DRIVER/OPERATOR ARFF
CERTIFICATION IMPLEMENTATION GUIDELINES

COURSE DESCRIPTION:

This certification course provides the skills necessary to meet the NFPA 1002 Standard for Fire Department Vehicle Driver/Operator Professional Qualifications, 2017 Edition Chapter 9. The International Fire Service Accreditation Congress (IFSAC) and the National Professional Qualifications System (Pro Board) accredit this certification.

PREREQUISITES:

IFSAC or NPQS Firefighter II certification
IFSAC or NPQS Airport Firefighter certification
IFSAC Emergency Vehicle Driver Chapter 4, NFPA 1002 Certification or Emergency Vehicle Driver Training
Current Federal Aviation Regulation (FAR) 139 –Truck Operations
Must be a member of an "Indexed Airport Department" according to the FAA

IMPLEMENTATION:

In accordance with the policies published in 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 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 or remote 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 Coordinator or 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 or if permission is granted from the applicable entity.

MANIPULATIVE SKILLS EXAMINATION:

Practical skill testing is evaluated to the current Driver Operator/ARFF Standard, NFPA 1002, Chapter 4 and 9, 2017 Edition. All manipulative skills must be properly documented as outlined in the Prerequisite Section as being equivalent to the applicable standard prior to attempting the ARFF – Driver Operator cognitive exam under the challenge process. Skills not properly documented may require the student to challenge a random draw of required skills for Chapter 9

of the standard at an approved training site prior to the cognitive exam. Skills completed under the ARFF Driver Operator Challenge Process must be properly documented on the Local Verification Requirement Form with the proper signature of the Fire Chief or their designee. This form must be submitted and approved prior to attending the scheduled testing session at the South Carolina Fire Academy. This training will include manipulative skill testing on maneuvering, positioning and operating an ARFF Vehicle.

TEST SPECIFICATIONS:

Written tests are based on the current applicable NFPA standard. Tests consist of 25 multiple choice and/or matching test items. Tests are randomly generated using Fire Protection Publications (FPP)/International Fire Service Training Association (IFSTA) test banks, and the most current testing software utilized by the South Carolina Fire Academy (SCFA).

WRITTEN EXAMINATION:

Cognitive certification exams for this level are offered independently of training programs. Students must meet eligibility requirements.

Tests are offered at various locations and dates throughout the state. Cognitive testing will also be available following the completion of the skill testing with the Challenge Process.

Cognitive or knowledge examinations shall be graded with a minimum score of 70% required for successful completion.

Test proctor selection will be limited to either SCFA staff or Instructors having test proctor or lead evaluator status. Except as allowed by policy the test proctor cannot have taught in the course being evaluated.

Cognitive or knowledge exams will be conducted in accordance with specific testing procedures.

Study Reference List

The following is a list of texts that may be referenced in preparation for testing:

NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualification, 2017 Edition
IFSTA, Aircraft Rescue and Fire Fighting, 5th Edition
IFSTA, Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd Edition

ORAL EXAMINATIONS:

Participants shall make the request for oral examination prior to date of the exam to the course coordinator or regional office. Oral testing shall be administered in accordance with prescribed policy.

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 Coordinator within 30 calendar days of the date of the alleged occurrence.

The South Carolina Fire Academy shall follow all appeal policies as published in 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 (including challenge). 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, but no later than 120 days after the original test failure. This will allow remediation and additional study.

Students failing to obtain the required minimum score on the second retest opportunity will be allowed to appeal to the Accreditation Coordinator 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 Coordinator 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 the Accreditation and Certification Policy, 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 Coordinator 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 Coordinator 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 Coordinator 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.