

Firefighter Certification Program of New Brunswick (FCPNB)

Roles & Responsibilities Policy & Procedures

2017

Revised 2022

**Office of the Fire
Marshal**

**New Brunswick
Association of Fire
Chiefs**

**New Brunswick
Community College**



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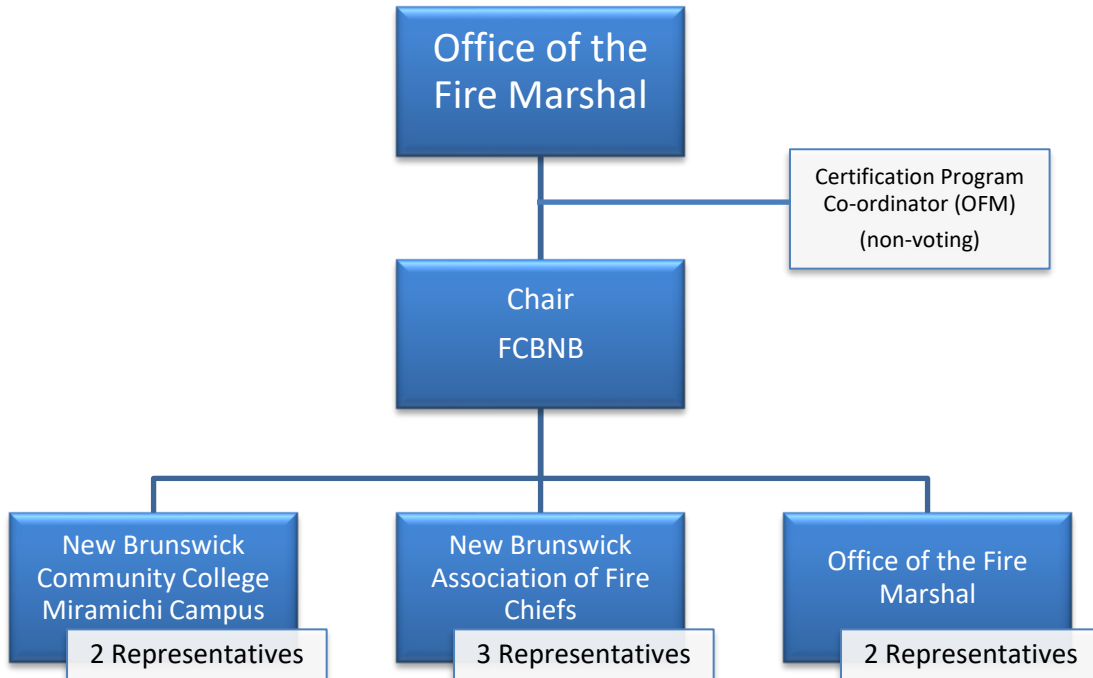
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Office of the Fire Marshal – Firefighter Certification Program

Firefighter Certification Board of New Brunswick (FCBNB) Organizational Chart



Scope

The Office of the Fire Marshal will ensure that its Firefighter Certification Program satisfies the professional qualifications for the Fire Service, National Fire Protection Association (NFPA) Standards and/or other standards adopted by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (ProBoard).

It is the policy and practice of the Firefighter Certification Board of New Brunswick (FCBNB) to provide the Office of the Fire Marshal with strategic advice, expertise, and support and towards the management of its voluntary Firefighter Certification Program.

Purpose

The criteria described in this document are designed for application during administration of the certification processes developed to satisfy IFSAC/ProBoard accreditation standards. Information contained herein in the form of policies, procedures and methods is provided to all parties interested in participating in the internationally recognized fire service certification process in the province of New Brunswick. Fire service certification in the province of New Brunswick is not mandated by the province rather it is an endeavor to be undertaken voluntarily. Those who aspire to FCPNB certification, however, must satisfy the program requirements which are based on the appropriate NFPA and/or other adopted standards, and be tested for competency. Certification is not necessarily a means of determining who may participate in the vocation or avocation of firefighting but is rather a symbol of dedication and commitment by the certified individual.

Roles and Responsibilities

Firefighter Certification Board Members

Member entities for the purposes of the *Roles and Responsibilities/Policy and Procedure* document are the members of the FCBNB. Member entities are responsible to ensure compliance with the “Mission and Goals” of the FCPNB *Roles and Responsibilities/Policy and Procedure* document. The member entities may contribute to the development and adoption of skill sheets for the examination of practical skills.

Roles and Responsibilities of the Entities

- Shall ensure compliance with the mission and goals of the FCPNB.
- Shall make recommendations regarding policies, procedures, and future development of the program to the Office of the Fire Marshal when requested.
- May contribute to the development of skills sheets for practical examinations.
- Shall implement skill sheets for the examination of practical skills.
- Shall vote on the final adoption of examination material, including practical skill test sheets/data.
- Shall approve entity proctors and evaluators.
- Shall participate in Board meetings as scheduled.

Office of the Fire Marshal (OFM)

The OFM, being the accredited body, has the overall responsibility for the certification process. This includes the final approval and maintenance of examinations for accreditation, application for future level of certification, scheduling and administration of testing, record keeping, disbursement of seals, and providing a meeting place for the Board.

Certification Program Co-ordinator (OFM)

The Certification Program Co-ordinator (Program Coordinator) is responsible for the administration of the FCPNB examination process and is a non-voting member of the Board. Duties and responsibilities of the Program Co-ordinator include, but are not limited to, the following:

- Maintain a list of available Proctors/Evaluators.
- Schedule testing and assign Proctors/Evaluators in conjunction with the agency.
- Generate and provide examinations.
- Scoring of examinations.
- Maintain minutes of Board meetings.
- Provide statistics, statistical analysis and supplementary charts/graphics as required.
- Ensure the security and integrity of the examination process.
- Provide direction to candidates and serve as the focal point for examination issues.
- Ensures all testing is administered in a fair, secure manner and complies with the guidelines as recommended by the Board and adopted by the Program.
- Comply with IFSAC and ProBoard by-laws and criteria to ensure continued accreditation.
- Provide the IFSAC and ProBoard Administration Offices with reports and information as required to maintain accreditation and good working relations.
- Maintain a database of certification records in accordance with provincial records retention requirements.
- Provide content for the certification webpage.
- Control, secure, and issue certificates and seals.
- Ensure confidentiality of [records and personal information](#).
- Collect certification fees, in conformance with Program policy.
- Reports to the Office of the Fire Marshal.

New Brunswick Community College (NBCC)

Members from the New Brunswick Community College shall:

- Perform an advisory function to the Board in the selection of levels for accreditation.
- Provide to the Board, names of qualified and willing personnel to act as proctors and evaluators.
- Provide a site for practical skill testing.
- Recommend alternate sites for practical skill testing when required.
- Contribute to the development of practical skill sheets according to NFPA standards.
- Partake in the correlation of accreditation test bank.
- Organize practical skill examination sessions when requested.
- Other relevant duties as assigned by the Board.

New Brunswick Association of Fire Chiefs (NBAFC)

Members from the New Brunswick Association of Fire Chiefs shall:

- Perform an advisory function to the Board in the selection of levels for accreditation.
- Provide to the Board, names of qualified and willing personnel to act as proctors and evaluators.
- Recommend sites for practical skill testing.
- Assist in the development of practical skills sheets.
- Assist in the correlation of accreditation test banks.
- Other relevant duties as assigned by the Board.

Chair of the Firefighter Certification Board of New Brunswick (FCBNB)

The Chair is elected by the Board by secret ballot and works under the direction of the Board. The Chair acts as the primary liaison between the Board and the Office of the Fire Marshal. This may be delegated in whole or in part as the Chair deems necessary. The Chair is responsible to ensure an agenda is created and regular meetings are scheduled.

POLICES AND PROCEDURES

Section 1

General

- 1.1 In 2014, the Firefighter Certification Board of New Brunswick (FCBNB) was incorporated under the auspices of Service New Brunswick, Corporate Registry Branch as per the FCBNB [Terms of Reference](#). This Board is governed by and reports to the Office of the Fire Marshal, Province of New Brunswick.
- 1.2 The policies and procedures related to the Firefighter Certification Program of New Brunswick (FCPNB) and guidelines for the Board are contained within this document. Questions, clarification or interpretation of these policies or guidelines should be addressed in writing to:

The Firefighter Certification Program of New Brunswick (FCPNB)
Co/Office of the Fire Marshal
Department of Justice and Public Safety
12 McGloin St., 2nd Floor
Fredericton, New Brunswick, Canada
E3A 5T8
Phone: 506-444-4493
Email: FCPNB@gnb.ca

- 1.3 The public may access general information, policies, procedures, and application for certification via the certification link on the following link:

[Firefighter Certification Program of New Brunswick \(gnb.ca\)](http://gnb.ca)

Section 2

Definitions

- 2.1 **Administrator** – Shall mean the head of an organization, public or private.
- 2.2 **Annulment** – An act, approved by the Board to annul the certification of a certified participant.
- 2.3 **Applicant** – Refers to a member of a fire Service Organization or member entity who has satisfied training requirements to be examined for certification.
- 2.4 **Approved Evaluator** – An individual who has made [application](#) to and been approved by the Board to perform evaluation of candidates who are performing practical skill testing. All Board approved Evaluators must meet and maintain the necessary skill sets for the appropriate level of evaluation.
- 2.5 **Approved Proctor** – An individual who has made [application](#) to and has been approved by the Board to serve as a Proctor for candidates who are performing written examinations. All Board approved proctors must meet and maintain the necessary skills sets for administering examinations.
- 2.6 **Authority Having Jurisdiction (AHJ)** – **For the purposes of certification:** The certifying agency, Office of the Fire Marshal, **For the purposes of application of firefighter for certification:** The fire department Chief/Director or District Fire Co-ordinator/Supervisor; provincially recognized fire training institution designate.
- 2.7 **Board** – Shall mean the members of the Firefighter Certification Board of New Brunswick.
- 2.8 **Candidate** – Individual who has made the application to be certified.
- 2.9 **Certified** – Shall mean Candidates who have met cognitive and psychomotor behavioral objectives of the Certification Program and who have applied and been granted Certification by the Office of the Fire Marshal.
- 2.10 **Certifying Agency** – Refers to the Office of the Fire Marshal.
- 2.11 **Certification Manager** – for the purpose of this document, is a position within the OFM in which the incumbent is responsible for managing policies, procedures, organizing and evaluating methodology for all accredited program operations, activities, and personnel.
- 2.12 **Chairperson** – Is the presiding officer of the Firefighter Certification Board of New Brunswick.
- 2.13 **Chief/Director** – Shall mean the head of a Fire Service Unit or Emergency Services Organization (Police).
- 2.14 **Cognitive Objective** – Pertinent questions, lists, or problems relative to the level at which an applicant is being tested.
- 2.15 **Course** – Any grouping of classes or series of lessons or lectures combined to attain education objectives or fire service training.

- 2.16 **Decertification** – A recommendation, made by the Board, to withdraw or revoke the certification of a Candidate. Candidates shall be de-certified for evaluation compromise, falsified certification documents, or otherwise incorrectly awarded certification(s).
- 2.17 **Demonstrate** – Is to show by actual use, illustration, simulation, or explanation.
- 2.18 **Denial** – An act, approved by the Board, to deny certification to a Candidate.
- 2.19 **Department** – Is a fire service organization.
- 2.20 **Emergency Organization** – Is an organization such as provincial/federal/regional policing agencies that ensures public safety and health by addressing fire related emergencies. They may also engage in community awareness and prevention programs to help the public avoid, detect, and report fire emergencies effectively.
- 2.21 **Emergency Personnel** – Personnel who respond to a fire emergency, medical emergency, hazardous material emergency or natural disaster.
- 2.22 **Employed** – Shall mean active participation, either paid or volunteer, in fire prevention, fire investigation, fire control or suppression, and on the membership roll of a public or private fire service organization or policing service.
- 2.23 **Equivalency** - An assessment that takes into account the experience, prior training and any Accredited Certification or other Certification, of an individual firefighter or officer. The assessment must be formally documented, including identifying the factors upon which equivalency to the relevant Competencies was determined.
- 2.24 **Evaluator** – An individual recognized by the Board to perform an evaluation of practical skill testing.
- 2.25 **FCBNB** – The Firefighter Certification Board of New Brunswick.
- 2.26 **Fire Service Organization** – Is a public or private Fire Department/Brigade or organization of the Province, City, Local Service District, or Federal Government whose primary duty is fire prevention/suppression.
- 2.27 **Firefighter** – A member of a Fire Service Organization.
- 2.28 **Firefighter I** – The person, at the first level of progression as defined in the NFPA 1001, who has demonstrated the knowledge and skills necessary to function safely and efficiently as an integral member of a firefighting team. When engaged in hazardous activities, a Firefighter I works under direct supervision.
- 2.29 **Firefighter II** – The person, at the second level of progression as defined in the NFPA 1001, who has demonstrated the skills and depth of knowledge necessary to function under general supervision. This person will function safely and effectively as an integral member of a team of equally or less experienced firefighters to accomplish a series of tasks. When engaged in hazardous activities, the Firefighter II maintains direct communication with a supervisor.

- 2.30 **Firefighter Certification Appeal Board** – a Board of officials that are appointed by the Fire Marshal to hear appeals that have escalated beyond the Firefighter Certification Board of NB.
- 2.31 **Firefighter pre-employment program** – a provincially recognized education and training program that meets the fundamental skill requirements and preferences/standards of the Fire Service for consideration of employment.
- 2.30 **Identify** – To physically select, indicate or explain verbally or in writing, using the standard terms recognized by the Fire Service.
- 2.31 **Immediate Family** – A defined group of relations. This includes a person’s parents, spouses, siblings and children. It can contain others connected by birth, adoption, marriage, civil partnership, or cohabitation, such as grandparents, grandchildren, aunts, uncles, nieces, nephews, siblings-in-law, half-siblings, adopted children and step-parents/step-children.
- 2.32 **IFSAC** – The International Fire Service Accreditation Congress (IFSAC) is a peer driven, self-governing system that accredits both public fire service certification programs and higher education fire-related degree programs.
- 2.33 **IFSTA Manual** – Shall mean the appropriate International Fire Service Training Association publication.
- 2.34 **Job Performance Requirements (JPR)** – JPR identifies the minimum job performance requirements for specific fire service positions.
- 2.35 **Lead Evaluator** – the lead member of a skills evaluation team responsible for the briefing and overseeing of all evaluators during a skill-based evaluation session. He/she is to ensure that each evaluator and safety officer is briefed on evaluation scenarios, evaluation requirements, data collection methods, corresponding tools, and documentation to be used during a skill-based evaluation session.
- 2.36 **Member Entity** – Any agency, public or private, who has been accepted by the Board to participate in the certification system.
- 2.37 **NFPA** – The National Fire Protection Association
- 2.38 **Participant** – Shall mean any individual participating in the Firefighter Certification Program of New Brunswick’s process.
- 2.39 **Personalized Learning Plan (PLP)** – An individualized learning plan as per [Policy 322](#) (New Brunswick Department of Education and Early Childhood Development), which does not play a role in the current system as course delivery is not part of our process.
- 2.40 **Practical Skills** – Skills related to the movement or control of fire related equipment either by hand or machine.
- 2.41 **Prerequisite Requirements** – Necessary psychomotor (practical and/or cognitive (written) skill requirements from preceding certification levels.
- 2.42 **ProBoard (National Board on Fire Service Professional Qualifications)** – The purpose of the ProBoard is to establish an internationally recognized means of acknowledging professional achievement in the fire service and related fields. The accreditation of organizations that certify uniform members of public fire departments, both career and volunteer, is the primary goal.

- 2.43 **Proctor** – An individual recognized by the Board to perform an examination of written skills.
- 2.44 **Psychomotor Objective** – To accomplish objective by actual use or performance, safely and efficiently, in accordance with established procedures and standards.
- 2.45 **Reciprocity** - Means the recognition of an IFSAC/ProBoard certification from another state, territory, province, or nation following verification that the certification is current, valid, and without restriction.
- 2.46 **Revocation** – An act, approved by the Board, to revoke the certification of a certified participant.
- 2.47 **Safely** – Shall mean to perform the objective without endangering or injuring oneself, equipment, or others.
- 2.48 **Safety Officer** – a member of an evaluation team, who reports to the Lead Evaluator, and is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. He/she has the authority to stop any proceedings until corrective action can be taken and the surroundings have been deemed safe.
- 2.49 **Skills Check** – Practical skills examination administered by the Board or a Board approved Evaluator.
- 2.50 **Skill Set** – Proficiency, facility, or dexterity that is acquired or developed through training or experience.
- 2.51 **Skills Test/JPR** – The physical testing of practical skills and/or job performance requirements.
- 2.52 **Suspension** – an act, approved by the Board, to suspend the Certification of a certified participant.
- 2.53 **Swiftly** – Shall mean the maximum allowable time, as determined by the Board, that it takes to satisfactorily perform the objective defined.
- 2.54 **Testing software** – may refer to LXR, NetExam or software that the program is utilizing for test generation.
- 2.55 **Training Agency** – An agency, approved by the Department of Post-Secondary Education, Training and Labour and supported by the OFM, which delivers training in accordance with National Fire Protection Association (NFPA) standards for governance, operations, and training.
- 2.56 **With Competence** – Shall mean to possess knowledge, skills, and judgement according to an approved standard(s) needed to perform indicated objectives satisfactorily and safely, as determined by the FCBNB.
- 2.57 **Written Tests** – Examinations designed to ensure competency in theoretical knowledge.

Section 3

Guideline Standards

The OFM, upon recommendation of the Board, has elected to use the following NFPA standards and corresponding manuals and other approved reference manuals as guides for developing certification standards.

- 3.1 NFPA 1001 Standard for Fire Fighter Professional Qualifications (2019).
 - a. *IFSTA Essentials of Fire Fighting and Fire Department Operations (7th Edition)*
- 3.2 NFPA 1072 Standard for Professional Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents (2017).
 - a. *IFSTA Hazardous Materials for First Responders (4th and 5th Edition)*
 - b. *IFSTA Essentials of Fire Fighting and Fire Department Operations (7th Edition)*
 - c. *IFSTA Hazardous Materials Technician (2nd Edition)*
- 3.3 NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2019)
 - a. *IFSTA Fire and Emergency Services Instructor (9th Edition)*
 - b. *IFSTA Fire and Emergency Services Instructor (8th Edition)*
- 3.4 The OFM shall endeavour to complete transition to the newest standard within one (1) year of release, but no later than two (2) years.
- 3.5 A listing of the most current technical materials or text upon which the examinations are based will be posted on the FCPNB website.

Section 4

Rationale

- 4.1 It is the primary goal of the OFM and the Board to provide a mechanism for firefighters to access an internationally recognized certification program within the Province of New Brunswick.
- 4.2 It is the objective of the OFM and the Board that the combined efforts of the member entities will provide for an effective, efficient, and cost-effective certification program.
- 4.3 The OFM will provide a mechanism for the establishment of uniformity in fire service testing.

Section 5

Mission and Goals

- 5.1 To promote the Fire Service in the Province of New Brunswick as a professional service with safety being a priority.
- 5.2 To establish and maintain valid procedures that measure specific levels of skills, abilities, and knowledge consistent with standards approved and adopted by the OFM.
- 5.3 To establish and maintain guidelines that assist in the certification of all Candidates who satisfactorily fulfill qualification requirements, as adopted by the Board, irrespective of departmental affiliation and in accordance with the [Human Rights Act](#) of New Brunswick.
- 5.4 To develop competent and reliable Fire Service personnel through internationally recognized certification.
- 5.5 To establish province-wide uniform testing procedures for a consistent means of evaluation.
- 5.6 To ensure complete impartiality and confidentiality and that the certification program be designed in such a manner that it will safeguard against misuse and abuse as per the [Right to Information and Protection of Privacy Act \(S.N.B. 2009, c. R-10.6\)](#)
- 5.7 To improve the performance and co-ordination of all certification efforts through the development of minimum performance requirements in New Brunswick

Section 6

Certification Requirements

- 6.1 All participants shall follow established OFM's FCPNB certification Policies and Procedures.
- 6.2 Each sponsoring agency (AHJ) is responsible to ensure that Candidates meet the medical and physical fitness requirements for the testing.
- 6.3 Candidates must be 18 years of age prior to testing and certification.
- 6.4 Candidates applying for certification must demonstrate that they are an active member of a fire department through their AHJ (Chief/Commissioner, Chief Administrator or Director of that agency).
- 6.5 Provincially recognized firefighter related training and education may be used to determine eligibility to enter the certification process.

- 6.6 Members of participating AHJ's meeting Section 6.5 shall be tested on the written and practical skills performance behaviour objectives as outlined for each level of certification.
- 6.7 All Candidates must meet established skill and written test objectives. A listing of the job performance requirements and requisites required for the various certification levels accredited shall be available upon request.
- 6.8 Candidates may enter the certification process at any level, providing all prerequisite requirements for that level have been met. Candidates must provide proof of prior certifications/prerequisites before they are issued a certificate.
- 6.9 Participating agencies (fire service and/or pre-employment programs) shall provide copies of applicable certification standards to their candidates for any level in which they are participating.
- 6.10 All apparatus and equipment used for testing shall meet or exceed NFPA standards or their equivalent.
- 6.11 All Candidates entering the certification process must have all required documentation for prerequisites included upon application, confirming that all prerequisites have been met.
- 6.12 All Candidates must provide the Proctor/Evaluator with a government approved photo identification at the time of examination (e.g. drivers licence).
- 6.13 The following prerequisites must be met for each level of certification:

Level of Certification	Prerequisite(s)
Hazmat Awareness	<ul style="list-style-type: none"> • Proof of provincially recognized training
Hazmat Operations	<ul style="list-style-type: none"> • Proof of provincially recognized training • Hazmat Awareness Certificate (IFSAC and/or ProBoard)
Hazardous Materials Technician	<ul style="list-style-type: none"> • Proof of provincially recognized training • Hazmat Awareness Certificate (IFSAC and/or ProBoard) • Hazmat Operations Certificate (IFSAC and/or ProBoard)
FF Level I	<ul style="list-style-type: none"> • Proof of provincially recognized training • Current PNB Level C First Aid with AED or Equivalent • Hazmat Awareness (IFSAC and/or ProBoard) • Hazmat Operations (IFSAC and/or ProBoard)
FF Level II	<ul style="list-style-type: none"> • Proof of provincially recognized training • FF Level 1 (IFSAC and/or ProBoard) • Current PNB Level C First Aid with AED or Equivalent
Fire Instructor Level I	<ul style="list-style-type: none"> • Proof of provincially recognized training

Section 7

Examinations

- 7.1 Written examinations shall be conducted for all certification levels.
- 7.2 Certification Proctors shall administer written examinations in the time allotted for the respective examination as recommended by the Board and approved by OFM.
- 7.3 The OFM shall be responsible for the validity and reliability of the exam banks.
- 7.4 Written examination questions will be taken from the OFM test banks that have been approved by IFSAC/ProBoard site teams and accredited by IFSAC/ProBoard.
- 7.5 Written examinations shall be randomly generated from the approved OFM test banks (as noted in 7.4). The Test Bank is programmed by the Program Co-ordinator, to select a minimum of one (1) question from each section of the standard with the remainder of the questions being scrambled through an examination generating software system (LXR, Net Exam etc.).
- 7.6 At least three (3) versions of the written examination shall be in-service for each standard/objective tested.
- 7.7 New versions of written examinations shall be generated periodically as defined in test specifications, or if an examination is compromised, lost or there is a change in the standard.
- 7.8 OFM Certification Test Banks and written examinations shall be maintained with the highest level of security.
- 7.9 Copies of the written examinations shall be secured in a locked cabinet, in a secure room, unless they are in use or under review by personnel approved by the OFM.
- 7.10 Electronic copies of the test banks and/or written examinations shall be locked, in a secure room, with a password or other security measure, which will deny unauthorized access.
- 7.11 The Program Co-ordinator and the Accreditation Manager (as alternate) are the only persons authorized to reproduce written examinations.
- 7.12 Written examinations shall be graded by the Program Co-ordinator or their alternate via the examination software system and/or by hand.
- 7.13 Passing score for all written examinations shall be seventy percent (70%).
- 7.14 Candidates shall be advised either of a pass or a fail and will not be given a percentage mark.
- 7.15 A complete testing cycle may consist of both written and practical skill components. A candidate must be successful in both components, where relevant, to reach certification for the level he/she is aspiring to obtain.
 - Candidates shall be given a **maximum of three (3) attempts** to meet minimum passing requirements.

- Each rewrite must occur within six (6) months of the initial failed examination and the second rewrite must occur within six (6) months of the first rewrite.
 - The minimum time permitted between the initial examination and the retest exam is fifteen (15) business days.
- 7.16 If a candidate fails to pass the written examination after the three (3) successive examination attempts, then they have failed the written examination process. Candidates may reapply to enter the certification process no sooner than six months from the date of the last examination date.
- 7.17 In extraordinary circumstances, a fourth written examination may be given. The Board must receive the written request for the fourth attempt from the Candidate, department, or agency no later than sixty (60) days from the date of the last failed examination. A letter requesting the fourth attempt shall state why the candidate is requesting a fourth attempt, including all information necessary for the Board to render a decision.

Requests for medical accommodation **MUST** be submitted in writing upon initial application and will not be considered as a basis for granting a fourth attempt, unless the medical condition warranting accommodation is new (not present/newly diagnosed) at the time of initial application.

Candidates must pass the practical skills examination for those levels requiring a practical skills test, prior to requesting a fourth attempt of the written examination.

- 7.18 Certification test banks shall be analyzed for validity, reliability, and applicability for use by subject matter experts prior to being placed in service whenever new versions of test banks are purchased or applicable NFPA standards are changed. OFM exam test banks are correlated to the IFSAC correlation matrices, as per subject matter experts.
- 7.19 Upon correlation, test questions found to be unreliable shall be corrected or removed from the test bank.
- 7.20 Written test questions removed from certification test banks shall be replaced with the same number of questions, referenced to the appropriate NFPA objective.
- 7.21 Practical skill, product and/or process examinations shall be conducted for all certification levels where applicable. Skill sheets are created in house and correlated to meet the NFPA Standard for the applicable certification level.
- 7.22 The program through approved Evaluator(s) may administer practical “Skills Check List” examinations as part of the practical skill/JPR testing process.
- 7.23 Practical skills examinations shall consist of at least a minimum of 10% of the total skills for the level being tested or not less than two (2) skills, whichever is greater. Any random selection process shall take into consideration the need for a diverse degree of difficulty and a diverse range of job areas.

- 7.24 Practical skill examinations shall be selected randomly or by manual generation.
- 7.25 A selection of practical skill examinations shall be done for each test site.
- 7.26 Pre-approved Safety Officer(s) shall be present during examinations to ensure participant safety during practical skill examinations.
- 7.27 Candidates will be scored on a “Pass” or “Fail” basis, according to program approved practical skills “Performance Competencies”. A candidate will be required to successfully complete 100% of all steps required on the JPR/skill for the level being tested in order to “pass” the skill being tested.
- 7.28 Candidates are given a **maximum of three (3) attempts** to meet minimum practical skill requirements:
- Initial test date: 1st and 2nd attempt
 - 3rd and **final** attempt: no sooner than fifteen (15) business days from the date of the failed examination.
- 7.29 Candidates who fail the practical examination, on the first test date (two attempts), must be re-tested on a practical skill from the section(s) in the standard which they failed, no sooner than fifteen (15) business days from the date of the failed examination and no later than six (6) months.
- On the third and final attempt **one** additional skill will be added in addition to the failed skill. During the 3rd and final retest, only one attempt will be permitted for any “additional skill” that was added. Should the candidate fail any skill during this attempt, they will be required to restart the **written and practical** examination procedures, for that level, from the beginning.
- If re-testing is not completed within the six (6) month period, the Candidate will be required to undergo a complete examination of practical skills.
- 7.30 The written and practical requirements, where relevant, for any certification level must be met to successfully complete the aspired level of certification.
- 7.31 All written and practical skills examinations shall be conducted in accordance with all applicable standards as outlined in the [Occupational Health and Safety Act](#) and Regulations of the Province of New Brunswick (S.N.B. 1983, c. O-0.2).
- 7.32 Written tests shall be conducted in an area that meets the intent of the applicable [Occupational Health and Safety Act](#) of New Brunswick ([Regulation 91-191](#)). Rooms must be appropriately furnished and laid out in examination style. There should be sufficient space between desks to minimize the opportunity for cheating and to allow for safe and organized exit in the event of an emergency.
- 7.33 Practical skills examinations shall be conducted in an area that meets the requirements of relevant NFPA Standards and the [Occupational Health and Safety Act](#) of New Brunswick ([Regulation 91-191](#)). Approved host sites are responsible to ensure that the test site, apparatus, and equipment meet or exceed applicable NFPA standards; and will provide

written documentation as such. Due to the logistics required for certain skills, a facility may be deemed appropriate with the condition that an alternate site will to be used if a certain type of skill will be used during a specific testing process. Unless other arrangements are agreed upon in advance, a host facility will be responsible for providing all of the necessary materials required for testing any skill contained within a certification level.

- 7.34 The OFM shall be prepared to permit a representative designated by IFSAC or ProBoard to observe any testing process upon receiving notice of intent to observe the test at least forty-eight (48) hours prior to the test.
- 7.35 The Program Co-ordinator shall maintain a database of individual student records. This database will be maintained indefinitely.
- 7.36 The Program Co-ordinator shall maintain old exam development materials and all related digital media. These items shall be maintained for five (5) years from the date a new standard and associated examination materials have been adopted.
- 7.37 The creation of the electronic written exam from approved banks shall be completed by the OFM in accordance with IFSAC/ProBoard Guidelines. The exam shall be multiple choice, matching or true/false questions randomly selected using the computerized test bank. Each version will be individually numbered. All the exams shall be sealed in individual student envelopes and delivered to the Proctor prior to the start of the written exam. This shall be accomplished via certified mail or by a courier delivery service. Upon completion of the exam the total number of copies shall be returned to the Program Co-ordinator for grading and storage.
- 7.38 Upon completion of an exam, the Proctor will immediately mail the completed examination to the Program Co-ordinator. This shall be accomplished via certified mail or by a courier delivery service.
- 7.39 Proctors and Evaluators are responsible to ensure integrity of the examination process. No copies of any written exam shall be made, and no exams will be removed from the testing area. The Proctor or Evaluator shall immediately notify the Program Co-ordinator if an exam in anyway has been compromised.
- 7.40 Certification test banks will be reviewed in a secure setting and shall not be copied in any way. During bank validation or site visit, either the OFM Program Co-ordinator, OFM Accreditation Manager, Board approved subject matter experts or site team members will be in possession of the test bank at all times.
- 7.41 The maximum time limits are calculated at one (1) minute and thirty (30) seconds per question contained in the exam. The time limits for written exams are:
- Fifty (50) Question Exam – Seventy-Five (75) minutes
 - One Hundred (100) Question Exam – One Hundred Fifty (150) minutes (2.5) Hours

- 7.42 Certification test banks shall include sufficient questions to correlate to 100% of the applicable requisite knowledge requirements set for the certification level.
- 7.43 A separate test bank will be maintained for each level of certification that is offered through the program.

Section 8

Examination Scheduling

- 8.1 All candidates will submit requests for examinations to the Program Co-ordinator for each attempt of the written or practical skills examinations.
- 8.2 Practical skills examinations and written examinations shall be requested using the appropriate application form.
- 8.3 A separate application must be submitted for each certification level.
- 8.4 Applications must be submitted to the Program Co-ordinator no less than ten (10) business days in advance for a scheduled or requested written examination date.
- 8.5 The Chief, Administrator or the Candidate shall register to the Program Coordinator not less than fifteen (15) business days in advance of a “scheduled” practical skills test.
- 8.6 A non-refundable registration fee, as determined and promulgated by the Board, shall be charged to each applicant for each level of the Certification process.

Provincially recognized firefighter pre-employment programs offering students the opportunity to participate in the FCPNB certification process as a pre-service portion of their curriculum, will pay one registration fee per candidate which will encompass all levels of certification offered by that program.

Registration fees are payable at the time of application (before examinations are administered).

- 8.7 The Candidate or his agency will bear any cost of equipment, apparatus, and suitable facilities necessary to conduct written examinations, practical skills tests and JPR's. As such, the fee for a JPR session shall be costed by the number of individual JPR's performed on testing day **plus** the operational cost on the day of testing.
- 8.8 An FCPNB Certificate of certification will not be granted to any applicant until such time the candidate has successfully completed the written and/or practical skills testing required for the level in which the applicant is seeking and has paid required costs associated with such certification.

- 8.9 Proctor(s) will be assigned to the candidate(s) by the Program Co-ordinator to administer written examinations. Evaluator(s) will be assigned to the candidate(s) practical skills session by the Program Co-ordinator and/or the NBCC to administer practical skills testing.
- 8.10 Proctors will follow all written examination procedures defined by the Program. Evaluators will follow all practical skills testing procedures as defined by the Program.
- 8.11 On receipt of a schedule for written examinations from participating agencies (pre-employment program), the Program Co-ordinator will, within ten (10) business days, confirm and provide the appropriate exams.
- 8.12 In accordance with the [Human Rights Act](#) of New Brunswick (2011, c. 171), appropriate examination accommodations may be made on an “as needed” basis. Requests must be submitted as part of the application for Certification and accompanied by supporting documentation from the professional who has diagnosed the disability.
- Candidates with reading deficiencies may be provided extended test time limits at 1.5 times the time of regular testing. These extended time limits may be considered if requested at the initial time of initial application.
 - Candidates will not be permitted to the use of a reader while participating in certification examinations. This decision has been based on the specific requirements of the standards concerning the necessity for individuals to be able to read and understand specific documents.
 - All other requests for accommodation will be reviewed by the Board.
- 8.13 Examination information for both written and practical skills testing shall be published on the FCPNB website.

Section 9

Proctors and Evaluators

- 9.1 The Program shall utilize Board recommended, OFM approved Proctor(s) to administer certification examinations and approved Evaluator(s) to administer practical skills examinations.
- 9.2 Proctors will not be authorized by the OFM to administer written examinations within their own fire departments. Evaluators will not be authorized to assist in practical skills examinations within their own fire department unless deemed necessary as in 9.4. At least one (1) evaluator shall be deemed Lead Evaluator.
- 9.3 Proctors and Evaluators must follow programs policies and procedures as specified in the FCPNB Policy and Procedures document.

- 9.4 In cases of necessity (evaluator cancellation or unavailability), the OFM **may** choose to utilize an evaluator from an entity where the skills examination is taking place **if** it has been determined that the individual was not part of teaching or training for the candidate(s).
- 9.5 Proctors and Evaluators shall meet or exceed all qualifications set by the Board prior to Proctor/Evaluator status being issued by OFM.
- 9.6 Evaluators must be certified as Instructor I to conduct practical skills testing.
- 9.7 Evaluators utilized for practical skills testing shall be certified to at least the standard to which the Evaluator is assessing.
- 9.8 Evaluators shall provide documentation showing prerequisites prior to being recommended by the Board.
- 9.9 Proctors and Evaluators shall successfully complete Proctor/Evaluator training and any updated training as provided by, or required by, the program. This shall be accomplished through a mentoring program where new Proctors/Evaluators shadow the exam Proctor or skills testing Evaluator. Proctors and Evaluators will be provided updates to procedural changes as required.
- 9.10 Approved Proctors must follow all steps in administering certification examinations as outlined in the document [Proctors Instructions for Written Exams](#). Similarly, Evaluators must follow all steps as outlined in [Procedures for Practical Skills Evaluator](#).
- 9.11 Approved Proctors/Evaluators must co-ordinate all activities through the Program Co-ordinator.
- 9.12 Approved Proctors/Evaluators must submit all forms and reports for each examination to the Program Co-ordinator.
- 9.13 The OFM reserves the right to audit Proctors or Evaluators, unannounced, during certification testing.
- 9.14 The Board may recommend the revocation of Proctor/Evaluator status if such Proctor/Evaluator is found to be in violation of FCPNB Policies and Procedures. The OFM may revoke Proctor/Evaluator status based on recommendation of the Board or for non-compliance of policies and procedures observed during an audit.
- 9.15 Selection Criteria – Proctors
 - a. Proctors shall not have instructed any part of the certification process to the candidates being examined. They must be independent of the instructional training process.
 - b. Proctors shall be selected/recommended by the Board and approved by the OFM, for the purpose of administering written exams, they are not required to be certified for the level being tested.
 - c. Proctors must strictly abide by FCPNB Policies and Procedures.

9.16 Selection Criteria – Evaluators

- a. Evaluators testing the skills of the Candidates shall:
 - i. Be Certified for the training level they will be evaluating.
 - ii. Have successfully completed NFPA 1041 Fire Service Instructor Level I
 - iii. NOT be a member of the host fire department
 - iv. NOT have been involved in the delivery of the training they are evaluating
 - v. NOT be an immediate family member of the course instructor, or any of the Candidates being evaluated.
 - b. Evaluators shall be selected/recommended by the Board and approved by the OFM.
 - c. All Evaluators must read and follow [Procedures for Practical Skills Evaluator](#) and sign and submit the [Evaluator and/or Proctor Application](#) with the completed evaluation package.
 - d. Evaluators must strictly abide by FCPNB Policies and Procedures.
 - e. If a Candidate is caught cheating during an evaluation, the Evaluator must follow the evaluation rules and complete and submit and [Exam/Evaluation Irregularity](#) form.
- 9.17 To be considered as an approved Proctor/Evaluator, an [Evaluator/Proctor Application](#) must be completed and submitted to the program co-ordinator.
- 9.18 Certification Proctors and Evaluators shall be evaluated periodically or as determined by the Board. Evaluations shall be completed by a lead evaluator who is designated by the program coordinator in conjunction with the test team. Evaluations shall be returned to the Program Co-ordinator within five (5) days of the evaluation. If there are issues with an evaluation, the Board shall decide on the best course of action. The Program Co-ordinator shall collect and file evaluation forms within the Evaluators personnel file and the candidate’s individual file.
- 9.19 A pre-test briefing to evaluators shall be conducted by the Lead Evaluator prior to beginning the test and shall include the following information:
- a. Review the Evaluators responsibilities and determine the Evaluator assignments for the practical exam.
 - b. Direct all Evaluators to refer to and follow the skill checklists provided.
 - c. Review the skills to be tested.
 - d. Identify safety procedures to be followed during testing.
 - e. Review the acceptable performance criteria.
 - f. Assign and instruct any silent partners/role players on their roles and responsibilities.
 - g. Assign Evaluators to check all equipment that will be used by Candidates for proper operation before the test.

- h. Give direction in the proper completion of all forms used for evaluation, pay and travel.
 - i. Describe test logistics, rotation, breaks, holding areas and on-site control.
 - j. Explain the procedures to be used for handling questions or problems, which may arise during testing.
 - k. Clarify any questions.
- 9.20 Candidates will see the conduct of an evaluator, silent partner and/or role player as setting the standard for what is acceptable during a certification process. Evaluators, silent partners and/or role players must behave in a professional and respectful manner during all contact with Candidates. The Evaluator Agreement can be found in the Annex Section. Each Evaluator will be asked to review and sign their agreement which will be kept on file with the Program Co-ordinator. The following must be adhered to:

Fairness:

Each evaluator must strive to implement an evaluation process that is perceived as fair by every Candidate and is without discrimination, regardless of gender, ethnic origin, firefighting background, or departmental membership.

Consistency:

Each evaluator must strive to maintain an evaluation process that is consistent and fair from one Candidate to the next, regardless of the standard being evaluated, the department membership of the Candidate, or the location of the evaluation.

Equality:

Each Evaluator must strive to ensure all evaluation scenarios are (despite the differences in personnel, apparatus, and equipment from department to department), equal in the scrutiny of the Candidate's performance for the required requisite skills of the NFPA standard being evaluated.

Section 10

Examinations – Grading/Scoring/Appeals

- 10.1 The Program Co-ordinator and/or Accreditation Manager shall grade all written examinations.
- 10.2 The Candidate will be provided a copy of examination results via mail and/or email within ten (10) business days after the examination.
- 10.3 Examination results will not be given over the phone or sent by FAX.

- 10.4 Examination results will not be relayed to any individual, other than the Candidate, unless the Candidate has filed a "[Consent to Release Examination Results](#)" form with the Program Co-ordinator, permitting release of results to his/her fire chief or lead instructor (pre-employment program).
- 10.5 Examination outcomes may be appealed as per the appeal process laid out in Section 19.
- 10.6 An official appeal submitted to the Board must be in writing identifying:
- Candidate name with student identification number.
 - Examination date.
 - Examination type (practical or written skills).
 - Basis for appeal.
- Requests for accommodation must be submitted upon initial application, failure to do so does not constitute a basis for appeal.
- 10.7 Issues with written examination questions must be brought to the attention of the Proctor by the Candidate on the date the examination is given. The Proctor is to record the question(s) of concern on the "[Certification Examination Question Resolution Form](#)".
- 10.8 Appeals of written and/or practical skills examinations must be submitted by the Candidate in writing within 45 days from the date the examination results were distributed.
- 10.9 Only the most recent examination may be appealed.
- 10.10 The Board must act on the appeal at its next meeting.
- 10.11 The Board must notify the applicant and the program of the appeal decision in writing within 30 days.
- 10.12 The applicant may appeal the Boards decision to the **Firefighter Certification Appeal Board** within 45 days of written notice, as per [Section 19](#) of this document.
- 10.13 Written test analysis will be conducted upon appeal or challenge as approved by the Board. The Program Co-ordinator shall provide the test analysis.
- 10.14 A statistical review of the validity and reliability of exam and skills testing results will be provided to the Board by the Program Co-ordinator every six (6) months.

Section 11

Release of Examination Results

- 11.1 Certification test scores are not released to any individual, instructor, fire chief, agency, or organization. A letter of notification of pass/fail status is forwarded to each student upon completion of written and practical examinations.

- 11.2 Pass/fail status is indicated on each candidate's application for certification.
- 11.3 Should a candidate fail an exam, he or she will have a maximum of one year from the completion of the initial examination date to request a retest. A different version of the exam will be administered. If the student does not retest within one year, his or her records will be deemed inactive.
- 11.4 Upon request, pass/fail status of students may be provided to the lead instructor of a recognized pre-employment course, as authorized by the student by signing the [Consent to Release Examination Results](#) form.

Section 12

Issuing Certification

- 12.1 Candidates who are successful in meeting or exceeding standards of written and practical skills and behavioral performance objectives will be issued certificates, identifying them as certified at the level being requested.
- 12.2 The Program Coordinator will forward the appropriate certificate with seal affixed to the successful candidate or agency, who will in turn distribute the certificates within thirty (30) days of receipt or as determined by the agency.
- 12.3 Prior to certification being issued the Program Coordinator must receive all fees for testing and certification.
- 12.4 Upon attaining accreditation for a new certification level, the OFM may retroactively provide seals to all candidates who have completed their certification under the same methodology and curriculum in which the accreditation was granted for a period not to exceed one (1) year.

Section 13

Certification Exam Review and Analysis

- 13.1 The test scores and test items shall be reviewed on a regular basis. The following procedures shall be used for analyzing and corrective action for special circumstances, when questions are challenged, or if a validation issue arises:
 - a. The question/item shall be reviewed by the Program Co-ordinator for validity and reliability regarding the appropriate NFPA standard and reference materials.
 - i. If the initial review results in an administrative error (spelling, numbering etc.), the program coordinator will rectify the issue on the test bank.

- b. If warranted (non-administrative in nature) the test question/item challenged shall be immediately marked “do not use” from any test and not be used until the issue has been resolved.
- c. The Program Co-ordinator may then submit the question/item to members of the FCBNB for further review.
- d. Following review by the Board, the question/item may be:
 - i. Retained as written
 - ii. Rewritten
 - iii. Permanently removed from the test bank
- e. The Program Co-ordinator shall maintain and analyze test statistics. These statistics shall include, but are not limited to the following:
 - i. Number of persons being tested
 - ii. Distribution of test scores
 - iii. Average test score

Section 14

Re-Certification

- 14.1 At this time the program does not subscribe to a format of re-certification for certification levels offered.
- 14.2 Participants in the certification program must be aware that some entities offering reciprocity may require a form of re-certification be completed before acknowledging their certification.

Section 15

Revocation/Suspension/Annulment/Denial of Certification

- 15.1 The Board may make a recommendation to the OFM to revoke, suspend, annul, or deny the certification of any certified Candidate after providing written notice of the violation of a specific policy and procedures and a hearing by the Board.
- 15.2 The Board may recommend to the OFM the revocation, suspension, annulment, or denial of the certification of anyone who:
 - a. Makes any intentional material misstatement on application for certification.
 - b. Falsifies training records, signatures, or any other intentional misrepresentation or violation of policy, etc.
 - c. Has been found to have cheated.

Section 16

Procedures for Revocation/Suspension/Annulment/Denial of Certification

- 16.1 If the Board, in accordance with Section 15, believes that grounds exist for the revocation, suspension, annulment or denial of certification of any Candidate, upon its own motion or by the filing with the Board a written complaint, the Board shall give written notification of its intention to consider revocation, suspension, annulment or denial of the certification. The notice of the hearing shall include a statement of the basis for considering revocation, suspension, annulment, or denial. Written notification shall be by “Certified Mail” to the last address furnished to the program by the candidate.
- 16.2 The revocation, suspension, annulment, or denial of certification shall require a majority vote of a quorum of Board members.
- 16.3 Any person who has had their certification revoked, suspended, annulled or denied pursuant to Section 15 may reapply for certification testing one (1) year after the date of the order of the Board which revoked, suspended, annulled or denied the certification, unless otherwise specified by the program.
- 16.4 Persons who have had certification revoked, suspended, annulled or denied may appeal the decision through the appeal process. Persons who want to appeal a policy, process or methodology of the certification system, may do so through the appeal process.

Section 17

Reciprocity

- 17.1 The Board may elect to give credit for IFSAC/ProBoard training or certification received in other provinces, territories, or countries, provided such training has been approved and certified by the Authority Having Jurisdiction (AHJ) over certification where the training or certification was received.
- 17.2 Certifications received in other provinces, territories, or countries must meet the minimum requirements for certification as set forth by the Board and approved by OFM.
- 17.3 The OFM may enter into standing reciprocity pacts or agreements with provinces, territories, or countries that by law regulate and supervise the quality of fire service training and firefighter certification.
- 17.4 Adoption of any standard or program shall not render invalid any participants prior certification.

Section 18

Equivalency

- 18.1 For consideration of equivalency, the candidate must mail in all relevant documentation. The application must be original; all other documentation may be copies. The Board will not accept any faxed or email applications.
- 18.2 Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Qualifications (The ProBoard) must comply with the following guidelines:
- a. The Candidate must complete the appropriate application and attach supporting documentation.
 - b. The Candidate must be an active member of a New Brunswick fire department and must have the signature of the AHJ to request equivalency.
 - c. The Candidate must submit documentation of training and testing that complies with each component of the appropriate NFPA standard for desired level of certification. Documentation must be dated within the last five (5) years.
 - d. The Candidate must successfully pass the programs written exam with a minimum score of seventy (70) percent for desired level of certification and practical skills exam, where applicable.

Section 19

Appeal Process

- 19.1 Upon the revocation or denial of a certification level, the decision may be appealed in writing, via the [Application to Appeal an Exam](#) form, to the FCBNB (Board) within forty-five (45) days of the date of the revocation, denial letter or examination/JPR results. Based on information provided, the Board may elect to:
- a. Deny the appeal without action.
 - b. Approve the appeal.
 - c. In cases of non quorum agreement, forward to OFM Firefighter Certification Appeal Board.
- 19.2 Members of the OFM Firefighter Certification Appeal Board will be selected and approved by the Fire Marshal:
- a. A representative of the Department of Justice and Public Safety.
 - b. A representative of the New Brunswick Association of Fire Chiefs.
 - c. A representative of the New Brunswick Community College.

- 19.3 The Firefighter Certification Appeal Board may elect to:
- a. Deny the appeal without action.
 - b. Approve the appeal.
 - c. Hold and appeal hearing.

The decision of the Firefighter Certification Appeal Board is final.

- 19.4 The OFM Firefighter Certification Appeal Board shall notify the Fire Marshal of the appeal decision within ninety (90) days of receipt. The Fire Marshal shall notify the individual, the Chair, and all members of the FCBNB of said decision.
- 19.5 **Failure of any certification exam SHALL NOT be grounds for an appeal.**

Section 20

Security

- 20.1 The OFM, and Board members where relevant, will ensure that all material used and/or created for the purpose of its certification processes will be maintained at the highest level of security.
- 20.2 The OFM, and Board members where relevant, will ensure that all personal information collected for the purpose of its certification process will be maintained at the highest level of security.
- 20.3 The OFM, and Board members where relevant, will ensure that all relevant provincial legislation as it relates to the protection of privacy and personal information (*RITTPA*) is adhered to all times.
- 20.4 The OFM Accreditation Manager shall act as a back-up to the OFM Program Co-ordinator when required.

Annexes

- TERMS OF REFERENCE
- WRITTEN EXAMINATION – PROCTOR’S INSTRUCTIONS
- WRITTEN EXAMINATION – STUDENT BRIEFING
- PROCEDURES FOR PRACTICAL SKILLS EXAMINER/EVALUATOR
- PRACTICAL SKILLS TEST GRADING POLICY
- PRACTICAL SKILLS EVALUATION – STUDENT BRIEFING
- FCBNB HAZMAT AWARENESS – TEST SPECIFICATIONS
- FCBNB HAZARDOUS MATERIALS OPERATION – TEST SPECIFICATIONS
- FCBNB HAZARDOUS MATERIALS TECHNICIAN – TEST SPECIFICATIONS
- FCBNB FIREFIGHTER I – TEST SPECIFICATIONS
- FCBNB FIREFIGHTER II – TEST SPECIFICATIONS
- FCBNB INSTRUCTOR I – TEST SPECIFICATIONS
- FIREFIGHTER CERTIFICATION BOARD OF NEW BRUNSWICK CERTIFICATION
EXAMINATION APPLICATION
- APPLICATION TO APPEAL AN EXAM
- PROTECTIVE CLOTHING COMPLIANCE FORM
- CERTIFICATION RECIPROCITY APPLICATION
- CONSENT TO RELEASE EXAMINATION RESULTS
- CERTIFICATION EXAMINATION QUESTION RESOLUTION FORM
- CERTIFICATION EXAMINATION EXAM/EVALUATION IRREGULARITY
- EVALUATOR AND/OR PROCTOR APPLICATION
- EQUIVALENCY APPLICATION

Firefighter Certification Board of New Brunswick

TERMS OF REFERENCE

Name:

Firefighter Certification Board of New Brunswick (FCBNB)

Goals:

The primary goal of the FCBNB is to provide the Office of the Fire Marshal with strategic direction towards the administration of its Firefighter Certification Program, which is a mechanism for firefighters to access an internationally recognized certification program within the province of NB. The Board also has ultimate responsibility for the finances of the certification program and holds legal responsibility for its financial ventures.

The secondary goal of the FCBNB is to promote uniformity and safety in fire service testing practices which meet or exceed the National Fire Protection Association (NFPA) Standards and/or other standards adopted by the International Fire Service Accreditation Congress (IFSAC) and/or National Board on Fire Service Professional Qualifications (ProBoard).

Members:

FCBNB will be comprised of the three following entities:

- Office of the Fire Marshal (two members):
 - Provincial Fire Marshal and Accreditation Manager
- New Brunswick Community College Fire Services Division (two members):
 - Fire Services Program Coordinator and designate
- New Brunswick Association of Fire Chiefs (three members)
 - Representative for Permanent Chiefs
 - Representative for Volunteer Chiefs
 - Representative for Industrial Chief

Upon recommendation of the entities and agreed upon by the vote of the Board:

- Members may be added or removed from the Board;
- Entities may be added or removed from the Board;

The board may invite representatives from any fire service training organization or agency as a resource person when circumstances arise.

The board shall elect a chairperson, secretary and treasurer or any combination of such as the board sees fit.

The above noted positions may reoffer for said positions.

VOTING:

- Each member of the board shall have voting privileges.
- When more than one member is offering for Chair, voting shall be held by secret ballot.
- All issues requiring a vote will be decided upon by a quorum.

Quorum shall be defined as seventy (70) percent five (5) voting members of the board. Additionally, the ability of any board member to vote by proxy shall be provided for by written notification to the standing Chairperson, a minimum of twenty-four (24) hours prior to the scheduled meeting date and time addressing a described business item.

CHAIRPERSON:

The Chairperson shall be elected by the board and hold his/her term of office for two (2) years.

The duties of the Chairperson shall be as follows:

- To act as a primary liaison between the board and the OFM).
- To chair each meeting as per Robert’s Rules of Order.
- To call extraordinary meetings when necessary.
- To decide tie votes.
- To act as a signing authority for matters relating to finance and official correspondence.
- To decide the time and place of board meetings.

SECRETARY:

The Secretary shall be appointed by the board and hold his/her term of office for two (2) years. For the purpose of Board continuity, this appointment shall be on the opposite year of the voting term for Chair.

The duties of the Secretary shall include the following:

- To ensure written notification of meetings (including the time, date, location and agenda)
- To record, or cause to have recorded, the minutes of each board meeting.
- To ensure that minutes are distributed to each board member.
- To draft, or cause to have drafted, correspondence and records associated with the board.
- To act as a backup for the Chair when deemed necessary.
- Other duties as the board sees fit.

TREASURER:

The Treasurer shall be elected by the board and hold his/her term of office for two (2) years.

The duties of the Treasurer shall include the following:

- To coordinate all matters relating to finance.
- To maintain and balance all transactions through FCBNB bank accounts.
- To act along with the Chair as a signing authority for all matters relating to finance.
- To maintain copies of all correspondence/records relating to FCBNB financial affairs.
- To provide a financial statement to the board at regular meetings.

The Board shall run its business based on a fiscal year (April 1st – March 31st).

FREQUENCY OF MEETINGS:

The board shall meet quarterly or as needed to discuss emerging issues.

Every effort shall be made to accommodate member attendance via scheduling or alternate means (conference calls, video conferencing etc.)

The Terms of Reference of the FCBNB may be modified upon the passage of a resolution by the board membership, with a quorum vote from the board member agencies.

Firefighter Certification Program of New Brunswick (FCPNB)

Office of the Fire Marshal
Department of Justice and Public Safety
2nd Floor, Gibson Place
12 McGloin St., Fredericton NB E3A 5T8

Phone: 506-444-4493
Fax: 506-457-4899
Email: FCPNB@gnb.ca

WRITTEN EXAMINATION – PROCTOR’S INSTRUCTIONS

Proctor’s Full

Name:

Last

First

M.I.

Date: _____

Examination Title

Accommodation Considerations

1. Thank you for agreeing to proctor this exam.
2. A **“Written Examination – Candidate Briefing”** form has been included in your package. Please ensure that it is read out loud to all candidates.
3. Please use appropriate candidate seating arrangements (i.e., if possible, students writing the same examination should not sit directly across or beside one another). Recommended distance between students should be approximately 1 meter.
4. Exams are closed book except for Hazmat Awareness, Hazmat Operations and Hazmat Technician in which the ERG book may be used.
5. Once a student has completed the exam, please use the enclosed material (envelope and courier slip) to return to the Office of the Fire Marshal.
6. Any problems encountered should be noted below.
7. Proctors, when responding to a candidate challenging an examination question shall not reword the question or provide a definition, or in any other way modify the examination question.
8. If a candidate challenges an examination question, the Proctor will provide the candidate with a **“Certification Examination Question Resolution Form”** form and will forward the information to the Program Coordinator.
9. If, in the opinion of the Proctor, a Candidate is found cheating, talking to other Candidates, or conducting themselves in an unacceptable fashion, the proctor may seize the Candidates’ written exam and request he/she leave the examination room. The Proctor will then complete an **“Exam/Evaluation Irregularity”** form and will then forward it to the Program Coordinator for appropriate action as deemed by the Board.

Notes/Comments:

READ & SIGN

As Proctor, I have followed the above guidelines in administering this test. I have maintained security and integrity of the testing process.

Proctor Signature

Date

Firefighter Certification Program of New Brunswick (FCPNB)

Office of the Fire Marshal
Department of Justice and Public Safety
2nd Floor, Gibson Place
12 McGloin St., Fredericton NB E3A 5T8

Phone: 506-453-2004
Fax: 506-457-4899
Email: FCPNB@gnb.ca

WRITTEN EXAMINATION – PROCTOR’S INSTRUCTIONS

Note: Cellular phones, personal audio equipment, and other electronic communication devices must be turned off and out of sight for the duration of the examination.

Name of _____ Test _____
Exam: _____ Date: _____

As Proctor of this exam, YOU are representing the Office of the Fire Marshal (OFM). You will need to abide by the following instructions and sign that you have done so.

- These exams will not be reproduced! Doing so will invalidate this exam and all persons taking this exam will receive a failure. Exams have been provided for the students listed on the attendance roster. Any person whose name does not appear on the list is not eligible to write.
- Proctors are responsible for test security. You must secure these tests in accordance with OFM test security procedures. Failure to do so is a direct violation of policy.

Before the start of the exam, the Proctor will ensure that there is adequate spacing between desks to minimize the opportunity for cheating and to allow for safe and organized exit in the event of an emergency. The Proctor shall point out the all exits, restroom facilities, ensure the lighting and ventilation of the room is appropriate for the candidates.

When administering the exam, you should always remain in the room.

PROCTOR'S INSTRUCTIONS

1. Before students sign the examination attendance roster, ensure that students review the spelling of their names (first and last) and their candidates' identification for correctness. **The proctor shall verify the identification of each candidate by reviewing their government approved photo identification** (i.e. driver's license, passport, Canadian citizenship card, Canadian permanent resident card, provincial identification card issued by Service New Brunswick).
2. Ensure that any changes to the roster/sign in are printed and legible. Have candidate place all materials (books, purses, etc.) on the floor. Ensure that candidates are not wearing "hoodies", ball caps and remove all cell phones.
3. Ensure that candidates are aware that it is **extremely** important that all information and answers on the scan sheet be within the circles and dark. If they change an answer, they need to erase the circle completely. Marks that are too light or not completely erased may result in that answer being wrong.
 - a. Use a No. 2 pencil only
 - b. Make dark heavy marks that fill the oval completely
 - c. Erase unwanted marks cleanly
 - d. Make no stray marks on the answer sheet
 - e. Failure to mark the appropriate answer in the correct location may result in a zero score for that question
 - f. Multiple marks on a given question will result in a zero score for that question
 - g. For true or false questions: A=True B=False
 - h. Sample Question:
 - The knot used to join two ropes of unequal diameters is:
 - A. Half Hitch
 - B. Clove Hitch
 - C. Becket Bend
 - D. Bowline Knot
4. Provide each candidate with:
 - a. A No. 2 pencil
 - b. Sealed envelope, which contains an answer sheet(s), exam booklet and an unsealed envelope
 - c. A copy of an SDS Sheet (if applicable)
 - d. Scratch paper
 - e. Emergency Response Guide (only if a HazMat exam is being written)
5. **After everyone has the above material, instruct the candidates to open the envelope and do the following:**
 - a. Have them turn the exam face down and instruct them not to turn it over until told to do so
 - b. On the answer sheet, have the candidates fill in the following information using a No. 2 pencil:
 - Exam version number (found on envelopes and roster sheet)
 - Unique ID (also found on candidate envelope):
 - First letter of the individual's first name
 - First four letters of the individual's last name
 - Candidates birth date in the following format: MMDDYYYY

Note: It is very important to have all information filled in completely. If it is not completed correctly, the test may be void.

Instructions continued next page

6. Provide candidates with the following information
 - a. Number of exam questions (as per student instructions/briefing)
 - b. Allotted time for completion of the exam
 - c. Minimum passing score (70%)
7. After the candidate information is completed on the answer sheets, instruct the candidates to turn the test booklet over.
8. Announce when time has begun and post the time in a place visible to all candidates.
9. The candidate can now begin the test.
10. When the candidate has finished the examination, instruct them to put the exam booklet, answer sheet and scrap paper used inside the new envelope, seal it and return to you. Failure to follow these instructions could result in an exam failure.
11. Please complete the following information and list any problems or comments below (i.e. missing tests, unusual activities, no-shows, etc.)

Proctors Name (PRINT):

Exam Title:

Comments:

Read and Sign: As Proctor, I have followed the above guidelines in administering this test. I have maintained security and integrity of the testing process.

Proctor Signature

Date

Firefighter Certification Program of New Brunswick (FCPNB)

Office of the Fire Marshal
Department of Justice and Public Safety
2nd Floor, Gibson Place
65 Brunswick St, Fredericton NB E3B 1G9

Phone: 506-444-4493
Fax: 506-457-4899
Email: FCPNB@gnb.ca

WRITTEN EXAMINATION –CANDIDATE BRIEFING

Prior to handing out the examinations, the following directions shall be read out loud to advise all candidates:

1. Each candidate is expected to sign-in on the sheet provided upon arrival and sign-out when examination booklet and score sheet are returned to the Proctor. The Proctor will request identification.
2. All cellular phones, pagers, radios and electronic devices must be turned off for the duration of the exam.
3. All baseball caps/hats must be removed for the duration of the exam. Hoods on “hoodies” must be down.
4. In the event of an emergency, all candidates will turn their exams face down on the desk, leave all testing materials, and proceed to a pre-determined location. Communication will be minimized between candidates the continuation of the exam will be at the Proctors discretion.
5. Nothing other than the exam booklet, answer sheet and pencils will be permitted on the examination table.
6. The maximum time limit to write the exam is:

7. Exams up to 50 questions	8. 75 minutes
9. Exams up to 100 questions	10. 150 minutes
11. Other	12. NA

7. Only the Proctor and those writing the exam shall be in the room during the examination period.
8. The exam pages are not to be written on in any way. If exams are found to be tampered with, please inform the proctor immediately.
9. Answers for each question are to be indicated on the separate score sheet provided.
10. Indicate your answer by filling in the circle of the appropriate letter (A, B, C, or D) for each multiple-choice question using a soft lead (No 2) pencil.
11. Fill in the following information using a No. 2 pencil:
 - i. Exam version number (found on envelopes and roster sheet)
 - ii. Unique ID (also found on candidate envelope);
 - iii. First letter of the individual’s first name
 - iv. First four letters of the individual’s last name
 - v. Candidates birth date in the following format: MMDDYYYY
12. Candidates may not leave the room while examinations are in progress without permission from the Proctor. Candidates will be permitted to leave the room to utilize rest room facilities by raising their hand and being acknowledged by the Proctor. Exam booklets and answer sheets must be turned face down on the table prior to leaving the room.

13. There will be no talking or communication between candidates during the exam.
14. There will be no looking at other candidates' exam papers.
15. Anyone not understanding a question may request clarification from the Proctor. This will be done by raising your hand and waiting until the Proctor comes over to address the concern. Candidates may ask the Proctor to read the question aloud; however, no additional assistance can be given.
16. If the Proctor cannot provide an immediate resolution to the issue, an "Examination Irregularity Form" shall be filled out and returned along with the examination package.
17. When candidates are finished the exam, they will return all paperwork directly to the Proctor and leave the examination area. They are not permitted to return to the examination area until all candidates have completed the exam.
18. Anyone caught cheating will have their exam removed, be asked to leave the exam area, and given a fail mark for the exam on their official transcript. The candidates respective Fire Chief will be notified of such an occurrence.
19. The use of an electronic device during an exam will be considered as cheating.

Firefighter Certification Program of New Brunswick (FCPNB)

Office of the Fire Marshal
Department of Justice and Public Safety
2nd Floor, Gibson Place
12 McGloin St., Fredericton NB E3A 5T8

Phone: 506-444-4493
Fax: 506-457-4899
Email: FCPNB@gnb.ca

PROCEDURES FOR PRACTICAL SKILLS EVALUATOR

Important Notes:

- You must provide secure staging for unevaluated candidates to ensure they cannot observe candidates being tested. Candidates are to be placed in an area out of sight of the skills being tested and shall be monitored by an Assistant Evaluator.
- Timing of exams for the skill tests will be adjusted to suit the number of candidates and the facility being used to allow for a reasonable time frame for the candidates to complete the task.
- The training locations will meet the applicable NFPA requirements and the applicable provisions of the [Occupational Health and Safety Act of New Brunswick](#)

Instructions

1. **Evaluators** shall verify the identification of each student by reviewing their government approved photo identification. (i.e. driver's licence, passport, Canadian citizenship card, Canadian permanent resident card, provincial identification card issued by Service New Brunswick)
2. **Evaluators** evaluating skills on a fire ground shall be dressed in full protective clothing as required of candidates.
3. **Evaluators** shall ensure they take the most beneficial position to assess the displayed skill of the candidate. For example, if it is the Evaluators responsibility to assess the candidate's ability to conduct a proper fire attack then he shall don all necessary protective clothing and equipment and enter into the involved fire area with the candidate, or even ahead of the candidate, so as to be in the most beneficial position to evaluate the candidate's performance in that specific skill.
4. **Evaluators** should not interrupt a procedure once in progress but may ask verbal questions to candidates once the procedure is completed.

SAFETY NOTE – Evaluators may interrupt or stop a procedure if they consider the process unnecessarily life threatening to the candidate.

5. **Evaluators** shall follow instructions for practical skill test grading policy.
6. When a candidate is required to wear appropriate PPE during any skill/JPR evaluation, the candidate will be expected to wear such PPE correctly. Failure to do so will result in a failure of the skill being evaluated.

Firefighter Certification Program of New Brunswick (FCPNB)

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PRACTICAL SKILLS TEST GRADING POLICY

Scoring Explanation

This policy will assist Evaluators in evaluating each particular criterion found on the practical skill test sheets based on a competency scale. The competency scale is determined as follows:

PASS – The candidate completes all criteria accurately, safely and without hesitation.

FAIL – The candidate completed the task in an unsafe manner or improperly to the point of being ineffective.

Instructions for Completing Practical Skill Test Sheet

1. Evaluators may only score those skills within their assigned skill area. Skill tests rated as failed must be documented on the practical skill test sheet.
2. Evaluators should assign pass/fail for individual candidate performance upon completion of the skill test.
3. The Lead Evaluator must review the pass/fail skill test sheets and complete a skill summary form for each participating candidate.
4. An overall passing score requires the candidate to pass each practical skill test set out in any given skill set.

Comments:

Read and Sign: As evaluator, I have followed the above guidelines in administering this skills test. I have maintained security and integrity of the testing process.

Evaluator Names (Please Print)	Signatures	Date
Lead Evaluator:		

Firefighter Certification Program of New Brunswick (FCBNB)

Office of the Fire Marshal
Department of Justice and Public Safety
2nd Floor, Gibson Place
12 McGloin St., Fredericton NB E3A 5T8

Phone: 506-444-4493
Fax: 506-457-4899
Email: FCPNB@gnb.ca

PRACTICAL SKILLS EVALUATION – CANDIDATE BRIEFING

Prior to beginning practical evaluations, the following briefing MUST be read to the candidates:

1. Candidates are required to produce government issued photo identification (driver's license, passport, etc.) prior to being evaluated.
2. All personal cellular phones, pagers, radios and any other electronic devices **MUST** be left off site for the duration of the evaluation.
3. Any communication equipment required for the evaluation will be provided by the evaluator.
4. Separate areas will be designated to ensure no talking or communication between groups of candidates to be evaluated and those who have completed their evaluation.
5. All site safety and PPE requirements **MUST** be observed by candidates and any other individual authorized to attend the evaluation. Any person who shows disrespect or demonstrates reckless behavior will be asked to leave.
6. When a candidate is required to wear appropriate PPE during any skill/JPR evaluation, the candidate will be expected to wear such PPE correctly. Failure to do so will result in a failure of the skill being evaluated.
7. Any candidate who shows disrespect or demonstrates reckless behavior will be asked to leave and assigned a fail mark.
8. Any instructors or officers that have been approved to observe the evaluation **MUST** report to the lead evaluator to be briefed on expectations of conduct, assigned observation areas, and advised of areas off-limits to them. No audio/video recording or photos are to be taken while observing the evaluation(s).
9. Prior to the evaluation, evaluators will clearly indicate what task is to be accomplished and what is expected. Nothing should come as a surprise. The evaluations are based on the skills that were taught in your course and signed off by your instructor, training officer and/or Fire Chief.
10. Candidates not understanding the assignment, simulation, or prop may request clarification from the evaluator prior to beginning the evaluation. The evaluator **WILL NOT** provide instruction regarding techniques(s) or demonstration.
11. Evaluations will terminate once the candidate indicates to the evaluator that the task has been completed or if the evaluator makes a decision regarding the key abilities of:
 - a. Safety
 - b. Communication
 - c. Efficiency
12. The evaluator will provide the candidate with a pass/fail result immediately upon completion of the task being evaluated. Should the 1st attempt result in a failure, details regarding the failure will only be provided after the 2nd attempt has been completed.
13. Candidates will be given a **maximum of three** attempts to meet (pass) the practical skill requirements, **two** of which are on the practical skills test date. Candidates who fail the practical examination on the first test date (two attempts) must be re-tested on a practical skill from the section(s) in the standard which they failed, no sooner than fifteen (15) business days from the date of the failed examination and no later than six months. On the third attempt, one additional skill will be added in addition to the failed skill. Should the candidate fail any skill during this attempt, they will be required to restart the **written and practical** examination procedures, for that level, from the beginning.

If re-testing is not completed within the six (6) month period, the Candidate will be required to undergo a complete examination of practical skills.

- 14.** In the event of an emergency, a “NO DUFF” radio communication will be called. All candidates, Instructors, Officers and Evaluators whose safety is compromised at the practical evaluation site will proceed to a designated SAFE HAVEN and await further instructions from the lead evaluator. All radio communications will be limited to emergency traffic only. It will be at the discretion of the lead evaluator to continue the evaluation. The lead evaluator will provide documentation supporting his/her decision to the OFM.
- 15.** Apparatus being used for fire evaluations will have a designated driver/operator assigned to it. They will provide candidates with a quick orientation on the apparatus prior to responding to their scenario. The driver/operator can assist candidates in locating equipment but cannot provide instruction regarding techniques(s) or demonstration during the evaluation.
- 16.** Anyone caught cheating will have their evaluation terminated, asked to leave the evaluation area, and given a failing grade.

Written Examination:

1. Number of test questions in Hazardous Materials Awareness Bank – **191 Questions**
2. Questions written from text:
 - ***IFSTA, Hazardous Materials for First Responders, 4th Edition***
 - ***IFSTA, Essentials of Firefighting, 7th Edition***
3. Questions referenced to - **NFPA Standard 1072 (2017)**
4. Number of questions on each examination – **50 Questions**
5. Examination generated by – **LXR/Net Exam**
6. Type of generation - **Manual Random Sampling**
7. Number of examinations in-service - **3 Exams**
8. New examinations placed in-service – **Once every year**
9. Passing score - **70 %**
10. Attempts to pass examination – **(3), 15 business days apart.**

Practical Skills Examination:

1. Number of practical skills – **3 Skills**
2. Skills referenced to - **NFPA Standard 1072**
3. Number of skills tested on each examination - **2 Skills**
4. Examination generated by – **Manual Random Sampling**
5. Type of generation - **Skills Hand Selected for Each Examination**
6. Number of examinations in-service – **2**
7. Passing score – **Pass / Fail**
8. Attempts to pass examination – **(3), 15 business days apart**

Written Examination:

1. Number of test questions in Hazardous Materials Operations Bank – **334 Questions**
2. Questions written from text:
 - ***IFSTA, Hazardous Materials for First Responders, 5^h Edition***
 - ***IFSTA Essentials of Fire Fighting, 7th Edition***
3. Questions referenced to - **NFPA Standard 1072 (2017)**
4. Number of questions on each examination - **100 Questions**
5. Examination generated by – **LXR/Net Exam**
6. Type of generation - **Manual Random Sampling**
7. Number of examinations in-service - **3 Exams**
8. New examinations placed in-service – **Once every year**
9. Passing score – **70 %**
10. Attempts to pass examination – **(3), 15 business days apart**

Practical Skills Examination:

1. Number of practical skills – **19 Skills**
2. Skills referenced to - **NFPA Standard 1072**
3. Number of skills tested on each examination - **2 Skills**
4. Examination generated by – **Manual Random Sampling**
5. Type of generation - **Skills Hand Selected for Each Examination**
6. Number of examinations in-service - **1 Exams**
7. New examinations placed in-service – **Every Session**
8. Passing score – **Pass / Fail**
9. Attempts to pass examination - **(3), 2 Attempts First Test Date, 3rd Attempt in 15 Business Days**

Written Examination:

1. Number of test questions in Hazardous Materials Technician Bank – **296 Questions**
2. Questions written from text:
 - ***IFSTA, Hazardous Materials Technician, 2nd Edition***
3. Questions referenced to - **NFPA Standard 1072 (2017)**
4. Number of questions on each examination - **100 Questions**
5. Examination generated by – **LXR/Net Exam**
6. Type of generation - **Manual Random Sampling**
7. Number of examinations in-service - **3 Exams**
8. New examinations placed in-service – **Once every year**
9. Passing score - **70 %**
10. Attempts to pass examination – **(3), 15 business days apart**

Practical Skills Examination:

1. Number of practical skills – **49 Skills**
2. Skills referenced to - **NFPA Standard 1072**
3. Number of skills tested on each examination – **5 Skills**
4. Examination generated by – **Manual Random Sampling**
5. Type of generation - **Skills Hand Selected for Each Examination**
6. Number of examinations in-service - **1 Exams**
7. New examinations placed in-service – **Every Session**
8. Passing score – **Pass / Fail**
9. Attempts to pass examination - **(3), 2 Attempts First Test Date, 3rd Attempt in 15 Business Days**

Written Examination:

1. Number of test questions in Firefighter I Bank – **344 Questions**
2. Questions written from text:
 - ***IFSTA, Essentials of Fire Fighting, 7th Edition***
3. Questions referenced to - **NFPA Standard 1001 (2019)**
4. Number of questions on each examination - **100 Questions**
5. Examination generated by – **LXR / Net Exam**
6. Type of generation - **Manual Random Sampling**
7. Number of examinations in-service - **3 Exams**
8. New examinations placed in-service – **Once per year**
9. Passing score - **70 %**
10. Attempts to pass examination - **(3), 15 Business Days Apart**

Practical Skills Examination:

1. Number of practical skills – **115**
2. Skills referenced to - **NFPA Standard 1001**
3. Number of skills tested on each examination - **12 Skills**
4. Examination generated by – **Manual random sampling**
5. Type of generation - **Skills Hand Selected for Each Examination**
6. Number of examinations in-service - **1 Full Set of Skill Sheets**
7. New examinations placed in-service - **Every session**
8. Passing score – **Pass/Fail**
9. Attempts to pass examination – **(3), 2 Attempts First Test Date, 3rd Attempt in 15 Business Days**

Written Examination:

1. Number of test questions in Firefighter II Bank - **248 Questions**
2. Questions written from text:
 - ***IFSTA, Essentials of Fire Fighting, 7th Edition***
3. Questions referenced to - **NFPA Standard 1001 (2019)**
4. Number of questions on each examination - **100 Questions**
5. Examination generated by – **LXR/Net Exam**
6. Type of generation - **Manual Random Sampling**
7. Number of examinations in-service - **3 Exams**
8. New examinations placed in-service – **Once a Year**
9. Passing score - **70 %**
10. Attempts to pass examination - **(3), 15 Business Days Apart**

Practical Skills Examination:

1. Number of practical skills – **22 Skills**
2. Skills referenced to - **NFPA Standard 1001**
3. Number of skills tested on each examination - **3 Skills**
4. Examination generated by – **Manual Random Sampling**
5. Type of generation – **Skills Hand Selected for Each Examination**
6. Number of examinations in-service - **1 Exam**
7. New examinations placed in-service – **Every Session**
8. Passing score – **Pass/Fail**
9. Attempts to pass examination - **(3), 2 Attempts First Test Date, 3rd Attempt in 15 Business Days**

Written Examination:

1. Number of test questions in Instructor 1 Bank – **173 Questions**
2. Questions written from text:
 - IFSTA Fire & Emergency Services Instructor 9th Edition
 - IFSTA Fire & Emergency Services Instructor 8th Edition
3. Questions referenced to - **NFPA Standard 1041 (2019)**
4. Number of questions on each examination – **50 Questions**
5. Examination generated by – **LXR /Net Exam**
6. Type of generation - **Manual Random Sampling**
7. Number of examinations in-service - **3 Exams**
8. New examinations placed in-service – **Once every year**
9. Passing score - **70 %**
10. Attempts to pass examination - **(3), 15 Business days apart**

Practical Skills Examination:

1. Number of manipulative skills - **9 Skills**
2. Skills referenced to - **NFPA Standard 1041**
3. Number of skills tested on each examination – **2 Skills**
4. Examination generated by – **Manual Random Sampling**
5. Type of generation - **Skills Hand Selected for Each Examination**
6. Number of examinations in-service - **1 Exam**
7. New examinations placed in-service – **Every session**
8. Passing score – **Pass/Fail**
9. Attempts to pass examination - **(3), 15 Business Days Apart**

FIREFIGHTER CERTIFICATION PROGRAM OF NEW BRUNSWICK (FCPNB) CERTIFICATION EXAMINATION APPLICATION

Office of the Fire Marshal
Department of Justice and Public Safety
2nd Floor, Gibson Place

Phone: 506-444-4493
Fax: 506-457-4899
Email: FCPNB@gnb.ca

Section 1 - Level

Examination:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Hazmat Awareness | <input type="checkbox"/> Hazmat Operations | <input type="checkbox"/> Hazmat Tech |
| <input type="checkbox"/> Firefighter I | <input type="checkbox"/> Firefighter II | <input type="checkbox"/> Instructor I |

Any retest (written/practical) of this examination, check the appropriate box(s) Written Practical

Physical Disability (*Human Rights Act*) accommodation requested. Check (please provide supporting documentation)

Section 2 - Applicant Data

Surname	First Name	Middle Name

Address

City	Province	Postal Code
Birth Date (mm/dd/yyyy)	Email	Phone Number <small>(area code)</small>
Current Department or Organization Name	Chief/designated authority or Administrator Signature	

Section 3 - Fire Service Affiliation

I am a member of one or more of the following:

- A municipal fire department in the province of New Brunswick, compensated or uncompensated, active, or retired
- A Local Service District Fire Department in the province of New Brunswick, compensated or uncompensated, active, or retired
- Full time employee of the Office of the Fire Marshal or a provincial policing agency
- Full time, civilian (non-military) member of a military fire department which is located within the Province of New Brunswick
- An Industrial Fire Department in the Province of New Brunswick
- A Provincially recognized fire training institution.

Section 4 – Prerequisites

Level of Certification	Prerequisite(s)
Hazmat Awareness	<ul style="list-style-type: none"> • Proof of provincially recognized training
Hazmat Operations	<ul style="list-style-type: none"> • Proof of provincially recognized training • Hazmat Awareness Certificate (IFSAC and/or ProBoard)
Hazardous Materials Technician	<ul style="list-style-type: none"> • Proof of provincially recognized training • Hazmat Awareness Certificate (IFSAC and/or ProBoard) • Hazmat Operations Certificate (IFSAC and/or ProBoard)
FF Level I	<ul style="list-style-type: none"> • Proof of provincially recognized training • Current PNB Level C First Aid with AED or Equivalent • Hazmat Awareness (IFSAC and/or ProBoard) • Hazmat Operations (IFSAC and/or ProBoard)
FF Level II	<ul style="list-style-type: none"> • Proof of provincially recognized training • FF Level I (IFSAC and/or ProBoard) • Current PNB Level C First Aid with AED or Equivalent
Fire Instructor Level I	<ul style="list-style-type: none"> • Proof of provincially recognized training

Note:

- Requests for Firefighter or Hazardous Materials exams must be accompanied by a completed *Protective Clothing Compliance Form*.
- Please include supporting prerequisite documentation with this application. If IFSAC and Pro Board Certification is required, please ensure seal number is legible.

Section 5 – Applicant Confirmation

I, the applicant, by my signature below, attest that all the above information is true, and I am at least 18 years of age.

By my signature below, I also attest that I have no known medical or physical conditions which would prevent participation in any or all of the physical activities which may be required by the practical skills demonstration portions of NFPA 1072, NFPA 1001, or NFPA 1041.

Signature: _____ Date: _____

Section 6 – Application Fee

The \$175.00 (**non-refundable**) examination fee must be in the form of a personal cheque, money order, bank draft, municipal cheque to the order of the **Firefighter Certification Board of New Brunswick**. Note: Cash will not be accepted. The accompanying documentation and examination fee **MUST** be received at the address below before testing is scheduled. **Note that there will be a \$50.00 charge for returned cheques.**

Please indicate the form of payment enclosed:

Personal Cheque Bank Draft Money Order Municipal Cheque Invoice Requested (group testing)

Submit this application, any accompanying documentation, and the \$175.00 examination fee to:

FCPNB, c/o Office of the Fire Marshal, Department of Justice and Public Safety, Province of New Brunswick, 2nd Floor, Gibson Place, 12 McGloin Street, Fredericton, New Brunswick, E3A 5T8

*Note: The Board has an appeal process and fraud/misrepresentation policy. Read Section 19 "Appeal Process" in the FCBNB Roles and Responsibilities and Policy and Procedures document. **INCOMPLETE APPLICATIONS WILL BE RETURNED***

APPLICATION TO APPEAL AN EXAM/ POLICY/ PROCEDURE / METHODOLOGY

Candidate Information – *please print clearly and do not use initials*

Surname	First Name	Middle Name
Address		
City	Province	Postal Code
Birth Date (mm/dd/yyyy)	Email	Phone Number (incl. area code)

Examination/Evaluation Information

<input type="radio"/> Written Exam <input type="radio"/> Practical Skills Evaluation <input type="radio"/> Policy <input type="radio"/> Procedure <input type="radio"/> Methodology	COMMENTS:
Date you were originally tested	NFPA Standard & Level
Evaluator's Name	Proctors Name

NOTE: A failure does not constitute an appeal. It is mandatory that you attach a **written explanation** as to why you were unsuccessful. Include all specific details and evidence to support your appeal, why you think you need a re-write, and the measures you will take to ensure you are successful on your re-write. The explanation should not be longer than 2 single sided pages, double spaced, at a 12-point font. Mail this form and supporting documentation to the address noted at the top of this form. You may also fax this information to the Office of the Fire Marshal at 506-457-4899.

I confirm that all information on this form is accurate and complete in all respects. I confirm that my attached written explanation is true.

Signature: _____

Date: _____

Firefighter Certification Program of New Brunswick (FCPNB)

Office of the Fire Marshal
Department of Justice and Public Safety
2nd Floor, Gibson Place
12 McGloin St., Fredericton NB E3A 5T8

Phone: 506-444-4493
Fax: 506-457-4899
Email: FCPNB@gnb.ca

PROTECTIVE CLOTHING COMPLIANCE FORM

In accordance with Firefighter Certification Program New Brunswick policy, this form must be completed for **each person** who applies for any firefighter level certification examination.

I hereby attest that the full ensemble brought to the certification testing is less than ten (10) years old throughout all live fire examinations. It must also comply with the following standards:

NFPA 1971: Standard on Protective Ensemble for Structural Firefighting and Proximity Firefighting and Occupational Health and Safety Act – Chapter O-02

Candidate name (print)

Candidate signature

Date

Firefighter Certification Program of New Brunswick (FCPNB)

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Department of Justice and Public Safety
2nd Floor, Gibson Place
12 McGloin St., Fredericton NB E3A 5T8

Phone: 506-444-4493
Fax: 506-457-4899
Email: FCPNB@gnb.ca

CERTIFICATION RECIPROCITY APPLICATION

Candidate Information – *please print clearly and do not use initials (please provide supporting documentation)*

Surname	First Name	Middle Name
Address		
City	Province	Postal Code
Birth Date (mm/dd/yyyy)	Email	Phone Number (incl. area code)

Fire Department or Agency Information

- Permanent
 Volunteer
 Industrial

Fire Department or Agency Name

Fire Department or Agency Mailing Address

City	Province	Postal Code
Email	Phone Number of Fire Department or Agency (ensure area code is included)	

By my signature below, I certify that the above information is true and correct to the best of my knowledge. I understand that intentionally making a false statement on this application is a crime. The holder of any certification obtained in such a manner, through fraud or misrepresentation of material fact, will be subject to decertification as per Section 16 of the FCPNB Policy and Procedure, Roles and Responsibility document.

Signature: _____

Date: _____

Firefighter Certification Program of New Brunswick (FCPNB)

Office of the Fire Marshal
Department of Justice and Public Safety
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Phone: 506-444-4493
Fax: 506-457-4899
Email: FCPNB@gnb.ca

CONSENT TO RELEASE EXAMINATION RESULTS

I (full name) _____ do hereby allow the Firefighter Certification Program of New Brunswick to release to:

(By checking the box, you are **agreeing** to release examination results (written and/or practical) to the relevant party below):

Fire Chief:

and/or

Pre-employment Program administrator:

This will include results of my certification testing information (test results – pass/fail), copies of certification certificate(s) and/or letter of success or failure for certification of:

Level(s) of Certification

Candidate I.D. #

Candidate Signature

Date

Firefighter Certification Program of New Brunswick (FCPNB)

Office of the Fire Marshal
Department of Justice and Public Safety
2nd Floor, Gibson Place
12 McGloin St., Fredericton NB E3A 5T8

Phone: 506-444-4493
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Email: FCPNB@gnb.ca

CERTIFICATION EXAMINATION QUESTION RESOLUTION FORM

Candidate Information – *please print clearly and do not use initials*

Surname	First Name	Initial	Candidate ID #
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Examination Information

NFPA Standard and Level	Exam ID	Proctor	Exam Date (mm/dd/yyyy)
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NOTE: DO NOT WRITE OUT THE ENTIRE QUESTION – REFERENCE THE QUESTION NUMBER ONLY. You will not be contacted personally regarding the Board’s review and response. Your feedback is appreciated and plays an important role in maintaining fair and high-quality examinations.

Question Number: _____

<p>Issue (select one of the following)</p> <ul style="list-style-type: none"><input type="radio"/> Multiple Correct Answers<input type="radio"/> Confusing or Ambiguous<input type="radio"/> No Correct Answer Listed<input type="radio"/> Repeated Question	<p><input type="radio"/> Other (explain):</p>
<p>Explanation (<i>for internal use only</i>)</p>	

CERTIFICATION EXAMINATION QUESTION RESOLUTION FORM - continued

Question Number: _____

<p>Issue (select one of the following)</p> <ul style="list-style-type: none"><input type="radio"/> Multiple Correct Answers<input type="radio"/> Confusing or Ambiguous<input type="radio"/> No Correct Answer Listed<input type="radio"/> Repeated Question	<p><input type="radio"/> Other (explain):</p>
<p>Explanation (<i>for internal use only</i>)</p>	

Question Number: _____

<p>Issue (select one of the following)</p> <ul style="list-style-type: none"><input type="radio"/> Multiple Correct Answers<input type="radio"/> Confusing or Ambiguous<input type="radio"/> No Correct Answer Listed<input type="radio"/> Repeated Question	<p><input type="radio"/> Other (explain):</p>
<p>Explanation (<i>for internal use only</i>)</p>	

Firefighter Certification Program of New Brunswick (FCPNB)

Office of the Fire Marshal
 Department of Justice and Public Safety
 2nd Floor, Gibson Place
 12 McGloin St., Fredericton NB, E3A 5T8

Phone: 506-444-4493
 Fax: 506-457-4899
 Email: FCPNB@gnb.ca

CERTIFICATION EXAMINATION EXAM/EVALUATION IRREGULARITY

Candidate Information – *please print clearly*

Surname	First Name	Initial	Candidate ID #
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Proctor/Evaluator Information

Surname	First Name	Initial	Date (mm/dd/yyyy)
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NFPA Standard and Level

Irregularity Information

Procedure, Policy, Rule in Question	
Circumstances (description of the candidate’s actions, timing, witness accounts if applicable, how it was brought to your attention, evidence, etc.) <i>Attach additional sheets as required</i>	
Your Actions	
Recommendations	

Firefighter Certification Board of New Brunswick (FCPNB)

Office of the Fire Marshal
Department of Justice and Public Safety
2nd Floor, Gibson Place
12 McGloin St, Fredericton NB E3A 5T8

Phone: 506-453-2004
Fax: 506-457-4899
Email: FCPNB@gnb.ca

CERTIFICATION RECIPROCITY APPLICATION

NOTE:

- *Candidate is responsible to mail in all pertinent documentation*
- *Application must be original, all other documentation may be copies*
- *FCPNB will not accept faxed or emailed applications*

Candidate Information – please print clearly and do not use initials *(please provide supporting documentation)*

Surname	First Name	Middle Name
Address		
City	Province	Postal Code
Birth Date (mm/dd/yyyy)	Email	Phone Number (incl. area code)

Fire Department or Agency Information

- Permanent
- Volunteer
- Industrial

Fire Department or Agency Name

Fire Department or Agency Mailing Address

City	Province	Postal Code
Email	Phone Number of Fire Department or Agency (ensure area code is included)	

By my signature below, I certify that the above information is true and correct to the best of my knowledge. I understand that intentionally making a false statement on this application is a crime. The holder of any certification obtained in such a manner, through fraud or misrepresentation of material fact, will be subject to decertification as per Section 16 of the FCPNB Policy and Procedure, Roles and Responsibility document.

Signature: _____

Date: _____