PENNSYLVANIA FIRE SERVICE

VOLUNTARY CERTIFICATION PROGRAM

CANDIDATE HANDBOOK

Driver/Operator Aerial

OFFICE OF THE STATE FIRE COMMISSIONER

PENNSYLVANIA STATE FIRE ACADEMY

July 12, 2008

Dear Certification Candidate,

Welcome to the Pennsylvania Voluntary Fire Service Certification Program. The purpose of this manual is to provide you with information to successfully participate in certification testing. This manual outlines the pre-requisites, testing and application process, and provides you with a study guide reference list. Tests are conducted under the sanction and approval of the Pennsylvania Office of the State Fire Commissioner with accreditation granted by the National Board on Fire Service Professional Qualifications (National Pro-Board).

In accordance with *Act 61 of 1995, The State Fire Commissioner Act*, the Office of the State Fire Commissioner is the certifying agency within the Commonwealth of Pennsylvania, and the Pennsylvania State Fire Academy is the administering agency. Any United States Citizen eighteen (18) years of age or older who resides in Pennsylvania may apply for consideration as a test candidate.

Good luck and thank you for participating in the Pennsylvania Voluntary Fire Service Certification Program.

Application Process

Upon obtaining an application from either the Office of the State Fire Commissioner (OSFC) website or an approved test site, the candidate must fill out the form, in full, and provide all required supporting documentation. The completed application and accompanying documents are to be submitted to an approved test site or PA State Fire Academy (PSFA). The test sites or PSFA will review and either accept or reject the application, based on deficiencies (i.e., lacks pre-requisites, no signatures, etc.).

The general testing process is as follows:

1. A candidate must submit a completed application including all supporting documents;
2. Upon approval of the application, a candidate takes the written and subsequently the skills tests (NOTE: the skills test cannot be taken before the written test);
3. Upon successfully completing the written and skills test and a review of the application for completeness by the test site and PSFA or Delegated Authority, the candidate can be certified for the level tested. If a candidate should not pass any part of the testing process, a retest can be administered and must be completed within one (1) year of the original test date

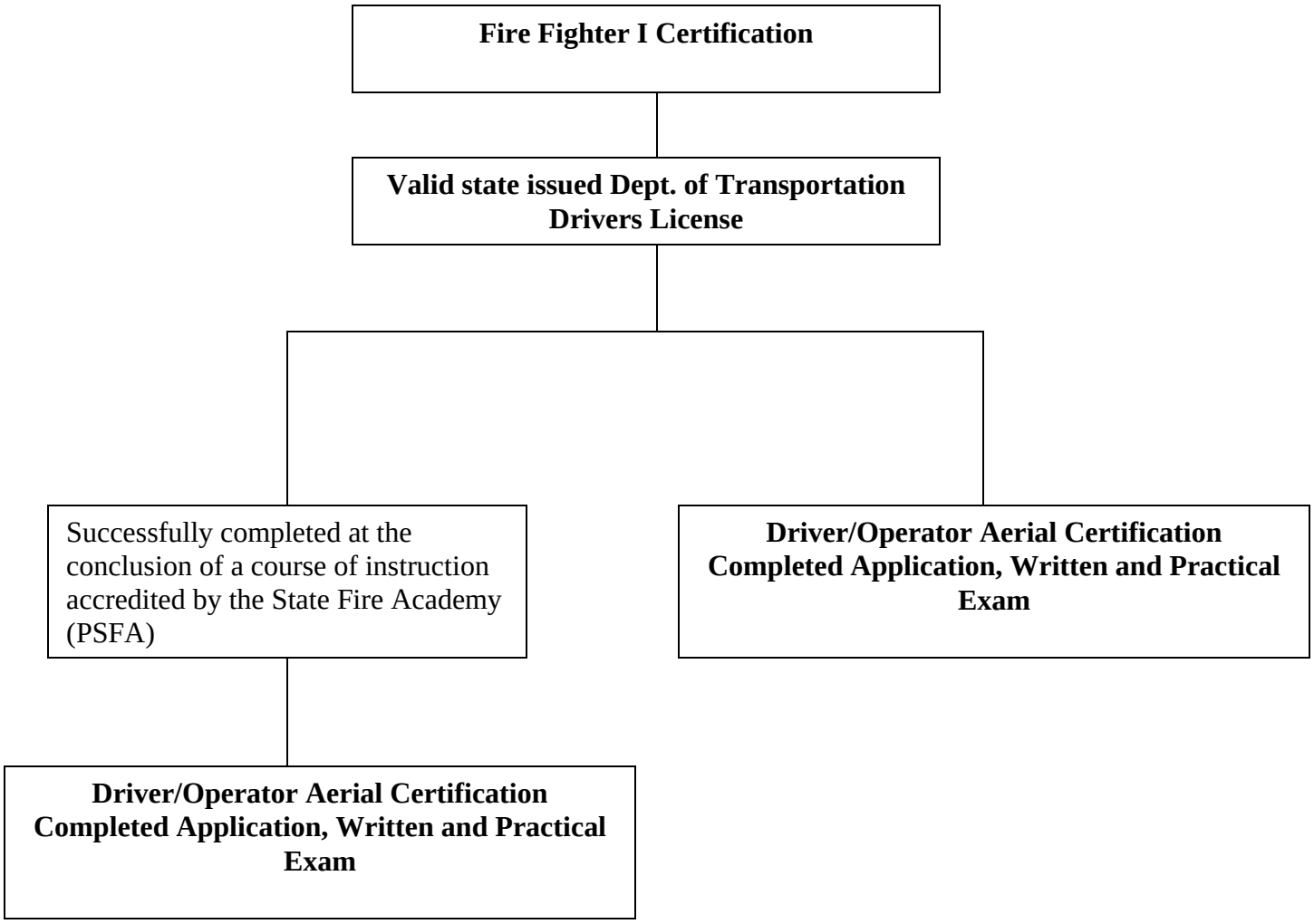
Application Pointers

1. Make sure application is legible and check for completeness
2. Social Security Number: you have the option to provide the full nine (9) digits or just the last four (4) digits.
3. Complete Name is listed including suffix (Jr, Sr, III, etc) **NO** nicknames please
4. Address includes street, apartment number, city, state and zip
5. All appropriate signatures are obtained and are in blue or black **ink.** Please note that Chief Officers may NOT sign for themselves where a Chief Officer signature is required, another Chief Officer must sign.
6. Copies of required certificates and/or certifications are attached and current copy of both front and back of medical training and CPR cards with signature
7. Make sure your Pre-Requisite Verification Form is appropriately marked off and signed in blue or black **ink**.

Pre-requisites

1. 1. Fire Fighter I certification - You must be certified (Pro-Board or IFSAC) at the Fire Fighter I level.
2. Valid State Department of Transportation Drivers license

Driver/Operator Aerial Certification Pathway



There are two (2) options to certify at this level.

** Please refer to the Driver/Operator Aerial application OR the previous section of this document titled “Pre-requisites” for a complete listing of approved courses that will be accepted to meet the pre-requisites.

Testing Policy

Written Test
Passing scores for any written test is seventy percent (70%).

Skills Test
Must pass 100% of the skill stations offered.

NOTE: For Skill Station A, C and D there are equivalency that meet the competency in these skill stations and will be accepted as successful completion of the station the following documentation is required:

Skill Station A – Preventative Maintenance – Valid Class A or B Commercial Drivers License (CDL) without air brake restriction
Skill Station B – Driving Highway – Valid Class A or B Commercial Drivers License (CDL) Without air brake restriction

Skill Station D – Obstruction Navigation –
Option #1 – Valid Class A or B Commercial Drivers License (CDL) without air brake Restriction

Option #2 – Certificate of successful completion of a PA State Fire Academy Emergency Vehicle Driver Training (EVOC) course (16hours).

NOTE: If using EVOC for Station D (Navigation), the candidate must provide a certificate of attendance for a 16 hour Emergency Vehicle Driver Training program in which the individual completed the course using the aerial device in question. If unable to verify type/size of apparatus that was utilized to complete program, Station D will become mandatory.

To prove pre-existing competency in a skill station ALL documentation MUST be submitted with the application before the testing process begins.

Re-test Policy

Written Test

1. If you are unsuccessful you may retest a total of two (2) times and have one (1) year to complete the retest. You will need to contact the fire academy or a test site of your choice to schedule retest.

Skills Test

1. Must pass 100% of the eight (8) skill stations offered.
    - If you are unsuccessful on three (3) or less skill stations, you may retest the same day. (only one retest per skill station);
    - If you are unsuccessful on four (4) or more skill stations, you may NOT retest the same day. Skill retests must be scheduled at a later time.
    - A total of eight (8) retest attempts are permitted and must complete in one (1) year to successfully complete the testing process.

Appeals

Within thirty (30) days of receipt of a failure notice, a candidate may request a review of his/her performance records by the State Fire Academy. Appeals must be in writing and in accordance with the policies and procedures of the Certification Program

Accommodations

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodations for the written certification exams for individuals with documented disabilities. Only written requests for accommodations for certification examinations are reviewed and each request is reviewed on a case-by-case basis. Requests must be submitted on the "Accommodation Request" form.

The candidate who is requesting an accommodation must complete the request form at the time of application submission or as soon as the need for an accommodation is recognized. All requests must be made prior to the scheduled date of the examination. Any request for accommodation not submitted at least ten (10) working days prior to the scheduled examination will result in a delay in the candidate's date of examination. Please contact the Certification Program Manger for further information.

Safety Policy

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

The facial hair policy directs that a candidate with facial hair that interferes with the operation or use of a Self Contained Breathing Apparatus (SCBA) will not be permitted to participate in a testing process that requires the use of a SCBA.

Test Results/Release of Results

The Office of the State Fire Commissioner/PA State Fire Academy notifies candidates of their results in writing via US Mail. Only pass/fail grades are given.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974 which is a federal law that established a minimum standard for the protection of records requires prior consent of a person before any records or other personally identifiable information can be released. In the event a third party request test results of a candidate a Consent to Release Information form will need to be completed and signed by the candidate that the third party is requesting results for.

No show policy

If a candidate is accepted for testing and fails to show up for testing without an acceptable reason the candidate will be suspended from further certification activities for a period of one (1) year from the date of the original test.

Study Reference List

Reference list 0608

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

1. National Fire Protection Association, NFPA 1002, Standard for Fire Apparatus Driver/ Operator Professional Qualifications, 2003 Edition

2. Delmar Introduction to Fire Pump Operations 2nd Edition, 1st Printing

3. IFSTA Aerial Apparatus Driver/Operator Handbook, 1st Edition, 1st Printing

4. IFSTA Pumping Apparatus Driver/Operator Handbook, 2st Edition, 1st Printing

5. Jones and Bartlett, Exam Prep Book - Fire Department A0pparatus Driver Operator http://www.jbpub.com/fire/ExamPrep/

6. Skill Sheets are available on the OSFC website www.osfc.state.pa.us

Additional Information:

1. Application should be to the test site at least 2 weeks prior to the test date
2. Please contact the test site of your choice to receive information about fees for testing
3. Photo ID is required at the time of the written and skills testing
4. Bring all appropriate PPE and SCBA for completion of all possible skill stations
5. Dress appropriately, bring extra dry clothes
6. Bring food and beverage with you, stay hydrated.

Certification applications and skill sheets as well as a testing schedule and test sites contact information can be found at www.osfc.state.pa.us . Click on the Certification link on the left hand side of the screen. A page will open with information about the certification program and process. At the end of that page you will find several other links for the certification applications, skill sheets, test schedules and test site contact information.

If you have any additional questions or concerns about the testing process please contact the test site coordinator at the site in which you applied to be tested at or the PA State Fire Academy Certification Program Staff.