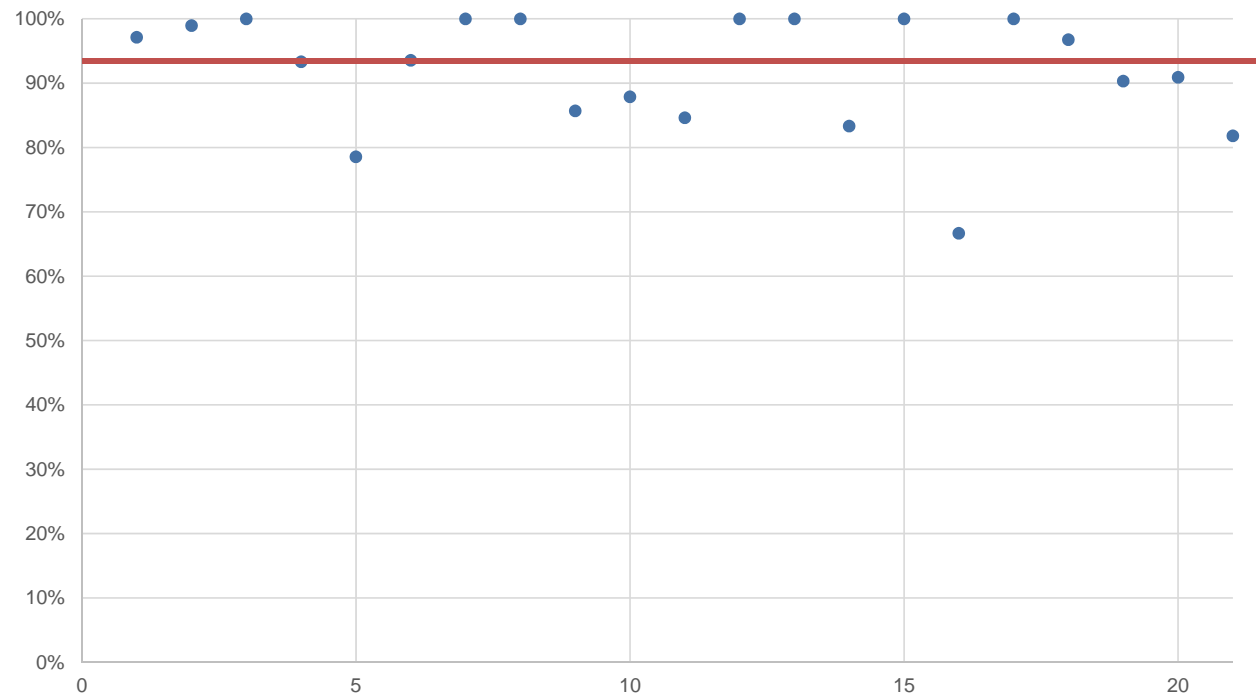
## Firefighter I Initial Courses (Adult Only) 9/1/2018 – 8/31/2019

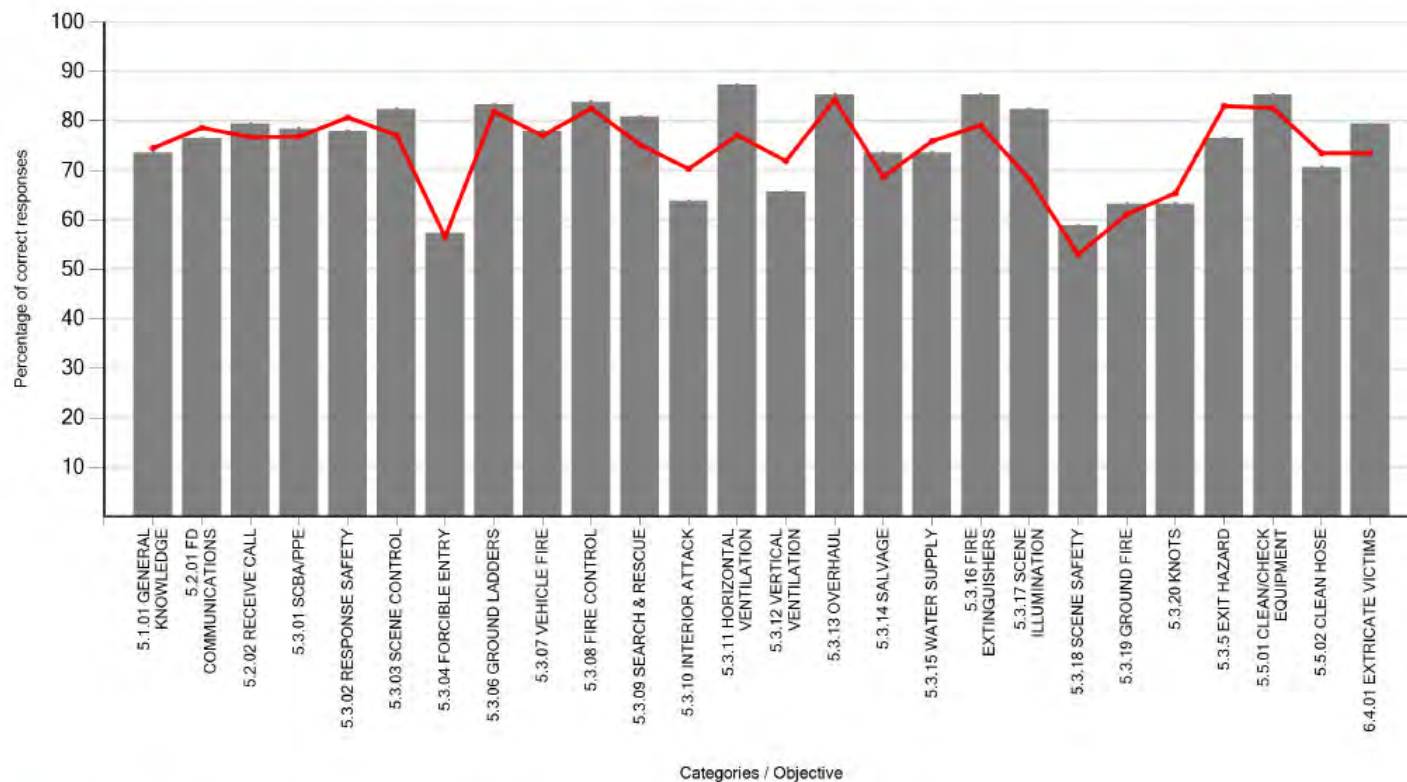
First Attempt ( $\geq 10$  students)  
n = 556 (78.4%)



## Firefighter I Initial Courses (Adult Only) 9/1/2018 – 8/31/2019

Third Cumulative Attempt ( $\geq 10$  students)  
n = 556 (93.3%)





State

No of Attempts: 330  
No of Passed: 241 (73.0%)

Program

No of Attempts: 17  
No of Passed: 13 (76.5%)

# Exam Metrics – FFI High School

## 9/1/2018 – 8/31/2019

LEVEL	1 <sup>st</sup> Attempt Pass Rate	3 <sup>rd</sup> Cumulative Pass Rate	ROOT	Average Test Time Average Time/Item
FFI High School	46.9% (30) (n = 64)	76.6% (49) (n = 64)		43 min 22 sec/item

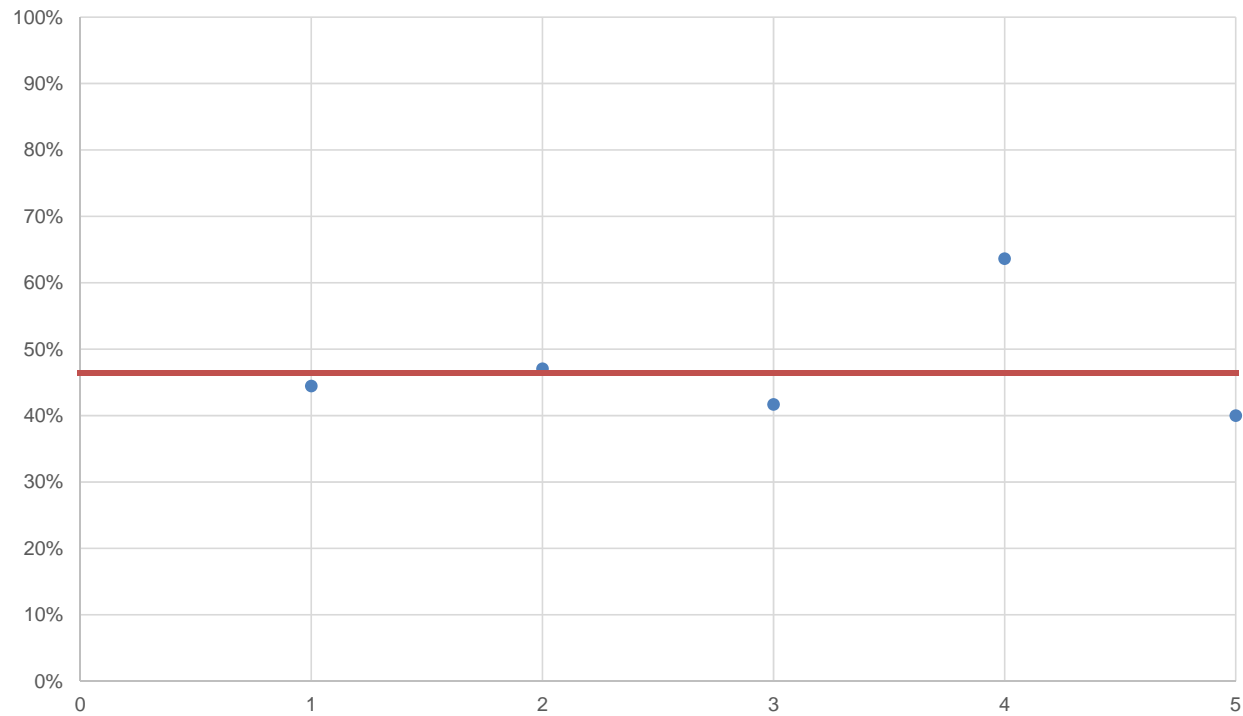
N = 6 courses; 93 students





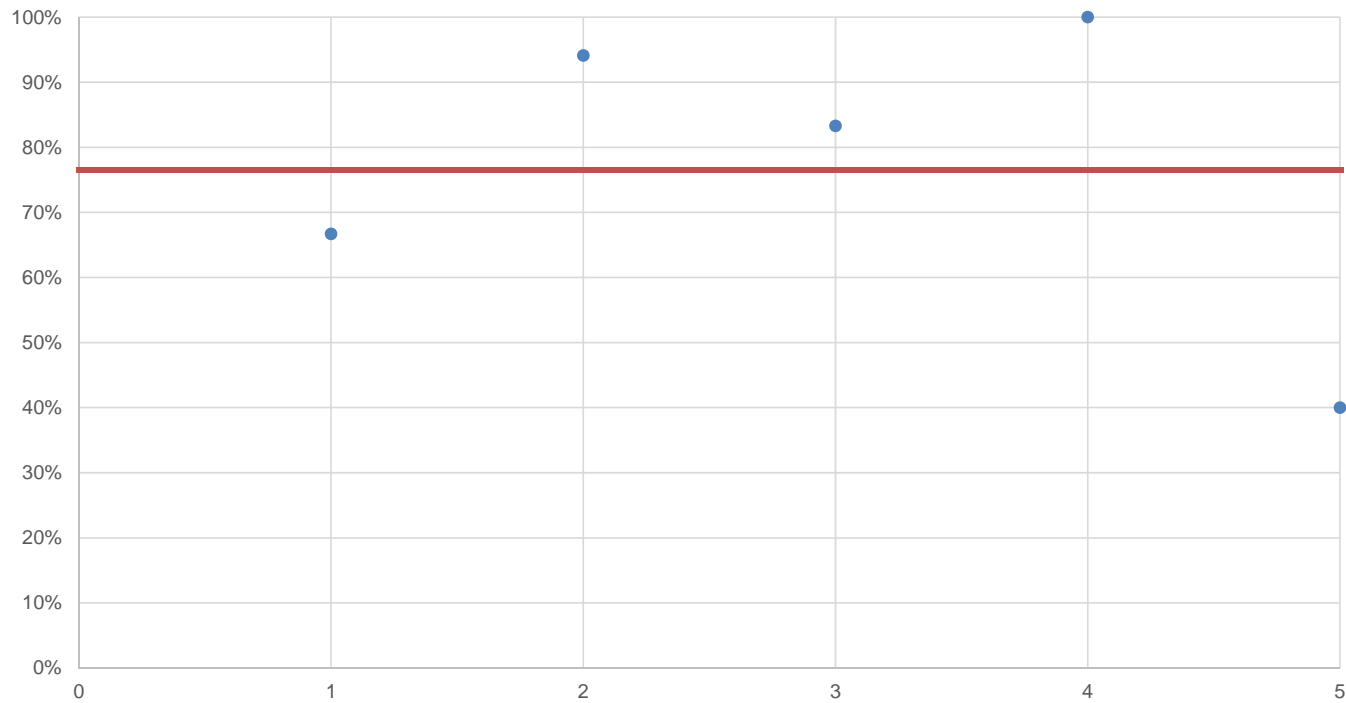
## Firefighter I Initial Courses (High School Only) 9/1/2018 – 8/31/2019

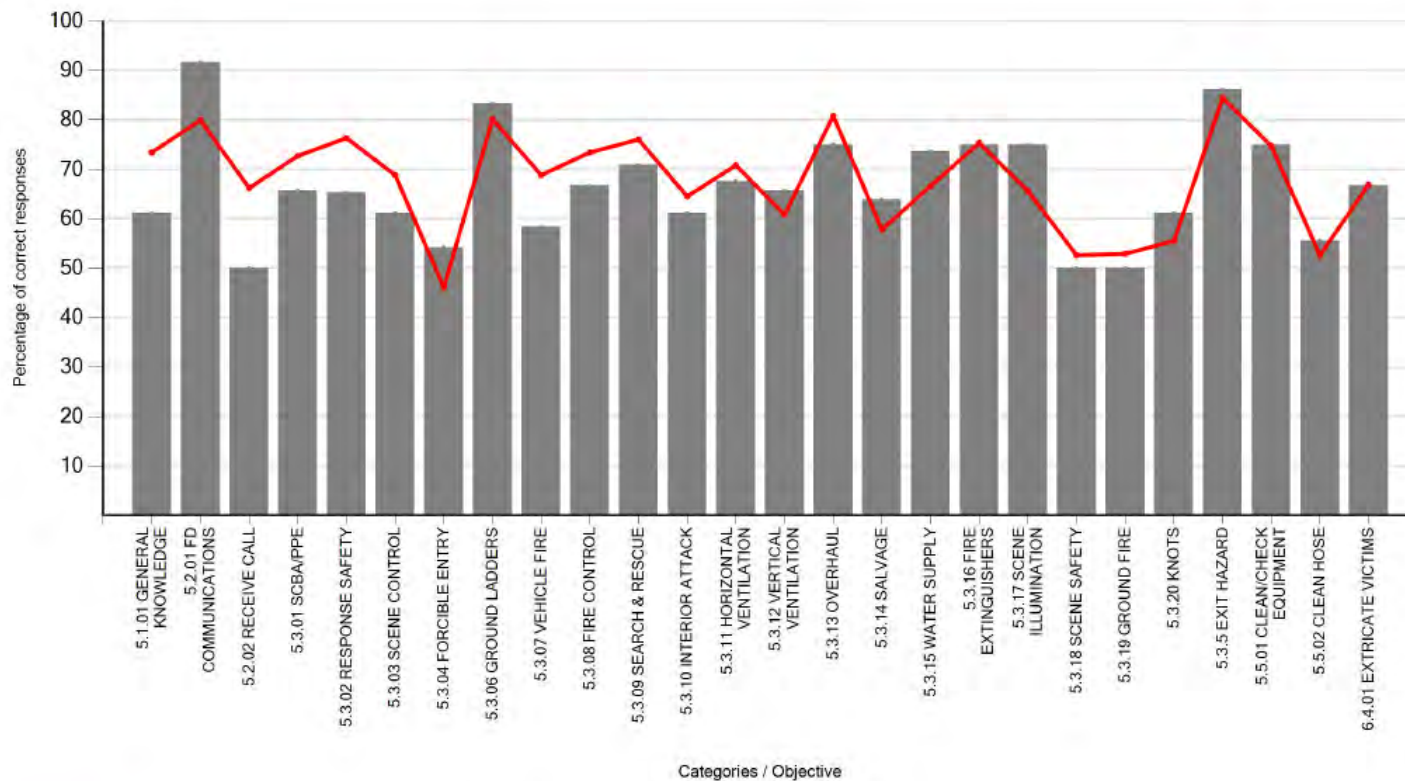
First Attempt ( $\geq 10$  students)  
n = 64 (46.9%)



## Firefighter I Initial Courses (High School Only) 9/1/2018 – 8/31/2019

Third Cumulative Attempt ( $\geq 10$  students)  
n = 64 (76.6%)





State

No of Attempts: 77  
No of Passed: 33 (42.9%)

Program

No of Attempts: 18  
No of Passed: 6 (33.3%)

# Exam Metrics – FFI Transition

## 9/1/2018 – 8/31/2019

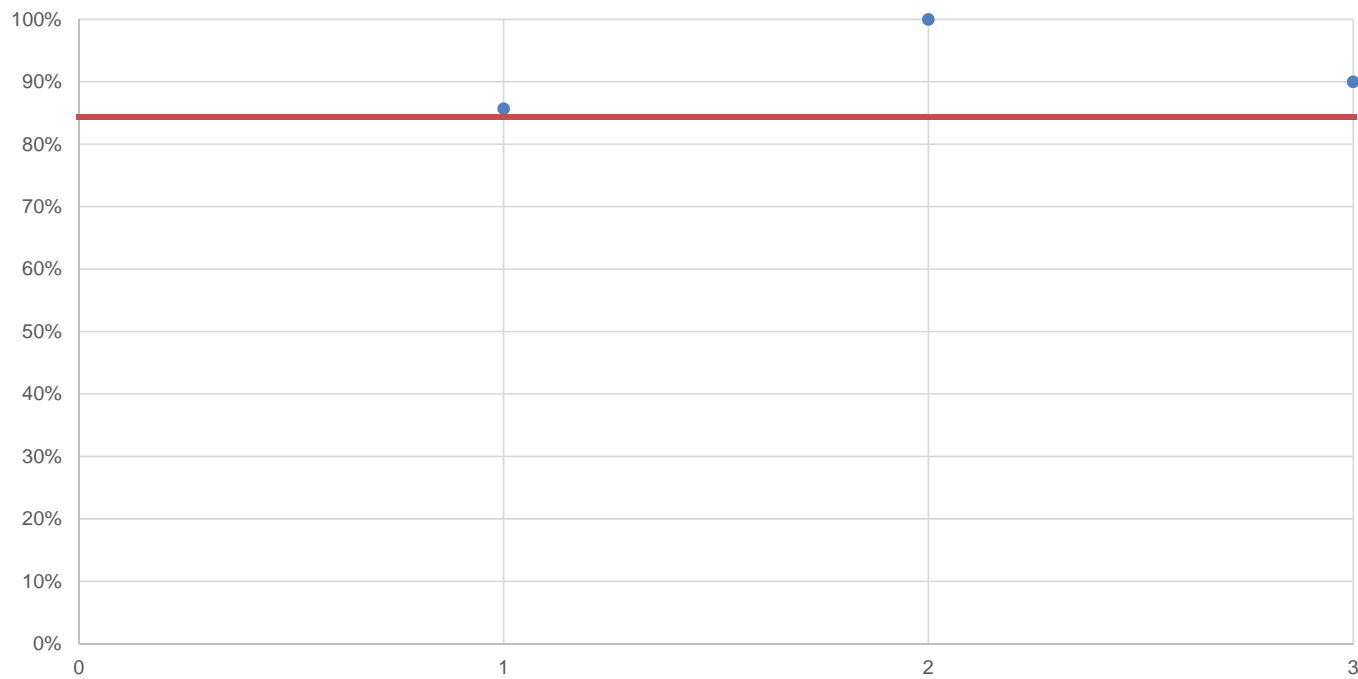
LEVEL	1 <sup>st</sup> Attempt Pass Rate	3 <sup>rd</sup> Cumulative Pass Rate	ROOT	Average Test Time Average Time/Item
FFI Transition	84.9% (62) (n = 73)	98.6% (72) (n = 73)		45 min 24 sec/item

N = 11 courses; 80 students



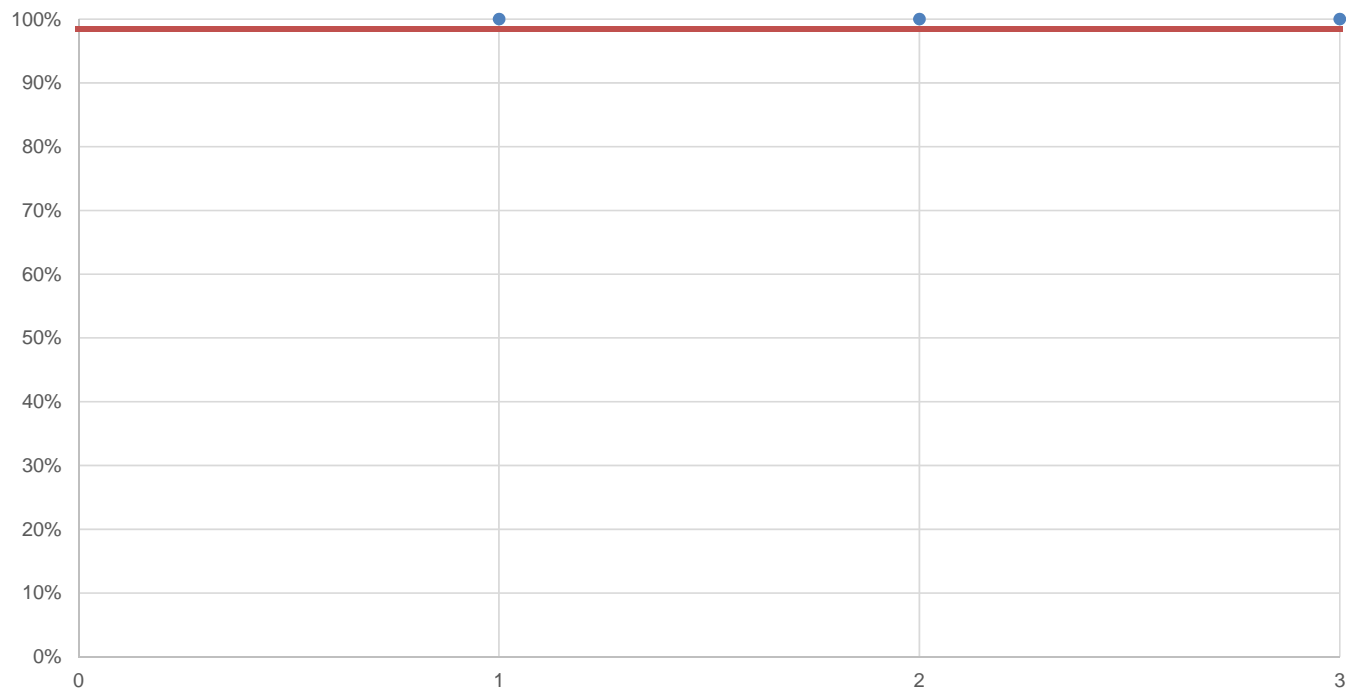
## Firefighter I Transition Courses 9/1/2018 – 8/31/2019

First Attempt ( $\geq 10$  students)  
n = 73 (84.9%)



## Firefighter I Transition Courses 9/1/2018 – 8/31/2019

Third Cumulative Attempt ( $\geq 10$  students)  
n = 73 (98.6%)





# Exam Metrics – FFI & II Adult

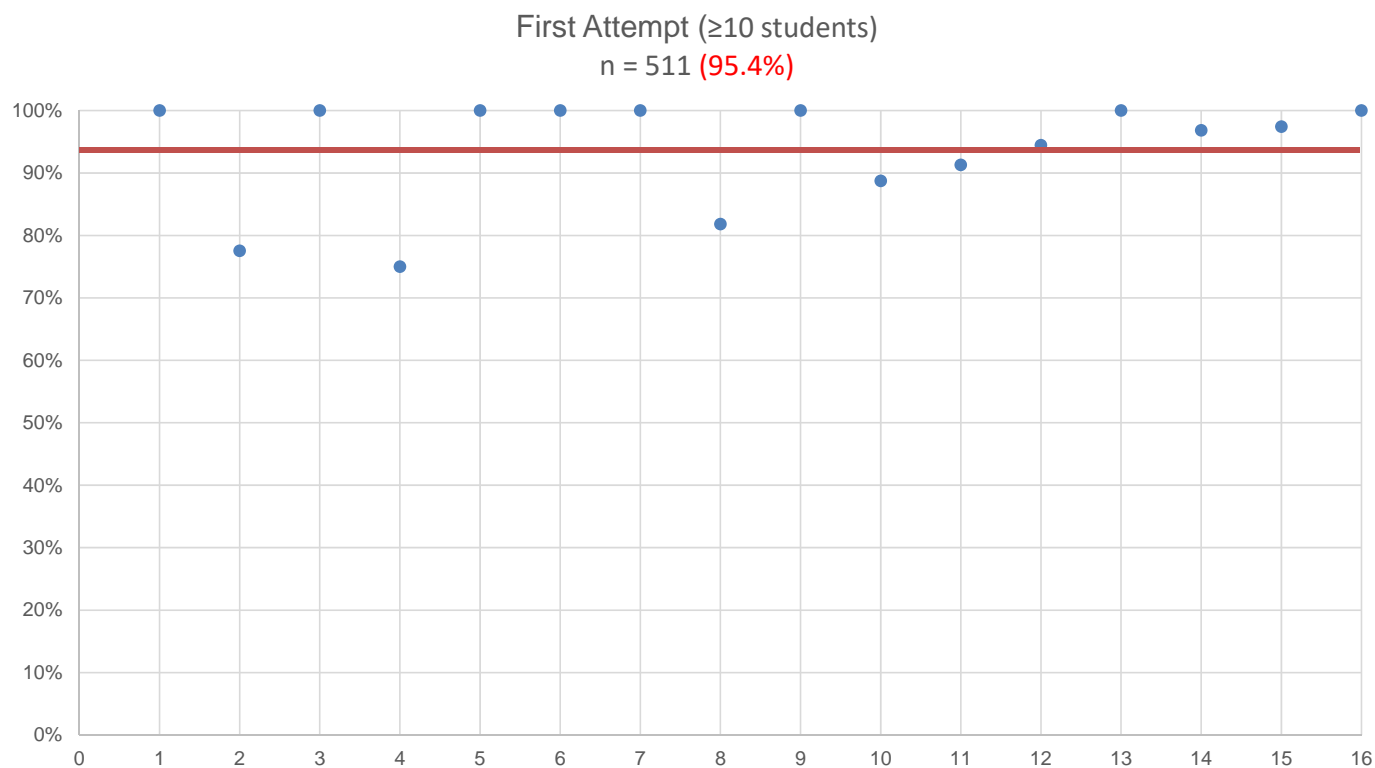
## 9/1/2018 – 8/31/2019

LEVEL	1 <sup>st</sup> Attempt Pass Rate	3 <sup>rd</sup> Cumulative Pass Rate	ROOT	Average Test Time Average Time/Item
FFI&II Adult	95.4% (475) (n = 511)	97.5% (498) (n = 511)		63 min 24 sec/item

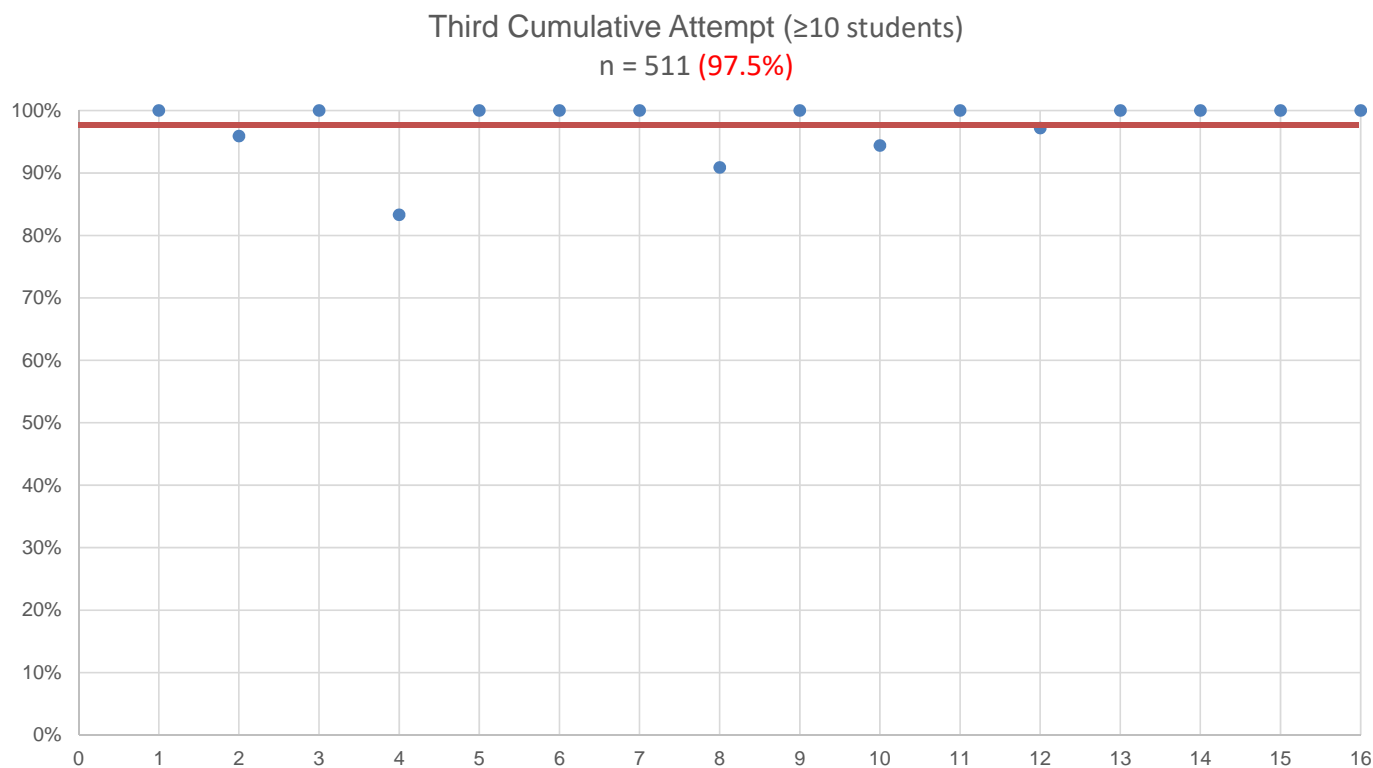
N = 39 courses; 624 students

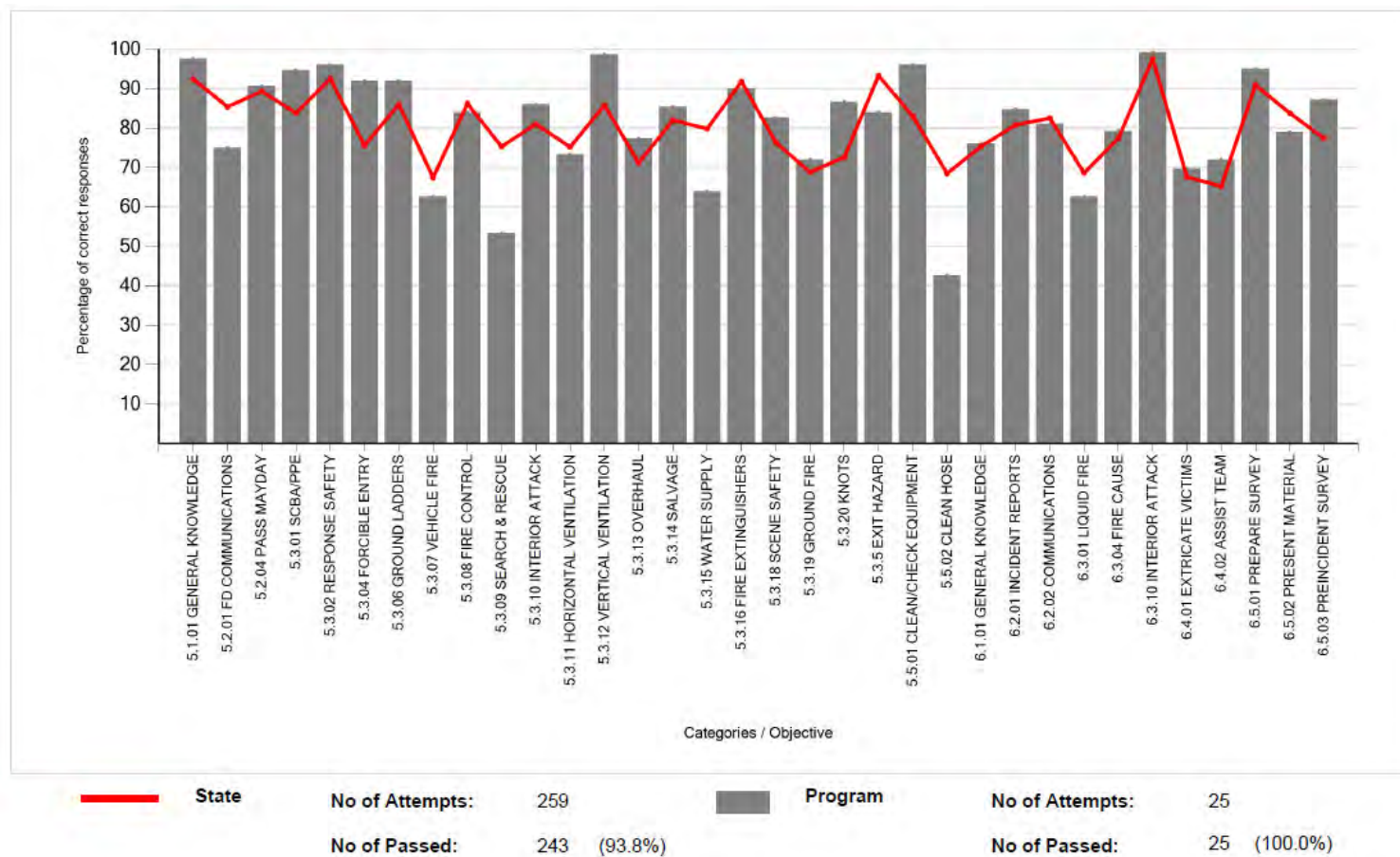


## Firefighter I and II Initial Courses (Adult Only) 9/1/2018 – 8/31/2019



## Firefighter I and II Initial Courses (Adult Only) 9/1/2018 – 8/31/2019





# Exam Metrics – FFI & II High School

## 9/1/2018 – 8/31/2019

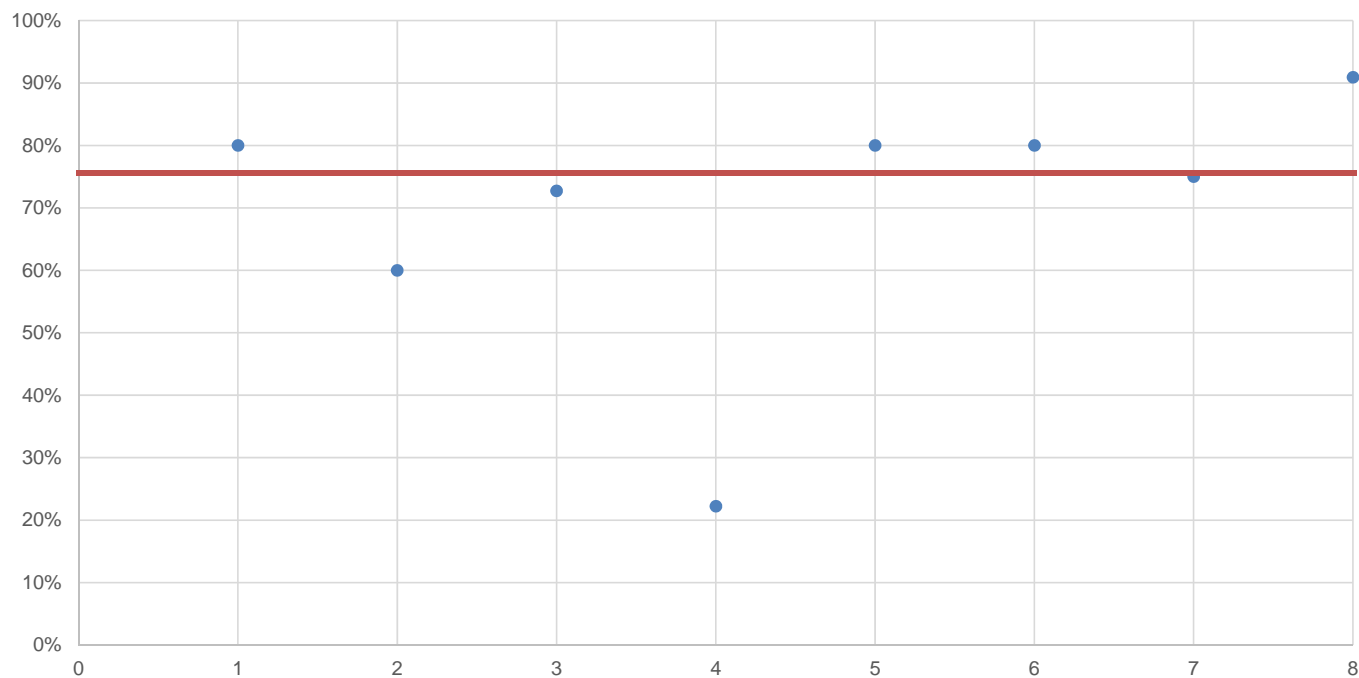
LEVEL	1 <sup>st</sup> Attempt Pass Rate	3 <sup>rd</sup> Cumulative Pass Rate	ROOT	Average Test Time Average Time/Item
FFI&II High School	73.3% (77) (n = 105)	89.5% (94) (n = 105)		56 min 22 sec/item

N = 9 courses; 127 students



## Firefighter I and II Initial Courses (High School Only) 9/1/2018 – 8/31/2019

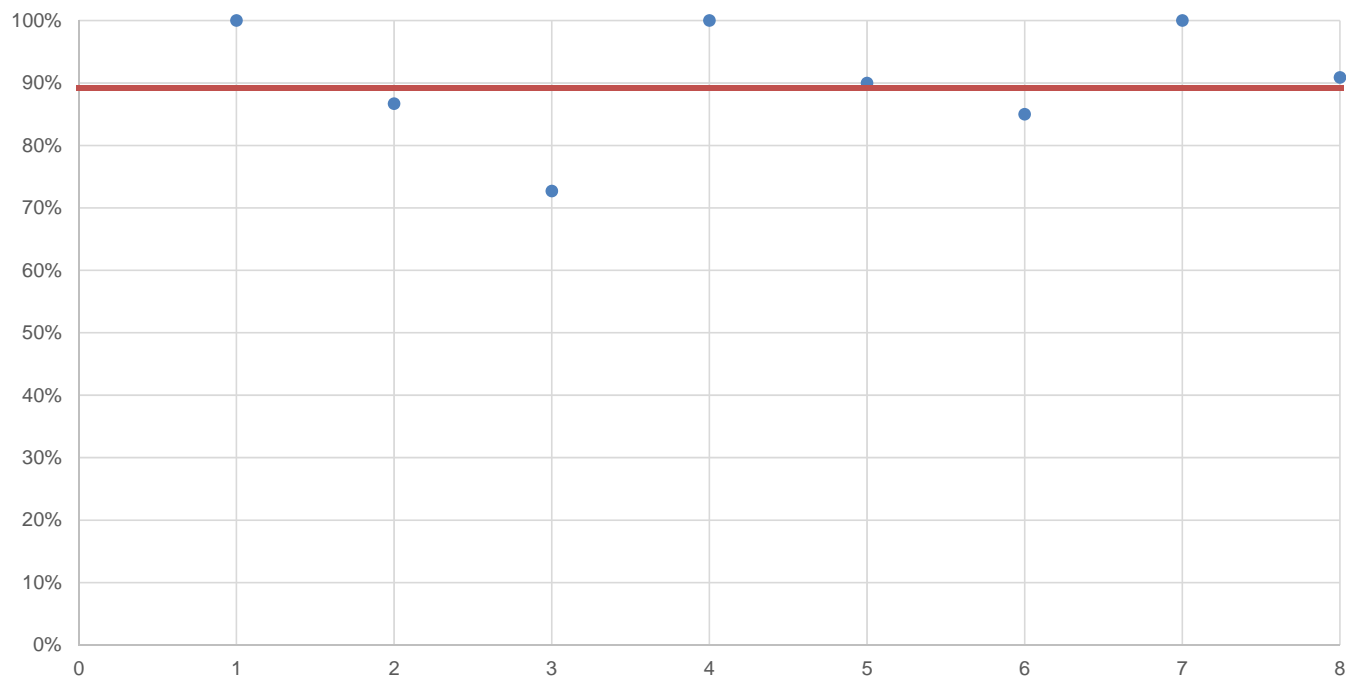
First Attempt ( $\geq 10$  students)  
n = 105 (73.3%)

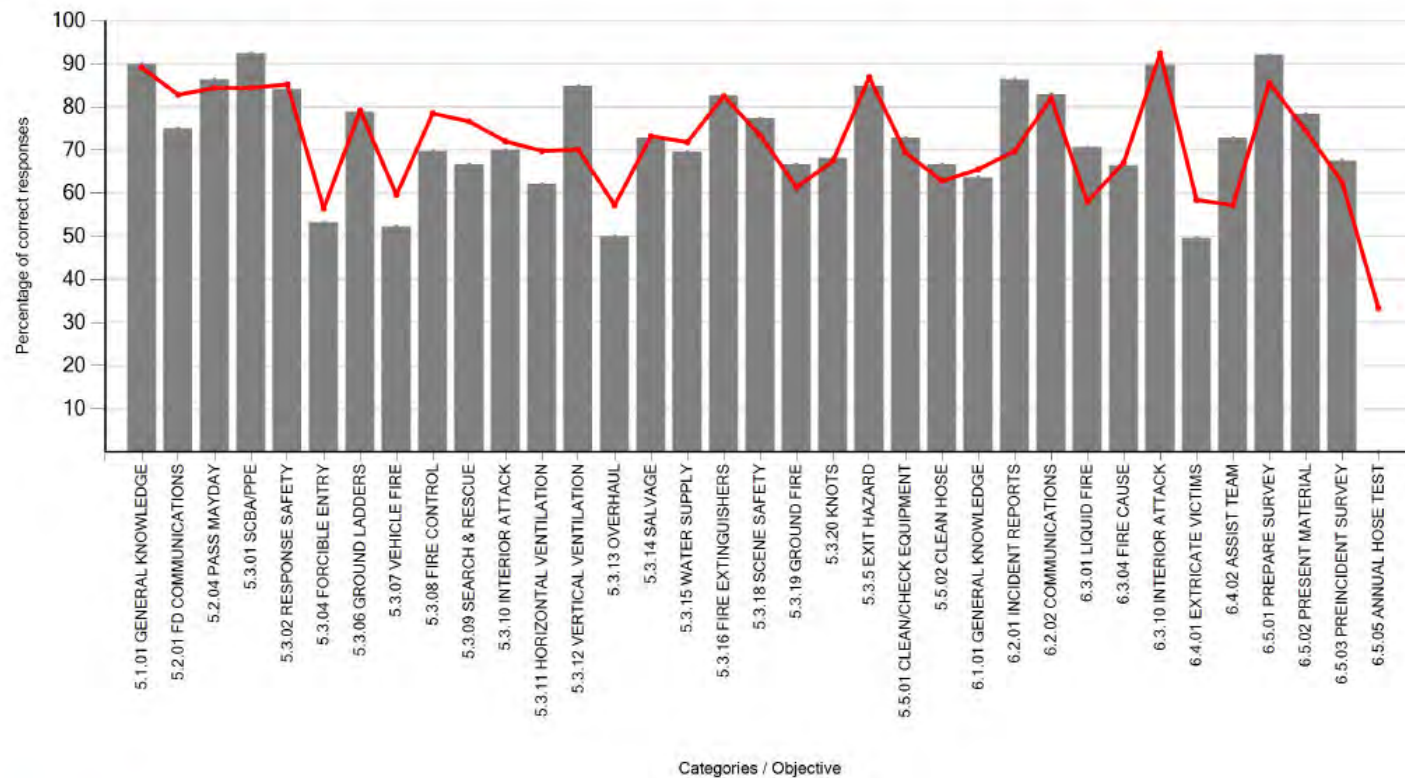




## Firefighter I and II Initial Courses (High School Only) 9/1/2018 – 8/31/2019

Third Cumulative Attempt ( $\geq 10$  students)  
n = 105 (89.5%)





— State

No of Attempts: 194

No of Passed: 130 (67.0%)

■ Program

No of Attempts: 22

No of Passed: 14 (63.6%)

# Exam Metrics – FFII Transition Adult

## 9/1/2018 – 8/31/2019

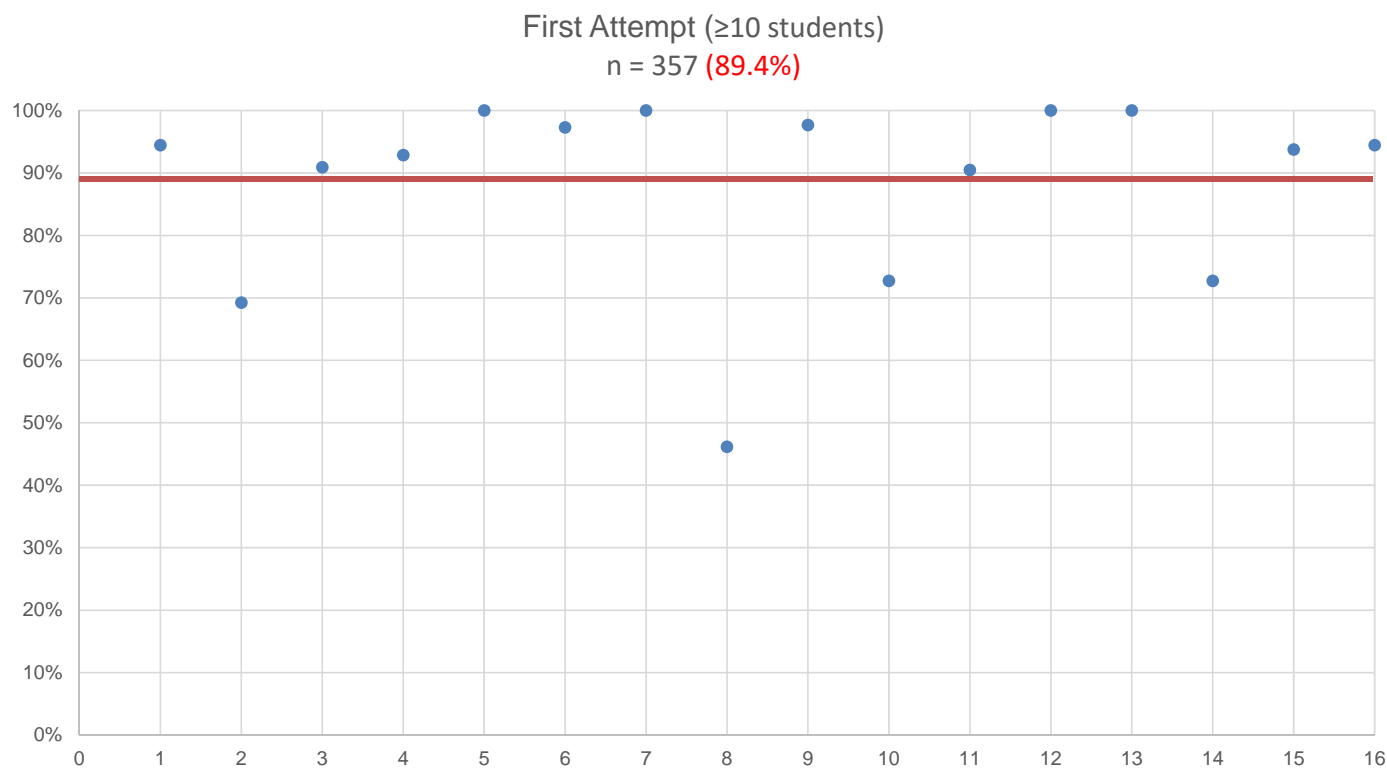
LEVEL	1 <sup>st</sup> Attempt Pass Rate	3 <sup>rd</sup> Cumulative Pass Rate	ROOT	Average Test Time Average Time/Item
FFII Transiti on Adult	89.4% (319) (n = 357)	95.8% (342) (n = 357)		54 min 22 sec/item

N = 34 courses; 377 students

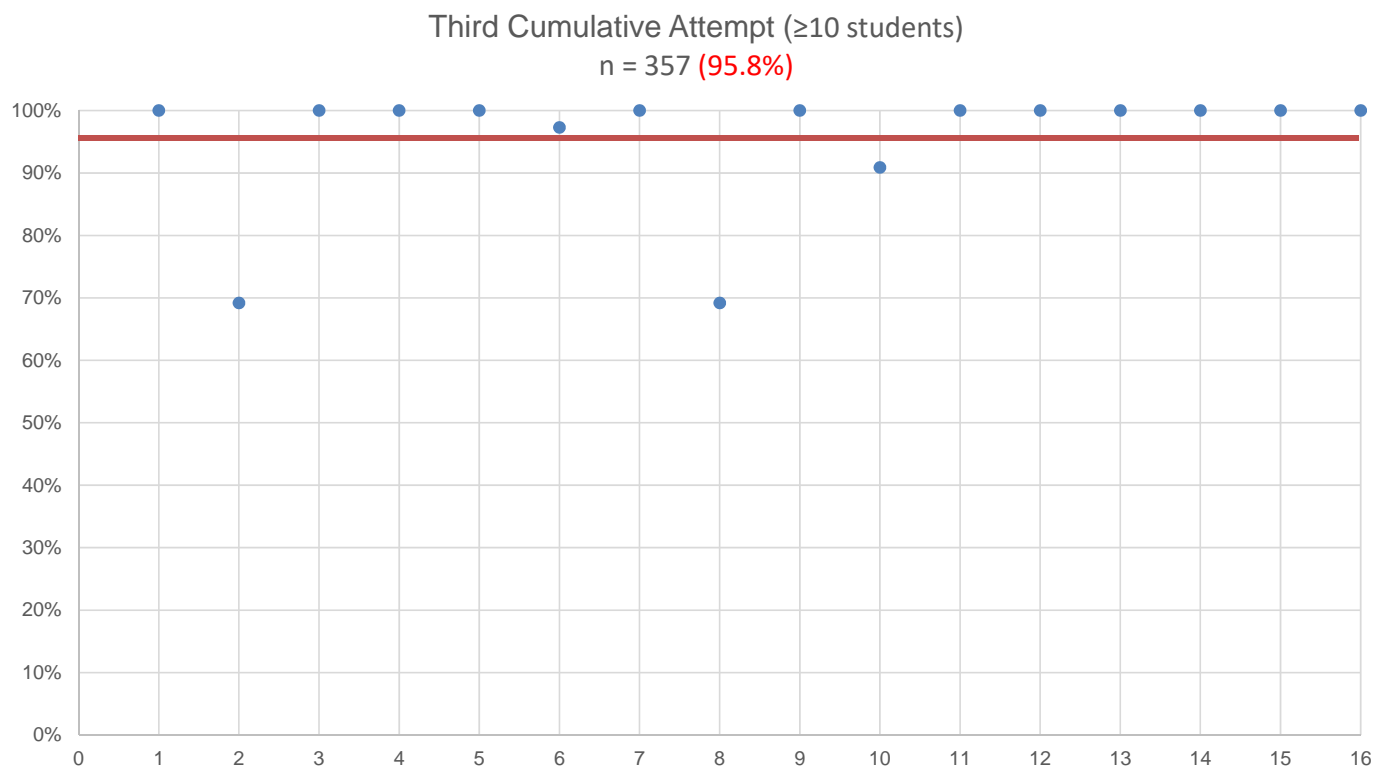


## Firefighter II Transition Courses (Adult Only)

9/1/2018 – 8/31/2019



## Firefighter II Transition Courses (Adult Only) 9/1/2018 – 8/31/2019



# Exam Metrics – FFII Transition HS

## 9/1/2018 – 8/31/2019

LEVEL	1 <sup>st</sup> Attempt Pass Rate	3 <sup>rd</sup> Cumulative Pass Rate	ROOT	Average Test Time Average Time/Item
FFII Transition High School	77.1% (37) (n = 48)	91.7% (44) (n = 48)		52 min 20 sec/item

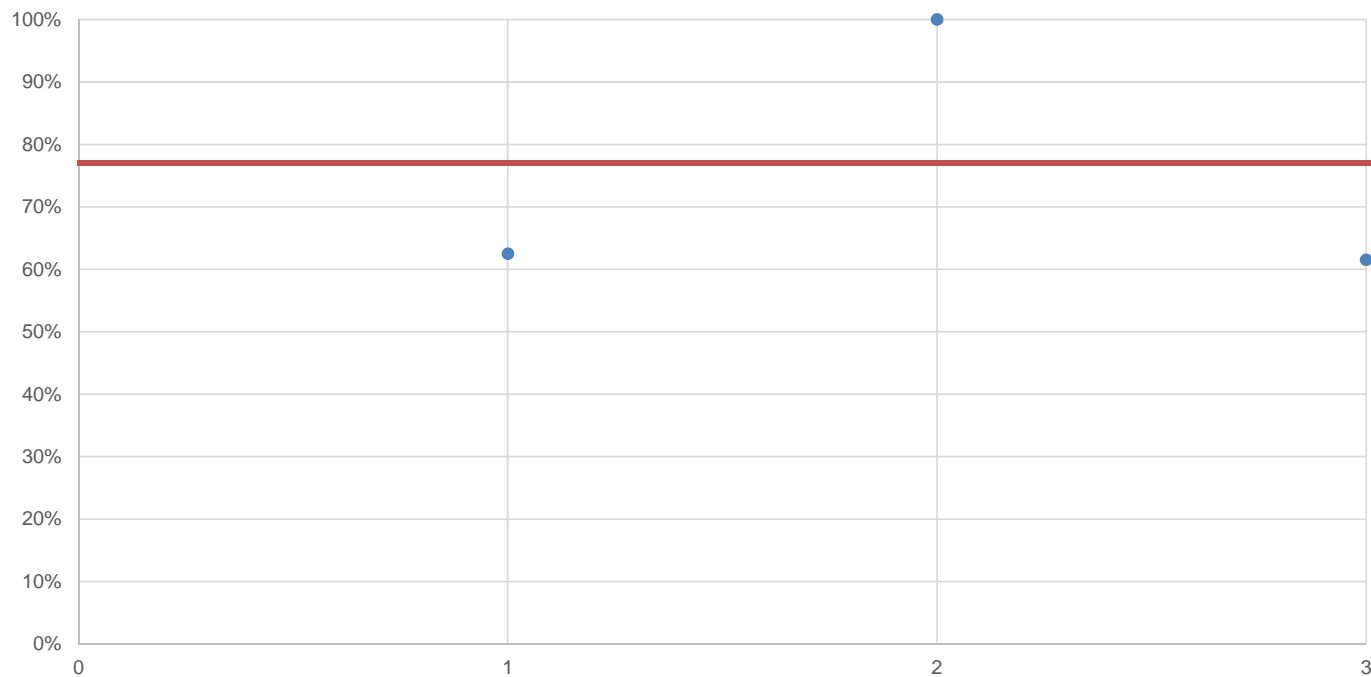
N = 4 courses; 49 students





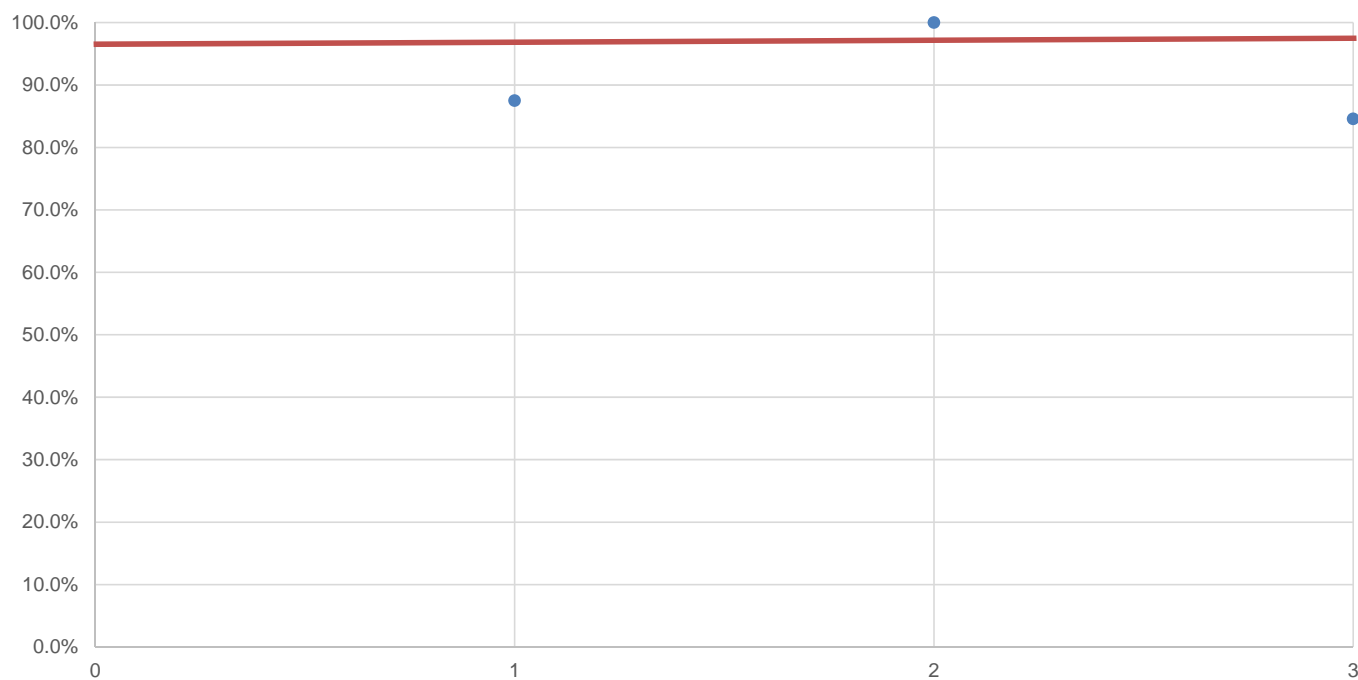
## Firefighter II Transition Courses (High School Only) 9/1/2018 – 8/31/2019

First Attempt ( $\geq 10$  students)  
n = 48 (77.1%)



## Firefighter II Transition Courses (High School Only) 9/1/2018 – 8/31/2019

Third Cumulative Attempt ( $\geq 10$  students)  
n = 48 (91.7%)



# Exam Metrics – FSI

## 9/1/2018 – 8/31/2019

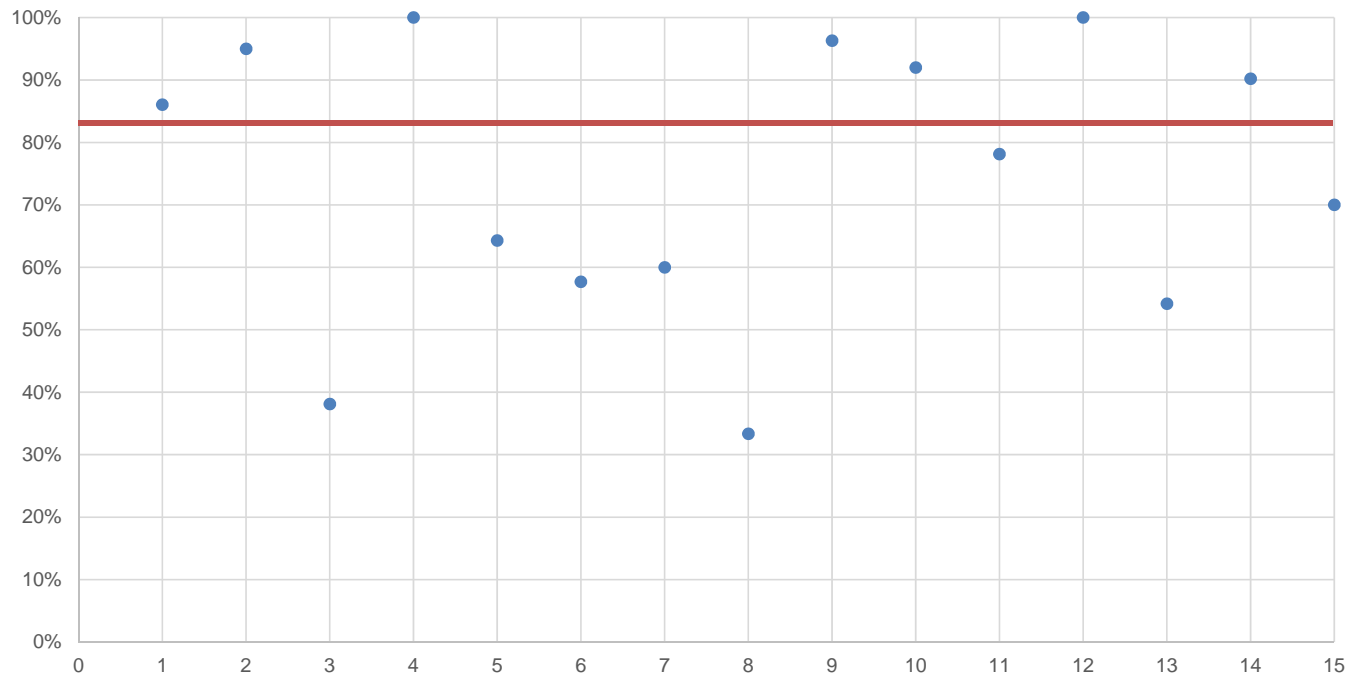
LEVEL	1 <sup>st</sup> Attempt Pass Rate	3 <sup>rd</sup> Cumulative Pass Rate	ROOT	Average Test Time Average Time/Item
FSI	82.4% (427) n = 518	93.8% (486) n = 518		106 min CLOSED BOOK: 26 sec/item OPEN BOOK: 109 sec/item

N = 35 courses; 544 students



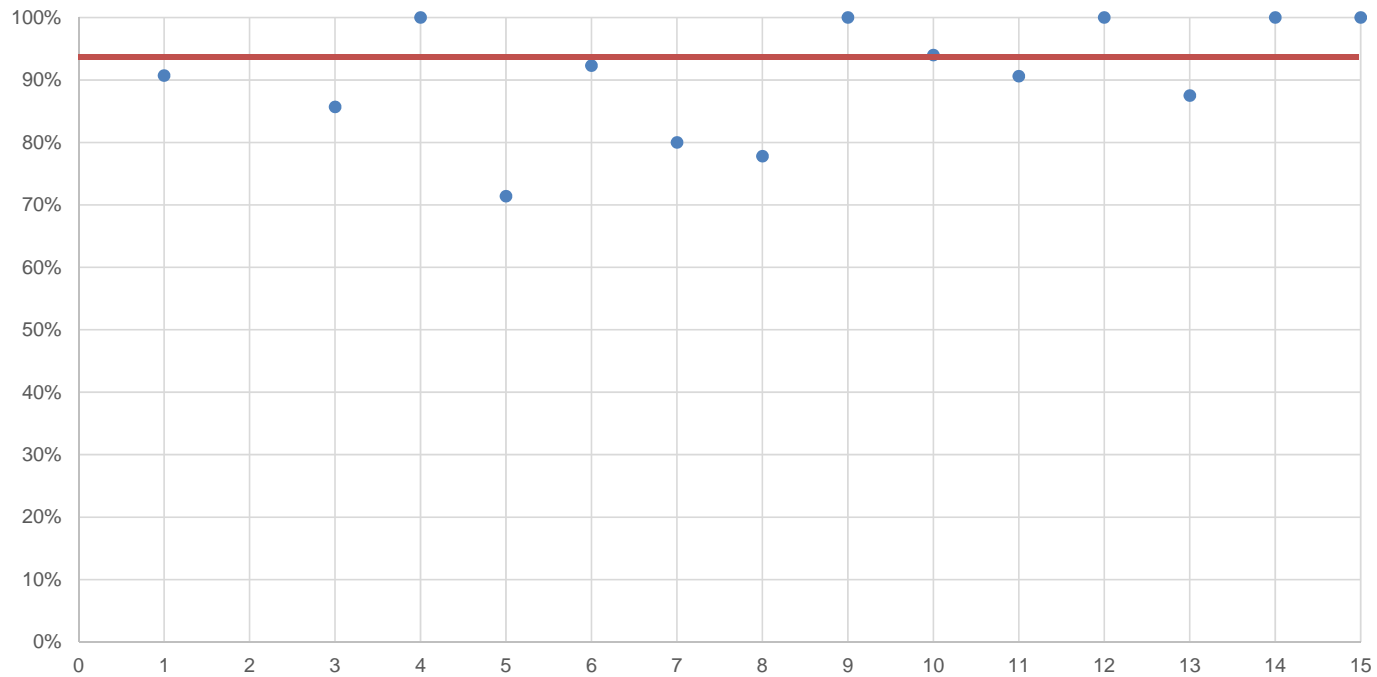
## Fire Safety Inspector Initial Courses 9/1/2018 – 8/31/2019

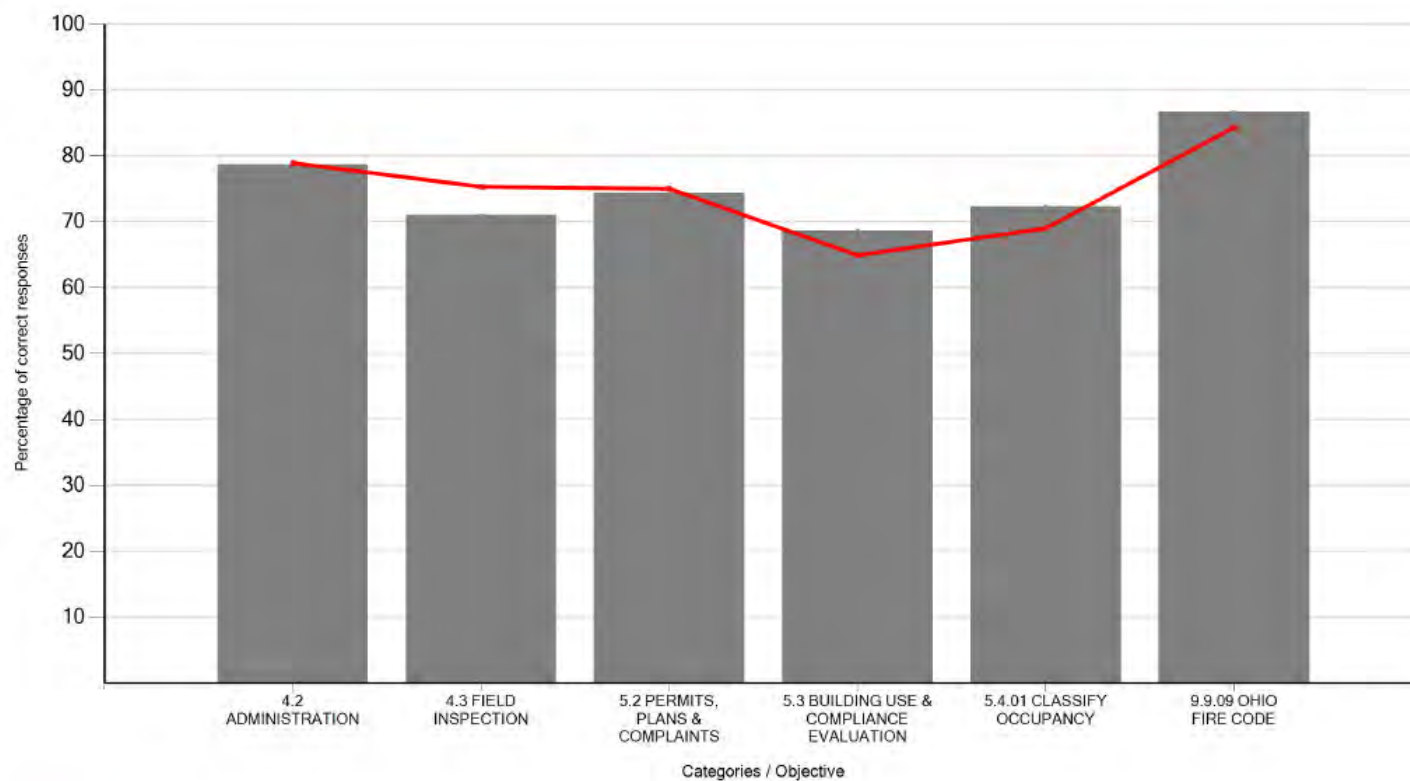
First Attempt ( $\geq 10$  students)  
n = 518 (82.4%)



## Fire Safety Inspector Initial Courses 1/1/2018 – 10/22/2018

Third Cumulative Attempt ( $\geq 10$  students)  
n = 518 (93.8%)





— State

No of Attempts: 236  
No of Passed: 185 (78.4%)

■ Program

No of Attempts: 15  
No of Passed: 14 (93.3%)





# LIVE FIRE TRAINING

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Ohio Division of EMS, Education and Testing Section



# Live Fire Training



## LFI Course Checkoff - Charter

Charter Requirements	Date Verified or Completed
Ensure your charter holds a Live Fire Instructor classification issued by the Ohio Department of Public Safety, Division of Emergency Medical Services.	
Have access to an appropriate burn structure and shall acquire/prepare all required permits or documentation. Structure must be safe and ready to burn prior to live fire portion(s) of the class.	
Have access to non-structural props used to train firefighters.	
Request approval for the course at least 15 days before the start.	
Receive verification of approval before beginning the course.	
Enter students within 14 days of course start date.	





## LFI Course Checkoff – Instructor Trainer

Instructor Trainer Requirement	Date Verified or Completed
Shall hold a valid Firefighter II certificate that is in good standing.	
Shall hold a valid Fire Instructor certificate that is in good standing	
Shall have held the Fire Instructor certificate for at least five years	
Shall have assisted with at least ten (10) documented live burn evolutions conducted as part of a Firefighter I and/or Firefighter II course through an approved chartered fire training program, with an evolution defined as pre-burn through conclusion of the live fire training session.	
Shall have served as a crew lead on at least five (5) live burn evolutions and as the Instructor-in-Charge (Incident Commander) on at least one (1) live burn training session in the preceding five (5) years, with an approved fire charter.	
Shall possess extensive knowledge regarding NFPA 1403, Standard on Live Fire Training Evolutions and other related NFPA standards, fire behavior, building construction, smoke reading, flow path management, and hostile fire events.	
Shall have successfully completed the state of Ohio "Live Fire Training Operations Course" including the Job Performance Requirements (JPRs) for Instructor, Safety Officer, Ignition Officer, and Incident Commander/Lead Instructor.	
Shall be physically fit enough to perform their duties, including emergency actions.	
Shall have at least two letters of recommendation, one from a chartered fire training program and one from a fire chief.	
Shall have successfully completed IS 700, ICS 100 or online equivalent, and ICS 200.	



## LFI Course Checkoff – Admission



Student Admission Requirements	Date Verified or Completed
Shall hold a valid Firefighter I or Firefighter II certificate that is in good standing.	
Shall hold a valid Fire Instructor or Assistant Fire Instructor certificate that is in good standing.	
Shall have an agency sponsor and shall provide a letter signed by their chief and/or training officer approving their participation in the course.	
Shall have successfully completed National Incident Management System IS 700, ICS 100 or online equivalent, and ICS 200.	
<p>Students from outside of the state of Ohio who wish to participate in this course:</p> <ul style="list-style-type: none"> <li>• Must show proof of a valid Firefighter certificate that is in good standing issued from their state.</li> <li>• Must show proof of a valid Fire Instructor or Assistant Instructor certification that is in good standing.</li> <li>• Must meet all other entry requirements.</li> </ul>	

# LFI Course Checkoff – Course Requirements



Course Requirements	Date Verified or Completed
Lecture (Face-to-Face): 8 hours (minimum)	
Live fire training practical activities: 16 hours (minimum)	
Day 1 <ul style="list-style-type: none"> <li>NFPA 1403                             <ul style="list-style-type: none"> <li>Chapters 1 – 9</li> <li>Annexes</li> <li>Post Test</li> </ul> </li> </ul>	
Day 2 or 3 <ul style="list-style-type: none"> <li>Live fire training structure hands-on training to include a live burn</li> </ul>	
Day 2 or 3 <ul style="list-style-type: none"> <li>Acquired structures pre-plan overview, travel to acquired structure, pre-burn plan development and presentation</li> </ul>	



# LFI Course Checkoff – JPR's



JPRs	Date Verified or Completed
<p>Shall be completed after successfully completing the course and receiving a certificate of course completion.</p>	
<p>The minimum Live Fire Training Instructor job performance certification requirement shall be <b>two (2) rotations</b> in each job performance requirement (JPR) category, including Instructor, Safety Officer, and Fire Control Team.</p> <ul style="list-style-type: none"> <li>A rotation shall be defined as an entire crew or company completing a live fire training evolution and both rotations for each JPR category must be completed during separate evolutions.</li> </ul> <p>In addition <b>one full day</b> as the Lead Instructor/Incident Commander must be completed.</p> <ul style="list-style-type: none"> <li>One full day is defined as including but not limited to all pre-burn safety checks, meetings, and briefings; all live fire evolutions and all post burn debriefings, meetings, and paperwork completion.</li> </ul>	
<p>Students have one year from course completion to complete the required job performance requirements.</p>	



# LFI Course Checkoff - Application



Application Procedures	Date Verified or Completed
<p>Instructor Certification Acquired on or before April 6, 2014 with no lapse</p> <ul style="list-style-type: none"> <li>Grandfathered - if certification did not expire, requiring reinstatement.</li> <li>Course &amp; JPRs not required, but if both are completed then online application should be submitted not paper application</li> <li>Must submit a completed "Live Fire Instructor Initial Application" prior to January 1, 2021.</li> <li>Paper application - signed by the program director of the chartered fire training program sponsoring the instructor; submitted to the Division of EMS prior to January 1, 2021.</li> </ul>	
<p>Instructor Certification Acquired April 7, 2014 through December 31, 2017 with no lapse</p> <ul style="list-style-type: none"> <li>JPRs not required but if completed then online application should be submitted not paper application</li> <li>Must complete the 24-hr "Live Fire Training Operations Course."</li> <li>Must submit a completed "Live Fire Instructor Initial Application" prior to January 1, 2021.</li> <li>Paper application - signed by the program director of the chartered fire training program where the 24-hour "Live Fire Training Operations Course" was taught.</li> </ul>	
<p>Instructor Certification Acquired on or after January 1, 2018</p> <ul style="list-style-type: none"> <li>Must complete the 24-hr "Live Fire Training Operations Course."</li> <li>Must complete the "Ohio Job Performance Requirements" (JPRs) for Live Fire Training - Operations Level.</li> <li>Online application - Must submit a completed "Live Fire Instructor Initial Application" within 90 days after completion of the "Ohio Job Performance Requirements" (JPRs) for Live Fire Training - Operations Level.</li> <li>The online application link will be emailed to the student after the program director attests to completion of the 24-hour "Live Fire Training Operations Course" and the "Ohio Job Performance Requirements" (JPR's).</li> </ul>	
<p>If a grandfathered student only requires the 24 hour course please enter them into the course and show when they have completed the course. Do not add JPR dates if they did not occur.</p>	
<p>If a grandfathered student completes the course and the JPRs please enter this information and have them complete the on-line application not the paper application.</p>	



# Application Procedures

- **Instructor Certification Acquired on or before April 6, 2014**
  - Grandfathered - if certification did not expire, requiring reinstatement.
  - Must submit a completed "Live Fire Instructor Initial Application" prior to January 1, 2021.
  - **Paper application - signed by the program director of the chartered fire training program sponsoring the instructor; submitted to the Division of EMS prior to January 1, 2021.**
  - Note: Regardless of the "grandfathering" option, it is recommended that all fire instructors and assistant fire instructors, providing instruction in live fire training evolutions, complete the 24-hour "Live Fire Training Operations Course."
- **Instructor Certification Acquired April 7, 2014 through December 31, 2017**
  - Applicants who obtained a Fire Instructor or Assistant Fire Instructor certification April 7, 2014 through December 31, 2017.
  - Must complete the 24-hr "Live Fire Training Operations Course."
  - Must submit a completed "Live Fire Instructor Initial Application" prior to January 1, 2021.
  - **Paper application - signed by the program director of the chartered fire training program where the 24-hour "Live Fire Training Operations Course" was taught.**
- **Instructor Certification Acquired on or after January 1, 2018**
  - Applicants who obtained a Fire Instructor or Assistant Fire Instructor certification on or after January 1, 2018.
    - Must complete the 24-hr "Live Fire Training Operations Course."
    - Must complete the "Ohio Job Performance Requirements" (JPRs) for Live Fire Training - Operations Level.
  - **Online application - Must submit a completed "Live Fire Instructor Initial Application" within 90 days after completion of the "Ohio Job Performance Requirements" (JPRs) for Live Fire Training - Operations Level.**
  - The online application will be received by the student after the program director attests to completion of the 24-hour "Live Fire Training Operations Course" and the "Ohio Job Performance Requirements" (JPR's).



# BURN PLANS

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Ohio Division of EMS, Education and Testing Section



# Burn Plans – Submitted with Course Request

Live Burn Document Checklist	
SHALL BE ON FILE	Completed
Burn building maintenance records	
Burn building inspection records	
Burn building engineering report to include floor plans	
EPA Permit	
Site plan that meets NFPA 1403	
Site planning & equipment needs assessment checklist	
Inclement weather SOG	
Heat stress index chart - wind chill chart	
Instructor list w/ certification #'s	
Live burn fuel package matrix	
Instructor / support staff responsibilities	
Written learning objectives for all evolutions w/ diagrams	
Emergency plan for Fire / Police / EMS	
Emergency evacuation notification policy	

Date Burn Plan Filed:	
Program Directors Signature:	
Date Approved:	
DEMS Staff:	



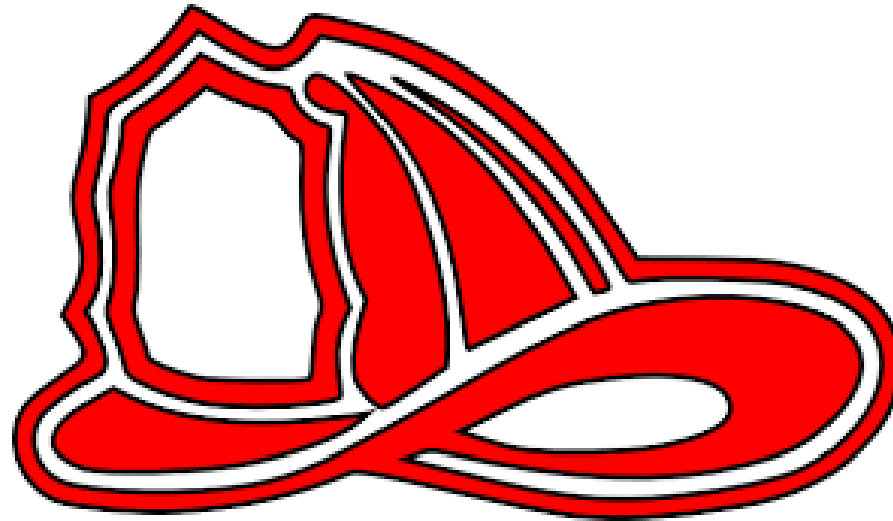
# Burn Plans – Day of Burn (Course File)

SHALL BE COMPLETED DAY OF LIVE BURN & KEPT IN COURSE FILE	Completed
<b>Conducted Before Live Burn &amp; Reviewed in Pre Burn Briefing</b>	
Cadet prerequisites met	
Review heat stress/wind chill chart for compliance	
Incident command organizational chart	
Communications plan	
Medical plan	
Instructor / support staff / cadet assignments	
Instructor to cadet ratio (SHALL MAINTAIN 5:1 MIN.)	
Apparatus assignments	
SCBA & gear inspection	
<b>Instructor and student briefing</b>	
Emergency evacuation notification and assembly area	
Safety analysis and plan checklist	
Pre-Burn checklist	
Go/no go checklist	
<b>Conducted During Live Burn</b>	
Rest and rehab for each evolution w/ vital sign monitoring	
Temperature monitoring for all live burn evolutions	
Evolution checklist	
Evolution log	
Live fire training – event log	

# Burn Plan – Post Burn (Course File)

SHALL BE COMPLETED AFTER LIVE BURN & KEPT IN COURSE FILE			Completed	
Post Burn Checklist				
AAR (After Action Review)				
Implementation of AAR Items				
Cadet/ Instructor Discharge Instructions				
Instructor List w/ Certification #'s (Updated)				
YES	NO	SHALL BE COMPLETED AS NEEDED & KEPT IN COURSE FILE	Date	Initials
		First Report of Injury (DEMS Notified)		
		First Report of Un-Safe Act (DEMS Notified)		
COMMENTS				
Reviewed and Prepared by:				
Lead Instructor:			Certification #:	
Lead Signature:			Date:	
Program Director:			Certification #:	
Director Signature:			Date:	





# QUESTIONS?

Ohio Division of EMS

800-233-0785

[emsfireeducation@dps.ohio.gov](mailto:emsfireeducation@dps.ohio.gov)





# PRACTICAL SKILLS EXAMINATION

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Ohio Division of EMS, Education and Testing Section



# PRACTICAL SKILLS EXAMINATION

## **4765-20-06 Firefighter, fire safety inspector, and hazard recognition officer examinations.**

The initial examinations required for a firefighter certificate shall consist of a knowledge examination and a **practical skills examination** as approved by the executive director, with the advice and counsel of the committee.

- The practical skills examination shall be administered by a chartered program;
- The practical skills examination shall be evaluated by a practical skills evaluator;
- The practical skills examination shall be based on a pass or fail grading system;
- Failure to pass any portion of a tested skill requires re-testing of the entire skill.
- A maximum of 3 attempts per skill is permitted (no more than 2 attempts on the same day)
- If the candidate is unable to pass the practical skills examination within 3 attempts, they shall complete a new course



# PRACTICAL SKILLS EXAMINATION

## **4765-24-21 Practical skills examination administration requirements.**

A chartered program shall be permitted to administer the **state practical skills testing examination** if the program meets or exceeds the following requirements:

- Has a current and valid charter;
- The program director shall ensure the integrity and security of all practical skills examinations
- The program director / skills coordinator shall supervise the practical skills examinations
- The program director / skills coordinator shall be responsible for the administration and set up of the practical skills examination
- The program director / skills coordinator ensure practical skills stations are set up prior to the scheduled examination time
- The program director shall immediately report any potential compromise of the examination process
- The program director / skills coordinator shall not permit lead instructors to evaluate any student on the specific skills examinations that were taught by the instructor;
- The program director shall ensure the safety of the students by providing equipment, supplies, apparatus, and facilities that meet the performance objectives for "NFPA 1001" for all firefighter practical skills examinations



# PRACTICAL SKILLS EXAMINATION EVALUATOR

## **4765-24-21 Practical skills examination administration requirements.**

- The program director shall allow only fire instructors who have completed the "Practical Skills Evaluator Training Course" to evaluate students during practical skills examinations.
- Instructors shall not evaluate practical skills examinations above their level of certification
- The program director shall ensure all practical skills evaluators receive annual refresher training



# VOLUNTEER FIREFIGHTER SKILLS TESTING

## VOLUNTEER FIREFIGHTER SKILLS TESTING ONLY

All of the Practical Skills for the Volunteer Firefighter course may be conducted during course as “Flip-the-Switch” skills but the time used for the skills may not be counted towards the Course Hours.



# MANDATORY/RANDOM SKILLS TESTING

- Practical Skills are based upon the NFPA 1001 JPR's and are designed to measure a candidate's ability to perform the specific tasks required of a Firefighter.
- The Practical Skills are approved by the Firefighter & Fire Safety Inspector Subcommittee and the executive director after review by all of the Fire Charters
- "Mandatory Skills" are assigned to every Fire training course and must be passed by each candidate.
- "Random Skills" are randomly assigned to each Fire training course and must be passed by each candidate.
- PRACTICAL SKILL TESTING SHALL BE DONE AT THE END OF THE COURSE PRIOR TO THE WRITTEN EXAM\*
- PRACTICAL SKILL TESTING SHALL NOT COUNT AS COURSE HOURS



# “FLIP THE SWITCH” SKILLS TESTING

- “Flip the Switch” Skills are **only** those skills designated by the Division of EMS and at the discretion of the Fire Charter that may be tested during the course, but the time used to conduct the skills exam may not be counted towards the Course Hours. All other skills shall be done at the end of the course.

## **Firefighter Skills proposed as “flip the switch”**

FFI - Search and Rescue

FFI - Advancing Hoseline

FFI - Fire Attack – Interior

FFI - Overhaul / Evidence Protection

FFI - Vehicle Fire

FFII – Ignitable Liquid Fire

FFII – Coordinate an Interior Attack

FFII – Flammable Gas Fire

FFII – Vehicle Extrication





# COMMON CHARTER VIOLATIONS

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Ohio Division of EMS, Education and Testing Section



# FIRE CHARTER COURSE RECORDS INSPECTION FORM:



FIRE CHARTER COURSE RECORDS INSPECTION			
Charter:		Charter ID #:	
Course:		Course #:	
Start Date:		End Date:	
Date Reviewed:		DEMS Staff:	
Fire Charter Course Documentation Requirements OAC 4765-24-03 / 4765-24-05 / 4765-24-11		C	V
COURSE FILE			
1. Course Roster with Contact Information including all Instructors			
2. DEMS approved Syllabus and Course schedule - 4765-24-03(a)(21)(B)			
3. Complete Attendance records - 4765-24-03 (a)(5)(B)			
4. Cadet Make-up Hours Documentation - 4765-24-03(b)(c)(5)(B)			
5. Accident and injury reports, if applicable - 4765-24-03(7)(B)			
6. Evaluations of each instructor by the students - 4765-24-03 (b)(21)(B)			
7. Evaluations of the course by the students - 4765-24-03 (b)(21)(B)			
8. NFPA 1403 Compliant Burn Plan 4765-24-03(j)(21)(B) - (i-x)(21)(B)			
STUDENT FILE			
1. NFPA 1582 Compliant medical exam - 4765-24-11(4)(E)			
2. Met educational requirements set by AHJ - 4765-24-11(4)(E)			
3. Met age requirements - 4765-24-11(4)(E)			
4. Met job-related physical requirements of AHJ - 4765-24-11(4)(E)			
5. Background check - 4765-24-11(4)(E)			
6. Copy of Required Certification for Transition/Inspector/Instructor			
7. Documentation Cadet met all required Prerequisites for the course			
8. Verification Cadet received handbook - 4765-24-03 (a-j)(15)(A)			
9. Completed Objective check-off packets - 4765-24-03(9)(B)			
10. NIMS ICS/IS 100 and IS 700 - 4767-24-03(k)(21)(B)			
11. Completion of JPR's / Student Teaching / Required Modules if applicable			
12. Course completion certificate for each cadet who passes all exams 4765-24-03(11)(B)			
13. Signed Volunteer Firefighter Disclaimer (Volunteer Only)			
For each classification held, shall meet one of the following: 4765-24-03 (1.2)(C) 4765-25-05 (a,b)(4)(D)			
<ul style="list-style-type: none"> <li>Not less than 65% of the training program's students who take the written portion of the initial certification examination shall receive a passing score on their first attempt to pass the examination, or</li> <li>Not less than 80% of the training program's students who take the written portion of the initial certification examination shall receive a passing score.</li> </ul>			
C = Compliant		V = Violation	
		N/A = Not Applicable	



# FIRE CHARTER INSPECTION FORM:



FIRE CHARTER INSPECTION			
Charter:		Charter ID #:	
Program Director:		Authorizing Official:	
Site Address:		Phone #:	
Inspection Date:		DEMS Staff:	
Fire Charter Requirements OAC 4765-24-03			
	C	V	N/A
CHARTER RECORDS			
1. Current and valid agreements for use of all equipment, apparatus and facilities.			
2. Current, valid and approved offsite agreements.			
3. NFPA 1403 Compliant Burn Plan 4765-24-03(j)(21)(B) - (i-x)(21)(B)			
4. Student Handbooks			
5. Advisory Committee Roster and Meeting Minutes			
6. Current and valid Instructor Certifications			
7. Fire Instructor Evaluations for each instructor completed by the Program Director or Designee			
8. Documentation Instructor Trainers meet all OAC requirements			
9. Maintain copies of inspection and maintenance records for all equipment.			
10. Maintain copies of inspection and maintenance records for all apparatus.			
11. Maintain copies of inspection and maintenance records for all burn facilities.			
FACILITIES			
1. Classroom meets requirements			
2. Testing lab meets requirements			
3. Burn facilities shall be constructed, inspected & maintained in accordance with NFPA 1402			
4. Demonstrate Burn Facilities are able to meet practical skill station requirements			
EQUIPMENT			
1. PPC shall be inspected, maintained, and tested in accordance with NFPA 1851			
2. SCBA shall be inspected, maintained, and tested in accordance with NFPA 1852			
3. Fire apparatus shall be inspected, maintained, and tested in accordance with NFPA 1911			
4. Fire pumps shall be inspected, maintained, and tested in accordance with NFPA 1911			
5. Aerial devices shall be inspected, maintained, and tested in accordance with NFPA 1911			
6. Fire hose shall be inspected and tested in accordance with NFPA 1962			
7. Fire extinguishers shall be inspected and tested in accordance with NFPA 10			
8. Ground ladders shall be inspected and service tested in accordance with NFPA 1932			
C = Compliant	V = Violation	N/A = Not Applicable	





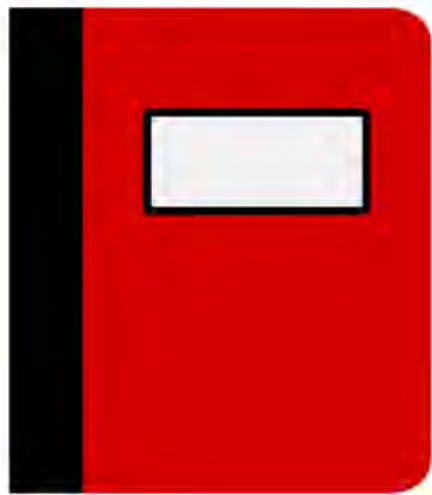
THE MOST COMMON  
VIOLATION FOUND IS OAC  
4765-24-03 (1,2)(C)  
4765-25-05 (A,B)(4)(D)

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For each classification held, a charter shall meet one of the following:

- Not less than 65% of the training program's students who take the written portion of the initial certification examination shall receive a passing score on their first attempt to pass the examination, &
- Not less than 80% of the training program's students who take the written portion of the initial certification examination shall receive a passing score.



# COMPLETE ATTENDANCE RECORDS - 4765-24-03 (A)(5)(B)

# ATTENDANCE RECORDS

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- Shall be completed for each course and for each student.
- Shall document all missed hours/days of each student.
- Shall have some form of documentation that shows make-up for those missing hours/days.







## DO THE HOURS MISSED HAVE TO BE MADE UP HOUR FOR HOUR?

- 
- **No, the hours do not have to be made up hour for hour.**
  - **You shall have them complete a make up approved by the program director and all coursework and attendance must be documented.**
  - **Place documentation in one of the files. Student or Course.**

# STUDENT AND INSTRUCTOR EVALUATIONS:

- 
- Evaluations of each instructor by the students – OAC 4765-24-03 (b)(21)(B).
  - Evaluations of the course by the students – OAC 4765-24-03 (b)(21)(B).



# COGNITIVE EXAM REQUIREMENTS

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Ohio Division of EMS, Education and Testing Section



# Cognitive Exam Requirements

- OVERVIEW
  - PROCTOR ROLE AND RESPONSIBILITIES
  - EMS COURSE AND EXAMINATION ADMINISTRATION SYSTEM
  - SUBMITTING AN APPLICATION FOR CERTIFICATION
  - PROCTOR CANDIDATE ORIENTATION SCRIPT



# Proctor Role and Responsibilities

## The Proctor's Responsibilities

The proctor must know, understand, and follow all applicable laws and rules that involve examinations including Ohio Administrative Codes. The proctor must conduct all examination related activities in accordance with the policies and procedures outlined in this manual and be in attendance at each examination he/she is scheduled to administer. In the event that the designated proctor cannot be present, the Division of EMS must be notified immediately so that an alternate proctor can be approved and assigned to administer the examination or other arrangements can be made.



# The Proctor's Responsibilities

## The Proctor's Responsibilities

- Adhere to the standards of professional and personal ethics.
- Conduct examination related activities on an equal basis for all candidates, paying particular attention to eliminate actual or perceived discrimination based upon race, color, national origin, religion, gender, age, disability, position within the local system, or any other potentially discriminatory factor.
- Refrain from any conduct that may be considered by a candidate as sexual harassment, including making comments about a candidate's personal appearance, telling sexually oriented or lewd jokes, or physical contact with a candidate. Conversation between the proctor and candidates must be limited to the giving of instructions and answering of questions.
- The proctor must be aware of his/her actual or perceived authority over a candidate and must avoid any conversation or contact with candidates before or after administration of an examination. Any attempt by a proctor to offer assistance to a candidate in the administration or scoring of an examination and any request for a social relationship or sexual favors in exchange for such assistance is strictly prohibited.



# The Proctor's Responsibilities

## The Proctor's Responsibilities

- Maintain the confidentiality of all examination results.
- Contact the program director upon receipt of confirmation from the Division of EMS that he/she will represent the Division of EMS at an examination. The proctor must review the proctor's responsibilities in this document to ensure he/she fully understands his/her roles in the examination process to avert any issues the day of the examination.
- Contact the program director to ensure that he/she has the facility set up adequately to ensure proper administration of the written examination. After receiving all examination test information from the Division of EMS, the proctor must contact the program director to ensure the examination site is prepared and scheduled at the right time.
- The proctor must immediately report any suspected unethical conduct of any person who is attending or assisting with administration of written examination directly to the Division of EMS at [OFSTesting@dps.ohio.gov](mailto:OFSTesting@dps.ohio.gov).





# The Proctor's Responsibilities

## Confirmation of the Examination

- Program Director and the Proctor will receive an examination confirmation email from the Division of EMS prior to the examination.
- Upon receipt of the examination confirmation email, the proctor should contact the program director to review examination details.
- The proctor's and program director's confirmation email will also include the examination links.
- If any discrepancy exists the proctor must contact the Division of EMS to alert us of the situation. If necessary, we will intervene to ensure all are prepared to administer the requested examination in an acceptable fashion or the examination will be rescheduled.



# The Proctor's Responsibilities

## Examination Material

- Examination student log in information and password.
- Verifying that the information is correct.
- Examination security. This includes ensuring that no candidate is exposed to any examination material before actual administration of the examination begins.
- No one is permitted to reproduce, copy, photograph, or record any of the examination questions in any way or take any examination material from the examination site.
- Examination passwords are emailed to the designated proctor and program director the day of the examination.
- Maintaining the security of all examination information must be your primary concern as a proctor.



# The Proctor's Responsibilities

## Examination Day – General Responsibilities

- Proctor and all other involved personnel must conduct all aspects of the examination in a courteous and professional manner at all times.
- Proctor must ensure that all candidates complete the examination in the same standardized format. Administration of any part of the examination, either written or practical, in any manner different than other candidates constitutes an examination accommodation.
- The Division of EMS is in compliance with the Americans with Disabilities Act. All requests for accommodations must be submitted for review by the Division of EMS at least thirty (30) days prior to the examination.
- Proctor must politely and attentively deal with each candidate's concerns throughout the examination.



# The Proctor's Responsibilities

## Examination Day – General Responsibilities

- Proctor must inspect all facilities for the written examination to ensure their adequacy.
- Proctor is responsible for controlling and administering the written examinations.
- Proctor is responsible for notifying the Division of EMS of all cases of dishonesty or any other irregular occurrences during the written examination.
- Proctor is responsible for roll call of all registered candidates for the written examination and appropriately recording the candidate's attendance at the written examination.
- Candidates shall not be admitted to the test without the following:
  - The first and last names on the primary ID. Acceptable forms of valid, government-issued, unexpired primary IDs with photograph and signature include:
    - Passport or Student ID
    - Driver's license
    - Military ID
    - Government-issued identification card



# The Proctor's Responsibilities

## Examination Day – General Responsibilities

Prohibited items include, but are not limited to:

- Food/Beverages
- Books
- Papers
- Highlighters
- Rulers
- Notes
- Earplugs
- Calculators (including watch calculators)
- Cell phones
- Recording devices
- Cameras
- Headphones
- Watches
- Any other electronic devices or reference materials (Unless approved by DEMS)
- Any hat with a bill or brim unless it is worn for a religious or medical reason that has been pre-approved by the Division of EMS.
- Any article of clothing, jewelry, or accessory containing any information (whether as a design or otherwise) that may be reasonably related to the examination.





# The Proctor's Responsibilities

## Examination Day – During the Examination

The proctor merely supervises the examination and is not permitted to answer any specific questions related to examination material during the written exam. No person can serve as a proctor if he/she is a relative of any candidate or is in a position where the outcome of the results will be to his/her benefit.

- The proctor will direct the candidate to a workstation which will be ready for the candidate to begin his/her exam.
- The proctor shall sit with a direct line of sight to all candidates' testing stations.
- Candidates will be required to sign out when leaving the test room, and sign in and show identification prior to reentering the test room.
- Conversing with other candidates, referring to their computer screens, testing materials or written notes is prohibited at any time during the testing day.
- The following policies will be enforced for all breaks, both scheduled and unscheduled, during the exam day. If a break is taken during the exam, candidates must return to their original assigned seat.



# The Proctor's Responsibilities

## Examination Day – During the Examination

- The use of cell phones and other electronic devices during scheduled or unscheduled breaks is prohibited.
- Candidates may not ask questions about the exam after it begins.
- Any candidate who gives or receives assistance during the test or fails to comply with the Division of EMS testing policies will be required to turn in all test materials immediately and leave the testing room.





# Test Security

- The candidate will be required to remove his/her eyeglasses for close visual inspection. These inspections will take a few seconds and will be done at check in and again upon return from breaks before you enter the testing room to ensure the candidate does not violate any security protocol.
- Jewelry outside of wedding and engagement rings are prohibited. Please instruct the candidates not to wear other jewelry to the test center. Hair accessories and ties are subject to inspection. The candidates are to refrain from using ornate clips, combs, barrettes, headbands, tie clips, cuff links and other hair accessories.



# Written Examination Accommodations

- Candidates requesting accommodations for the written component of the examination should contact the training program director for copies of the Examination Accommodations Policy.
- Candidates must have prior written approval from the Division of EMS in order to obtain any accommodations on any examination. Requests for accommodations must be made at least thirty (30) days in advance of the scheduled examination.
- If accommodations have been granted within the thirty (30) days prior to the examination, the proctor should receive a copy of the ADA letter informing the proctor of the accommodation that has been granted.
- Candidates who have been granted an accommodation for the written examination should also be able to present a copy of the letter from the Division of EMS granting such accommodation. If you are unsure of a candidate's claim for accommodations, contact the Division of EMS immediately.



# Facilities for the Written Examination

- While a wide variety of facilities may be used for the written examination, each must conform to minimum facility guidelines. These guidelines follow acceptable educational criteria for administration of a computerized, multiple choice examination.
- Each facility must contain adequate seating with an appropriate computer station for each person scheduled to participate in the written examination.
- From the front of the room, the proctor must also be able to see all candidates' eyes.
- Additionally, each facility must:
  - Provide for comfortable and adequate heating/cooling, ventilation, and lighting
  - Provide an environment that is free of excessive noise and distraction
  - Contain a table or desk adequate for registering candidates and proctoring the examination process
  - Provide adequate restroom facilities, a drinking fountain, and adequate parking with reasonable access to the examination site
  - Contain a wall clock that is visible to the proctor



# Closing and Delayed Starting Times

Adverse conditions such as extreme weather, a power failure, or other circumstances may make it necessary to cancel the administration of a test or to delay the beginning of testing for some time period. Please contact the Division of EMS if an exam is cancelled or delayed for any reason. If the examination has been canceled by the Division of EMS, the Division will not be held responsible for any expenses incurred, including but not limited to travel expenses and lost wages on the day of the exam.



# Restroom Break

- Candidates may be dismissed to use the restroom one (1) at a time.
- Inform the candidate that his/her time limit will not be extended and dismiss the candidate to the restroom.
- You must ensure the security of the candidate's testing materials until he/she returns to the room.
- The security of the examination is of prime importance and "hall talk" between candidates who have completed the examination and those using the facilities may become an issue.



# Interruption of the Written Examination

Once the examination has started, if a candidate withdraws from the examination for any reason prior to completion, you should write an explanation of the events and file an incident report with the Division of EMS immediately.

Interruption outside of anyone's control may disturb candidates who are taking the written examination. Announcements over the public address system are an example of interruptions that, if too numerous, could affect candidates' concentration. In these circumstances, you shall inform the program director and prepare the incident report to be filed with the Division of EMS immediately.



# Interruption of the Written Examination

Should this occur, you must quickly perform the following:

- Note the time of the interruption
- Warn all candidates that they will be dismissed immediately from the remainder of the examination if they attempt to converse with anyone about the examination during the interruption
- Ensure that all candidates leave the building in a quiet, organized manner following all appropriate evacuation directions
- When it becomes possible to re-enter the building, re-verify each candidate's return to the room. Give them a few moments to get settled back down and use the restroom if necessary
- Note the time started and instruct all candidates to complete the examination in the remaining amount of time that had not elapsed from the original ending time
- File an incident report with the program director and Division of EMS





# Use of Prohibited Materials

You must prepare a written incident report, paying particular attention to the following criteria:

- Identify each suspected candidate by name and social security number/certification number
- In the event a candidate is suspected of copying from another, place his/her/their name(s) and social security number(s), in the report. Please explain the degree to which the additional candidate(s) was/were cooperating in the misconduct
- Identify the names, addresses, and phone numbers of all who also observed the incident
- Provide a sketch of the seating arrangement, spacing, and so forth at the time of the incident. Be sure to identify the position of the suspected candidate and all others involved. Submit all completed reports to the Division of EMS before leaving the site
- Sign the report



# Dismissal from the Written Examination

Because of the need to maintain order and examination security in the examination room, you have the authority to dismiss a candidate for misconduct. However, dismissal from the examination may have serious consequences for a candidate and should be a last resort. Prior to making a decision for dismissal, you must consult the Division of EMS.

You may decide to dismiss when warranted, but you and the Division of EMS should use your best judgment in handling the situation. Take no action until you are certain a candidate has given or received assistance, used prohibited aids, or disturbed others who were taking the examination. When you and the Division of EMS are sure of a violation, immediately dismiss the candidate from the room. Tell the candidate only that failure to abide by the examination regulations has made your actions necessary. Give a full account of the incident on a report following the criteria outlined above.



# Late Arrivals

Situations such as inclement weather conditions or emergency runs are typical examples in which the candidate may be granted permission to begin the written examination late. If admitted into the examination, candidates arriving late must be given the full written examination. No candidate can be required to complete the examination without being afforded the full time limit.

You must instruct the candidate that approval from the training program director to begin the examination must be obtained. If permission is granted, you must orient the candidate to the written examination as quietly as possible.

If the facility cannot ensure that the candidate will be afforded the appropriate full time limit to complete the examination, the examination may not be administered to the candidate even if he/she wants to complete the examination in less than the full time limit.

In such cases, the candidate must be dismissed from the written examination and instructed to make alternate arrangements to complete the written examination at a later date.



# Completion of Written Examination

You must be alert and very cautious as the candidates complete the examination and prepare to exit, you must keep all examination materials secure.

All candidates have been informed to raise their hands one at a time as they complete the examination. The candidate will provide an official form of photo ID and verify the examination has been graded and the certification application completed.

You must check the name, signature, and photograph of the official ID against the candidate and the information he/she has on the test roster. If the identification does not match or if the candidate cannot produce any acceptable form of official photo ID, the candidate in question should be asked to take his/her seat until the program director can be consulted.

After you have ensured the identity of the candidate, verify the candidate is logged off his/her computer and dismissed from the examination room. If any discrepancy occurs during the examination, you must immediately notify the Division of EMS.

Remember, you are responsible for the security of the examination.



# False Identification

If it is ascertained that a candidate cannot produce an acceptable form of official photo identification or the candidate's identification does not match the examination roster, you must summon the program director immediately.

You must immediately attempt to identify the impersonator. A report must be filed to document the irregularity and to identify all individuals involved, including the candidate scheduled to take the examination as well as the true identity of the impersonator if that can be determined.



# Examination Appeals

- Must submit the appeal in writing to the program director within five (5) business days of the reported results.
- The written appeal shall include a detailed explanation including the name of the examinee; contact information; the specific examination taken; the date, time, and location of the examination; and the basis for the appeal.
- The program director shall review the appeal and provide for resolution, if possible. If the program director is unable to provide a satisfactory resolution, the program director shall forward the written appeal to the Division of EMS for review, no later than (5) business days after receipt of the appeal from the examinee.
- Upon receipt of an appeal, Division of EMS staff will review the appeal and draft a report, including recommendation(s) for appeal resolution or denial, for review by the Executive Director.
- The Division of EMS shall provide a written response within ten (10) business days of receipt of the appeal.
- Resolution of appeals that result in a student passing an examination shall result in the appropriate action (i.e. certification, instructor course eligibility, etc.)



# Unlocking a Student

## Loss Connection / Interruption of Examination

- If a student loses connection or has an interruption during his/her examination, return to the “Testing Start Page.” The proctor can unlock the student’s examination by returning to the “Student List” and clicking the “Unlock” button.
- After the proctor unlocks the student, the student should enter his/her Student ID and Examination Password. The student(s) will repeat the student test instructions and acknowledge the personal information. The student will be able to click on the “Resume Test” button and continue testing from the point in which the connection was lost.





# PROCTOR CANDIDATE ORIENTATION SCRIPT

As the Division of EMS (DEMS) Written Examination Proctor, you must read the following instructions to all candidates sitting for the written examination. Adjust the script based upon number of proctors and other customized information to be filled in before reading it to the candidates.

- No calculators or other electrical devices may be used during the examination. At this time, all smart watches, cellular telephones, personal digital assistants, and similar electronic communication devices should be in the approved secure area or in the proctor's possession.
- If a candidate has no official form of photo ID and you cannot verify the candidate's true identity with some other known and reliable person functioning in an official capacity at the site, you must immediately dismiss the candidate from the examination site. Photocopies of any IDs are not official and will not be accepted.



# PROCTOR TROUBLESHOOTING

## Issue/Concern

The student is not eligible for the examination.

## Possible Causes

Exam prerequisites are not completed on the course dashboard for the student.

## Resolutions

Contact the program director or lead instructor of the course to resolve the issue of eligibility.



# PROCTOR TROUBLESHOOTING

## Issue/Concern

When will I receive the password for the exam?

## Possible Causes

The exam is scheduled in the future.

## Resolutions

The proctor and program director will receive the password early on the day of the examination. If you do not have access to the email, please check your spam folder. If you cannot locate the email the program director received a copy of the same email. Contact the program director to obtain the examination password.



# PROCTOR TROUBLESHOOTING

## Issue/Concern

When can I add students to the examination?

## Possible Causes

Program director and/or proctor are trying to add students too early.

## Resolutions

An email will be sent to the program director and proctor once the examination request has been processed by the Division of EMS. The students may be added once the division has approved the examination. To add students to the examination you need to select the examination date on the course dashboard and click “Add Student”. Once the eligible students are added, you should verify this by referring to the “Student List” tab.



# PROCTOR TROUBLESHOOTING

## Issue/Concern

The student passed the examination but exited the examination before submitting their certification application.

## Possible Causes

The student clicks “X” or quits after grading their examination prior to submitting their electronic application.

## Resolutions

Call the Ohio Division of EMS, Certification Section at 1-800-233-0785 and explain the issue. The student will need to contact the program director to submit a paper application.

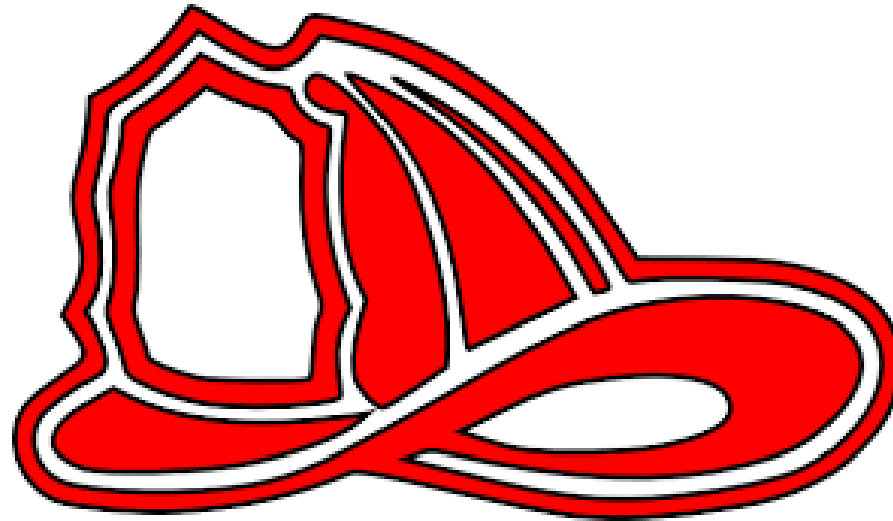


# Instructor Knowledge Examination

If an applicant is unable to pass the knowledge examination within three attempts, the applicant shall wait for a time period of six months and complete a new firefighter I and II training course before attempting the examination again.

- Instructor Knowledge Examinations are to be scheduled as Examination Only.
- There is no time limit in rule between attempts. Attempts may be as long as several years apart.
- The program director is responsible for verifying eligibility by conducting an “Examination Result Search” on all candidates.





# QUESTIONS?

Ohio Division of EMS

800-233-0785

[OFSTesting@dps.ohio.gov](mailto:OFSTesting@dps.ohio.gov)

