FIRE OFFICER III
CERTIFICATION IMPLEMENTATION GUIDELINES

COURSE DESCRIPTION:

This certification course provides the skills necessary to meet the NFPA 1021 *Standard for Fire Officer Professional Qualifications, 2014 edition, Chapter 6*. The International Fire Service Accreditation Congress (IFSAC) and the National Professional Qualifications System (Pro Board) accredits this certification.

PREREQUISITES:

IFSAC or NPQS Fire Officer II certification or equivalent
Course 2103 - Fire Officer III (No equivalent training accepted)

IMPLEMENTATION:

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

ELIGIBILITY:

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

PROJECT ASSESSMENT:

There are no written tests, but there is a substantial amount of reading, research, completion of activities and planning outside of class. Satisfactory completion of 16 activities and associated presentations, including extensive work in groups, determines the student's success.

A group project is evaluated through the 2103 - Fire Officer III evaluation portion of the applicable course. Group projects will be graded on a pass/fail basis. Students must successfully complete the group project evaluations in order to complete the class. There is no written exam for this course.

> ### *Study Reference List:*
>
> NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2014 Edition

RECORD KEEPING AND DOCUMENTATION:

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

APPEALS:

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

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

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

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

RETESTING:

This policy pertains to all cognitive and manipulative examinations administered by the South Carolina Fire Academy including Fire Service Professional Qualification accredited level examinations, with the exception of the SCFA 1211 Class "E" Driver Examination, which will be governed by the South Carolina Department of Motor Vehicles Classified E & F License Third Party Tester's Safety Officer Manual for the South Carolina Fire Academy.

Individuals failing to obtain the required minimum score will be allowed two retest opportunities for each type of cognitive exam. For cognitive exams an immediate retest opportunity will be given, no sooner than one day after the original test failure, at the next available testing date, and **no later than 120 days** after the original test failure.

Students failing to obtain the required minimum score on the immediate retest opportunity shall be allowed a second retest opportunity a minimum of 30 days after the immediate retest opportunity. This will allow remediation and additional study. The first retest must be at least one day from the original test failure but **no more than 120 days** after the original test failure and the second retest, if needed, must be given 30 days from the immediate retest, but **no later than 120 days** after the original test failure.

Students failing to obtain the required minimum score on the second retest opportunity will be allowed to appeal to the Accreditation Manager if the student feels the testing environment was not adequate or some type of external problem contributed to a failure on the retest. The decision of the Accreditation Manager is final on the appeal. If a third retest opportunity is granted through an appeal it can be taken no sooner than one day after the appeal approval, at the next available testing date, and **no later than 120 days** after the original test failure.

The entire retesting time period, to include the appeal process, shall take no longer than **120 days**. Failure of the cognitive testing process will require the course of instruction to be repeated.

Any retest must be completed at a time convenient with the course schedule, but the number of retests will be the same.

Should an individual fail to earn a passing grade on a manipulative skill on the first attempt, he/she is eligible for an immediate second attempt on that skill. In accordance with Section 6.3.2 a third attempt can be approved by the Lead Evaluator if 50% or greater of the skill steps were completed in a satisfactory manner on the first and second attempts. **Note: Any failed attempt caused by a failure of a Critical Skill Step will automatically eliminate the third attempt consideration.** This must be done with no coaching from the evaluator. The students can be told what steps they failed and only that.

A student that fails their first testing opportunity (up to three attempts) is eligible for an immediate retesting opportunity (consisting of up to three attempts) in accordance with the procedure outlined above, during the next available testing date. Under circumstances requiring a different skill selection (i.e. limited resources) the Accreditation Manager or designee may select an alternative skill of equal level and difficulty.

A student who fails their immediate retesting opportunity (up to three attempts) is eligible for a second retesting opportunity (consisting of up to three attempts) in accordance with the procedure outlined above a minimum of 30 days after the immediate retest opportunity, but **no later than 120 days** after the first testing opportunity. This will allow for retraining and additional practice. The student will only have to be tested on the skill that was failed, not the entire skill evaluation.

Students failing to obtain the required minimum score on the second retest opportunity will be allowed to appeal to the Accreditation Manager if the student feels the testing environment was not adequate or some type of external problem contributed to a failure on the retest. The decision of the Accreditation Manager is final on the appeal.

If a third retest opportunity is granted through an appeal it can be taken no sooner than one day after the appeal approval, at the next available testing date, and no later than 120 days after the original test failure. Failure to complete the retest within 120 days shall require the student to repeat the entire training course to be eligible to test again.

The 120-day completion deadline also applies to certification written exams administered independently of training courses such as in an approved challenge process. There is a three attempt limit per course challenge. If a student in the challenge process does not successfully complete the exam, it will be recommended that they complete our course of instruction for that level.