

**Certification Board Meeting
Rowan Cabarrus Community College
June 9, 2015
10:00 a.m.**

Members

Kevin Gordon, Chairman
Terry Foxx, Vice Chairman
Walter Gardner
Jimmy Hensley
Winfield Abee
Jim Hanline
Wes Hutchins

Rick McIntyre, Executive Director
Ben Smith
Tim Pennell
Gary Styers
Ken Hogue
Joel Faircloth
Gary Styers

Staff

Kim Williams
Mike Edwards
Wayne Bailey
Derrick Clouston
Michael Caviness

Scott Hackler
Dan Austin
Heidi Heavner
Rob Roegner

Chairman Kevin Gordon called meeting to order at 10:00a.m.

Mike Edwards gave the invocation.

Tim Pennell made a motion to approve the agenda, seconded by Terry Foxx. Motion passed.

Walter Gardner made a motion to approve the March 2015 Board Meeting minutes. Seconded by Terry Foxx. Motion passed.

Standing Committees / Reports

Commission Report – Rick McIntyre

Kevin Gordon gave the Certification Board update and it was accepted.

VSWCF's financial situation continues to improve. Cloyce Anders reiterated that NC is a Slip, Trip and Fall state.

Kim Williams reported that 1105 departments reported to NFIRS in 2014.

Fire Arson Investigator Review Board met. They reviewed applications and received a letter of complaint against their Chairman, Henry Sermons from Jerry Webster. Jerry asked for investigation of the Chairman's performance and asks that the Commission ask for the Chairman's resignation. The letter was submitted to the Commission at their April meeting. The Commission will be sending a letter

explaining that they found nothing that founded an investigation or reason to ask for the Chairman Sermon's resignation.

Walter Gardner was reappointed to the Certification Board as the Commission's representative.

William Heath presented his appeal of the Certification Board's decision to deny his request of a waiver for the two year certification requirement before being allowed to test for qualification.

HB 147 was discussed and has since passed. The bill removed a Fire Marshal's Association position and replaced it with a position from the NC International Association of Arson Investigators. The bill also included language to strengthen the Commission's revocation, suspension and denial authority.

Disciplinary Committee - Terry Foxx

The Discipline Committee of the Certification Board met on April 21, 2015 at 1:30PM at Pinecroft Sedgfield Fire Department. Members in attendance included Terry Foxx – Chair, Jim Hanline, Jimmy Hensley, Joel Faircloth, and Walter Gardner. Gary Styers, Michael Caviness and Joel Faircloth were excused from the meeting.

Chairman Foxx opened the meeting and explained the purpose of the meeting was to review and make a recommendation to the Certification Board in regards to alleged compliant on Instructor Vince Wolfe. Mr. Wolfe recently taught Hazmat Level I Responder during the Firefighter Academy at Cleveland Community College. Mr. Wolfe is accused of giving out the answers to the State Certification test for Hazmat Level I Responder on the second day of a four day class (3 March 2015).

In Mr. Caviness' s absence, the Chair asked Jimmy Hensley, school director for Cleveland Community College to give the committee an overview of what transpired. After Mr. Hensley finished much discussion took place (the committee had been given all related investigatory materials prior to the meeting). Once the discussion was complete and based on the guidance of the Certification Board Policy & Procedures Manual PPM 200.09, October 14, 2014, Jim Hanline moved to suspend Mr. Wolfe's Instructor Certifications for a period of 3 years. Jimmy Hensley seconded the motion which passed unanimously.

With no further business to discuss Winfield Abee moved to adjourn at 2: 24PM.

Ben Smith made a motion to accept the recommendation to suspend Vince Wolfe's Level 2 Instructor which also includes his qualifications for three years. After the three years Vince will have to retake any qualification for any certification he wishes to teach. The motion was seconded by Ken Hogue, motion passed.

Rules Committee – Kevin Gordon - See attachments

Ad Hoc Committee Reports

Rescue Officer - Joel Faircloth

August 22 and 23, 2015 will be last pilot. The pilot at Cape Fear is complete and the July Pilot is full.

Instructor III – Heidi Heavner

30 students were registered, 19 completed the pilot. There were some who dropped after seeing the course load.

Dive Rescue – Terry Foxx

They meet today. Module 1 is ready. Modules 2 and 3 are almost ready and will be released soon. First pilot will be in Septembers in Charlotte.

Technical Rescuer – Ken Hogue

All of the Technical Rescuer programs should be completed by October 1, 2015, TR online requalifications will be posted by July 1, 2015.

The Technical Rescuer Online Requalifications will be up by July 1, 2015. An email will be sent to the qualified instructors once the online programs are posted. The Face to Face qualification will be delivered October 1 through December 31, 2015. An email will be sent to qualified instructors once the schedule is posted.

Ben Smith – Fire Investigator Technician – Scheduling the first meeting of this committee for the end of June.

Delivery Agencies –

Scott Hackler – Mebane Fire Department – See attached
Motion made by Jim Hanline to approve Mebane Fire Department's Delivery Agency request. Motion was seconded by Tim Pennell. Motion passed.

Scott Hackler – Midway Fire Department – See attached
Motion made by Ben Smith to approve Midway Fire Department's Delivery Agency request. Motion was seconded by Ken Hogue. Motion passed.

Mike Edwards – Leland Fire and Rescue – See attached
Motion made by Jimmy Hensley to approve Leland Fire and Rescue Delivery Agency request. Motion was seconded by Tim Pennell. Motion passed.

Certification Board Policy and Procedures – Kevin Gordon

HB 147 passed and with it came some items that need updating the Board's Policy and Procedures Manual. Chairman will need to be changed to Chair. The Rules Committee will work on a complete revision to HB147 and all of the other items. The goal is to have completed by September or December. These changes will be more of a tweak or word changes not the content.

Amendments to 200.11 and 200.12 – Kevin Gordon – See attached

Kevin stated that these need to be amended to come in line with the Commission Policies. Jim Hanline made a motion to make the amendments. Motion was seconded by Ken Hogue, motion passed

Validation/Development Committee – Rick McIntyre – See attached page 11

Rick reviewed a new process for selecting the validation/development committees. After the review and discussion Winfield made a motion to table it. Jimmy Hensley asked who would handle the process. Rick stated it would be OSFM/ RPD & L. Terry Foxx made a motion to leave as is as the Commission By Laws already have a process in place. Kevin asked that the process stay as is and OSFM should continue to work on a new process.

Technical Rescuer Requalification - Ken Hogue

TR online requalifications for Chapters 7, 8, 9, 11, 12 and 16 will be posted By July 1, 2015 and current instructors will be emailed notification.

TR “Face to Face” requalifications will be held October 1 – December 31, 2015. Once the schedule has been posted emails will be sent to current instructors.

New Business

Instructor Qualification Process – Jimmy Hensley

See attachment- Binder Pages 20-25

Policy has been reworded/updated to ensure it is understood that to become an instructor in North Carolina to teach NC Fire and Rescue Commission Certification Programs you must obtain NC Fire and Rescue Commission Instructor Certification and Qualification. Wes Hutchins made a motion to accept the changes to the policy. Motion was seconded by Ben Smith, motion passed.

Ben Smith commented that he has concerns about the number of students who register but don't show up for Qualification School. The amount of OSFM Staff time and resources that are being wasted is worth noting. Just wanted to bring it before the Board as an FYI.

Policy for Testing – Jimmy Hensley

See attachment – Binder Pages 26-32

Jim Hanline made a motion to accept the attached amendments. Motion was seconded by Wes Hutchins, motion passed.

Technical Rescuer – Ken Hogue

During the transition from RT Water Rescue to TR Water Rescue certification, the TR Water requirement wasn't identified for TR Water Qualification. The RT Water Rescue does not cover surface and swift which are covered in the TR Water certification. TR Water Instructors should be certified in TR Water to become to teach TR Water Rescue. **See Page 33 of the Binder attachment.**

Ken Hogue made the motion to require TR Water Rescue certification for to become eligible for the TR Water qualification. The motion was seconded by Terry Foxx, motion passed.

BRT/ART/ERT/RT/TR Crossovers – Wes Hutchins

Cross over credits from the beginning of the Rescue Certification Program are often requested. Because of the many changes in the standards there can't be crossovers because they don't cover the same material in the new classes.

Wes made a motion to no longer accept any classes (for credit toward certification) from any rescue certification program (i.e. BRT, ART, ERT, RT). Only TR classes will be accepted for future certifications. The motion was seconded by Jimmy Hensley, motion passed.

TR General Transition – Kevin Gordon

Kevin presented a PowerPoint that outlines the updates/changes in the Technical Rescuer Programs. See attached. Ken Hogue made a motion to accept the changed presented. The motion was seconded by Jim Hanline, motion passed.

Traffic Incident Management System (TIMS) – Derrick Clouston

Derrick presented an overview of the TIMS class.

Jim Hanline made a motion to make TIMS training a requirement for Firefighter, Technical Rescuer and Driver Operator certifications effective January 1, 2015. Ken Hogue seconded the motion, motion passed.

Updated Committee Assignments and 2016 Meeting Dates – Kevin Gordon
See attachment pages 44 - 48

Meeting Adjourned
Respectfully Submitted
Kim Williams

Fire Investigation Technician (FIT) {Fire Investigator – NFPA 1033} –

1. **This program would be managed by the Certification Board like all other certification programs and as directed by the Fire and Rescue Commission on January 14, 2014 and again on January 13, 2015.**
 - a. This new program would be titled Fire Investigation Technician (FIT).
 - i. The course has been sanctioned as a Direct Delivery Course. OSFM Training Staff will manage course scheduling and delivery.
 - ii. OSFM Staff to seek both Pro-Board and IFSAC accreditation.
 - b. This program will qualify fire/rescue personnel to attend fire/arson courses at the National Fire Academy.
 - c. Fire Investigation Technician (FIT) certification course/program will utilize the J&B program and meet the NFPA 1033 standard.
 - d. This new course will satisfy the Fire Investigator pre-requisite requirement of the Fire Marshal certification program (NFPA 1037).
2. The Certification Board will define any certification requirements; proposed requirements are:
 - a. Participant must be certified Firefighter II for three (3) years to attend the course and obtain the NFPA 1033 certification, or
 - b. Participant must be a certified law enforcement officer for three (3) years to attend the course and obtain the NFPA 1033 certification.
 - c. Participant must present a letter of support from the agency head stating the individual has origin and cause investigation as part of his/her job responsibilities.
 - d. All certified Fire/Arson Investigators would be granted this new certification once the pilot process concludes and the FRC approves the final version of the program for delivery and the program is accredited by both IFSAC and Pro Board.
3. Instructor qualification would align with all other Commission certification programs; proposed qualification requirements are:
 - a. Certified Level II Fire/Rescue Instructor for at least 2-years and,
 - b. Certified as a Fire/Arson Investigator for 5-years, or
 - c. Certified in the new course for 5-years (this requirement is waived in the first 2-years of a new program; Instructors just have to obtain the certification).
 - d. Current Fire/Arson Investigators who are Level II Fire/Rescue Instructors (all current instructors will need to make application during the defined period for this opportunity after the pilots are complete). Once this period is over, all applicants will have to obtain their qualification by attending a field-tested qualification process.
 - e. Pass written and practical exams in accordance with the Pilot Process and Qualification School policies and procedures.

**Fire Investigation Technician Development Committee
(NFPA 1033)**

- | | | |
|--------------------------------|-----------------|--|
| 1. Certification Board (Chair) | Ben Smith | bsmith@WILSONNC.ORG |
| 2. OSFM Staff | Jonathan Sowers | Jonathan.Sowers@ncdoi.gov |
| 3. Member | David Williams | dwilliams@ci.charlotte.nc.us |
| 4. Member | Jason Boggs | jasongboggs@gmail.com |
| 5. Member | Terry Lacy | hlacy@carolina.rr.com |
| 6. Member | Chris Elrod | Chris.Elrod@wilmingtonnc.gov |
| 7. Member – SBI | Lee Newcomb | lnewcomb@ncdoj.gov |
| 8. Member – NC Forestry | Robert Smith | robert.smith@ncagr.gov |
| 9. OSFM Staff – Facilitator | Matt Thorpe | mthorpeosfm@gmail.com |

**GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2015**

**SESSION LAW 2015-39
HOUSE BILL 147**

AN ACT TO UPDATE THE MEMBERSHIP OF THE FIRE AND RESCUE COMMISSION TO REFLECT THE MERGER OF TWO ORGANIZATIONS, TO ADD REPRESENTATION FROM THE STATE CHAPTER OF THE INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, AND TO CLARIFY THE POWERS OF THE COMMISSION.

The General Assembly of North Carolina enacts:

SECTION 1. G.S. 58-78-1 reads as rewritten:

"§ 58-78-1. State Fire and Rescue Commission created; membership.

(a) There is created the State Fire and Rescue Commission of the Department, which shall be composed of 15 voting members to be appointed as follows:

- (1) The Commissioner shall appoint 12 members, two from nominations submitted by the North Carolina State Firemen's Association, one from nominations submitted by the North Carolina Association of Fire Chiefs, one from nominations submitted by the Professional Firefighters of North Carolina Association, one from nominations submitted by the North Carolina Society of Fire Service Instructors, ~~one from nominations submitted by the North Carolina Association of County Fire Marshals,~~ one from nominations submitted by the North Carolina Fire Marshal's Association, two from nominations submitted by the North Carolina Association of Rescue and Emergency Medical Services, Inc., one from nominations submitted by the North Carolina Chapter of the International Association of Arson Investigators, one mayor or other elected city official nominated by the President of the League of Municipalities, one county commissioner nominated by the President of the Association of County Commissioners, and one from the public ~~at large; at-large.~~
- (2) The Governor shall appoint one member from the public ~~at large; and at large.~~
- (3) The General Assembly shall appoint two members from the public at large, one upon the recommendation of the Speaker of the House of Representatives pursuant to G.S. 120-121, and one upon the recommendation of the President Pro Tempore of the Senate pursuant to G.S. 120-121.

Public members may not be employed in State ~~government and may not be directly involved in fire fighting or rescue services.~~government.

(b) Of the members initially appointed by the Commissioner, the nominees of the North Carolina State Firemen's Association and the nominees of the North Carolina Association of Fire Chiefs and the nominees of the Professional Firefighters of North Carolina Association and of the North Carolina Association of Rescue and Emergency Medical Services, Inc., shall serve three-year terms; the nominees from the North Carolina Society of Fire Service Instructors, ~~the North Carolina Association of County Fire Marshals,~~ the North Carolina Chapter of the International Association of Arson Investigators and the North Carolina Fire Marshal's Association shall serve two-year terms; and the mayor or other elected city official, the county commissioner, and the member from the public at large shall serve one-year terms. The Governor's initial appointee shall serve a three-year term. The General Assembly's initial appointees shall serve two-year terms. Thereafter all terms shall be for three years.

...."

SECTION 2. G.S. 58-78-5(a)(14b) reads as rewritten:

"(14b) To establish voluntary minimum professional qualifications for all levels of fire service and rescue service ~~personnel~~; personnel, and to issue, deny, suspend, revoke or take similar actions with respect to certifications issued by the Commission of minimum professional qualifications established under this subdivision."

SECTION 3. G.S. 58-78-10 reads as rewritten:

"§ 58-78-10. State Fire and Rescue Commission – Organization; rules and regulations; meetings.

(a) Organization. – The Commission shall elect from its voting members a ~~chairman~~ chair and ~~vice-chairman~~ vice-chair to serve as provided by the rules adopted by the Commission.

...."

SECTION 4. Section 1 of this act becomes effective July 1, 2015, and applies to State Fire and Rescue Commission appointments made on or after that date. The remainder of this act is effective July 1, 2015.

In the General Assembly read three times and ratified this the 21st day of May, 2015.

s/ Daniel J. Forest
President of the Senate

s/ Tim Moore
Speaker of the House of Representatives

s/ Pat McCrory
Governor

Approved 5:30 p.m. this 29th day of May, 2015

Rules Committee – May 07, 2015 Agenda

- 1) NFPA 1006 – Discussion of how to implement Chapters 05, 06, and 19; and the re-qualifications for Chapter 10
 - a. Chapter 07 (Confined Space) – on-line between June 01 and September 30, 2015
 - b. Chapter 08 (Trench) – on-line between June 01 and September 30, 2015
 - c. Chapter 09 (Structural Collapse) – on-line between June 01 and September 30, 2015
 - d. Chapters 11 and 12 (Water Rescue) – on-line between June 01 and September 30, 2015
 - e. Chapter 16 (Wilderness) – on-line between June 01 and September 30, 2015
 - f. Chapter 10 (Vehicle Rescue) – Face-to-face upgrades {October 01-December 31, 2015}
 - g. ***Chapter 19 (Machinery) – Face-to-face upgrades {October 01-December 31, 2015}**
 - h. ***Chapter 05 and 06 (General and Ropes) – Face-to-face upgrades {October 01-December 31, 2015}**
 - i. ****TR Crossover sheets**

- 2) NFPA 1006 – Discussion of Instructor Qualifications for Water Rescue
 - a. RT Surface Water and TR Water are not the same course; they don't have the same material nor requirements

- 3) NFPA 1033 – ~~Fire Investigator~~ Fire Investigation Technician (FIT)
 - a. Fire Investigation Technician (FIT)
 - b. Development Committee; to be led by Ben Smith
 - c. Fire Investigator – **“on hold”? {according to handout from FRC meeting}**

- 4) Instructor Qualification Process
 - a. After Reciprocity and Equivalent Credit

- 5) Haz-Mat Technician –
 - a. Final Decision
 - b. Gary Styers Request

- 6) Certification Board Policies –
 - a. Push this off until the next quarter; awaiting the passage of HB 147
 - b. Chairman Gordon – Amending CB policies to move all forms to OSFM and bringing policies in-line with new Commission Rules (projected for May meeting)

- c. OSFM to rename/renumber forms; also need these for the Policy Updates
- 7) Wayne Bailey Request –
- a. Schools running certification classes/courses without props
 - b. Schools reporting of injuries
- 8) Hybrid Course Offering –
- a. Update on the Fire Officer I pilot by OSFM
 - b. Update from Non-Traditional Delivery Policy Committee
- 9) Validation Committees updates –
- a. Dive Rescue – first pilot in Charlotte, September 2015
 - i. When is the next meeting of the Dive Development Committee? I want to attend
 - b. Rescue Officer
 - c. Instructor III
- 10) NFPA 1002; Chapter 10...Mobile Water Supply Apparatus – update on progress
- a. Roll-over section
 - b. No emergency and tiered responses
- 11) 2015 and re-write of Certification programs; appoint Development Committees (Ad Hoc)
- a. Driver Operator (R&D's Spring Update advises we are being updated from SME's HOW?)
 - b. Marine (R&D's Spring Update advises we are being updated from SME's HOW?)
 - c. Other re-writes?
- 12) Other Business –
- a. Updated Committee Assignments
 - b. Course Listings on Website
- 13) Next meeting August 18, 2015 – @ 10:00, back at RCCC**

I. SCOPE

In a continued effort to reduce the fire loss in the State of North Carolina, the State Legislature established GS 58-78-5(a)(14b), which requires the State Fire and Rescue Commission to establish voluntary minimum professional qualifications for all levels of fire and rescue service personnel. It is the intent of this manual to set forth policies and procedures pertaining to Certification Board. The following policy establishes criteria for handling additional certification standards as may be assigned to it by the Fire and Rescue Commission.

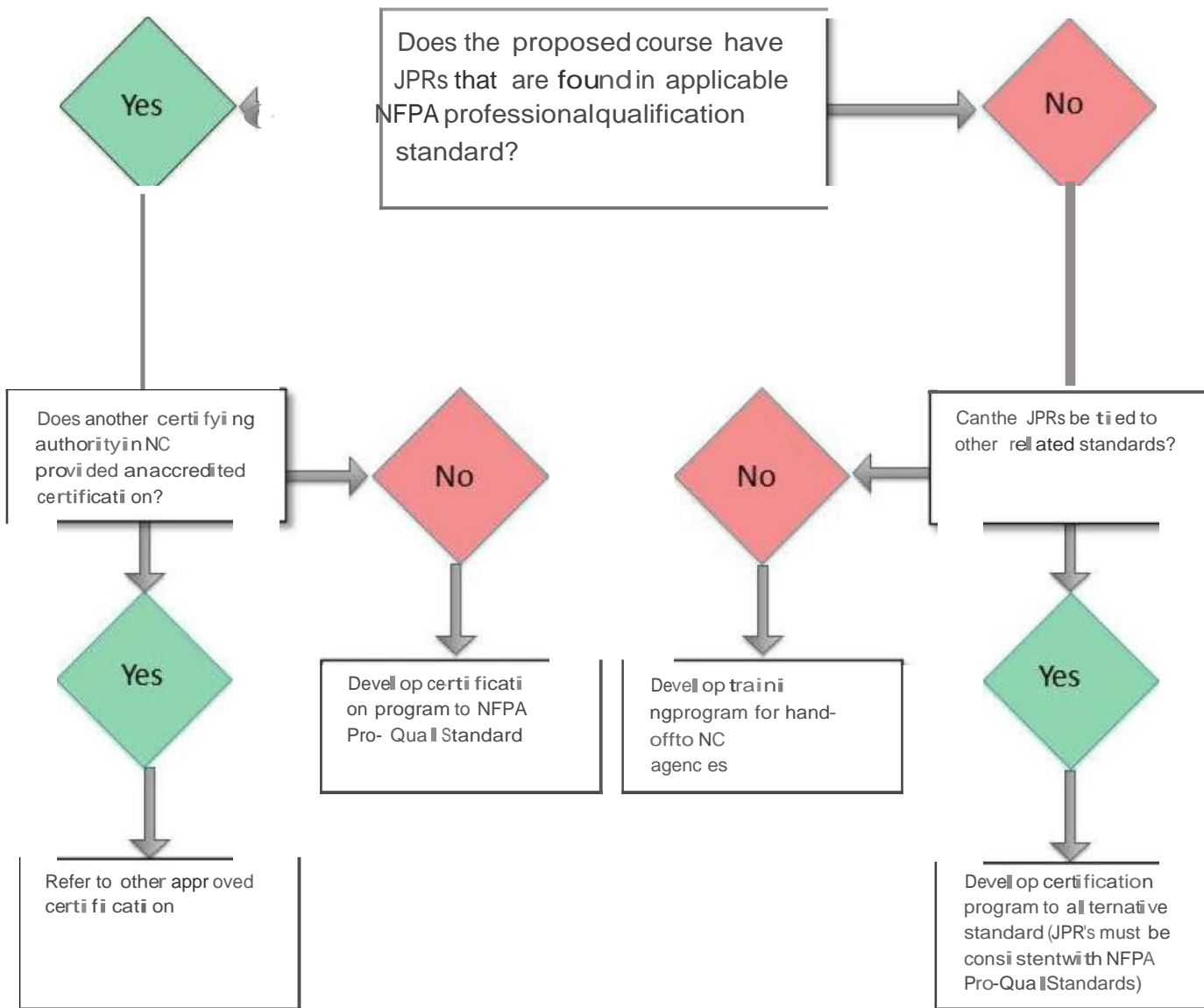
A. Approval process for new programs

1. OSFM Staff, or Emergency Service Agency, will present the idea/concept to the Certification Board. ~~(CB).~~
2. The CB Certification Board will determine if the idea/concept is to be a certification program (meeting a NFPA professional qualification or alternative standard) or a hand-off training course. The CB Certification Board will also set expectations for the certification program. Finally, the CB Certification Board Chair will ~~assign the project to the appropriate Ad Hoc~~ appoint a Committee of subject matter experts to serve as a Development Committee.
 - a. See attached flow chart on page 2.
3. The CB Certification Board will present the program to the Fire and Rescue Commission (Commission) as part of the CB's Certification Board's quarterly report for approval.
4. Once approved by the Commission, Staff and the assigned ~~Ad Hoc~~ Development Committee will develop and, if necessary, pilot the program.
5. The CB Certification Board must approve the final product after development and/or the pilot offerings. This approval must include contact hours, instructor qualification process, and effective release date.
6. If approved, the OSFM Staff will release the program to the recognized Delivery Agencies or Emergency Service Agencies for delivery.
7. The Commission will receive final notice of the approved program as part of the CB's Certification Board's quarterly report.

B. NC Certifications

1. If a non NFPA Professional Qualification course subject is approved as an alternative standard (NC certification), the Certification Board CB shall require Job Performance Requirements (JPR) be written in a format consistent with NFPA standards identifying requisite knowledge and requisite skills. The JPR's, requisite knowledge, and requisite skills shall all be used as information from which instructional objectives can be written.

~~1-2.~~ From a training and certification or licensing perspective, it is very difficult to develop individual personal certification testing requirements against an operational standard like the 1400 series. They are written for fire department operations, and do not identify the job performance of an individual. Since they are not written with JPR's (Job Performance Standards) like the professional qualification series (1000 series), the individual job requirements are not developed. In the late 1980's NFPA recognized this and their legal staff developed the JPR process to clearly identify the actual job duties of an individual within each of their professional qualification standards.



I. SCOPE

In a continued effort to reduce the fire loss in the State of North Carolina, the State Legislature established GS 58-78-5(a)(14b), which requires the State Fire and Rescue Commission to establish voluntary minimum professional qualifications for all levels of fire and rescue service personnel. It is the intent of this manual to set forth policies and procedures pertaining to Certification Board. The following policy identifies the criteria for handling revision of established certification programs. The Certification Board shall make recommendations to the Commission a minimum of every five (5) years on changes to standards programs. They shall also request upgrade and qualification course agencies to re-evaluate or update courses when standards are changed, or upon need.

A. Process for revision of certification programs

1. OSFM Staff will present the NFPA Standard Comparison Matrix to the Certification Board ~~(CB)~~ to begin the process of revision for a current certification program area.
2. The ~~CB~~ Certification Board will assign the Matrix to the Rules Committee. The Rules Committee will assess any needed changes to the administration of this particular certification program. The Committee will make any necessary recommendations to meet the applicable NFPA Professional Qualification Standard and/or direction of the NC Fire and Rescue Commission.
3. After receiving direction from the ~~CB~~ Certification Board, OSFM Staff will prepare lesson plans, practical skills, test questions, and recommend supporting manuals for the certification program undergoing revision.
4. OSFM Staff will request the ~~CB~~ Certification Board Chairman to appoint a Committee of subject matter experts to serve as a Validation Committee.
5. The appointed Validation Committee is to validate course content, test questions, and practical skill sheets. The Committee will recommend to the ~~CB~~ Certification Board approval of the revised course when the Committee is satisfied and the course revision is complete.
6. When approved, the ~~CB~~ Certification Board will release the revised program to the recognized Delivery Agencies or Emergency Service Agencies for delivery.
7. The Fire and Rescue Commission will receive final notice of the revised course as part of the ~~CB's~~ Certification Board's quarterly report.

OFFICE OF STATE FIRE MARSHAL 322 Chapanoke Road, Raleigh, NC 27603 Phone: 919-661-5880	SUBJECT: Validation/Development Committee Review	
APPROVED:	EFFECTIVE DATE:	NO.

PURPOSE

The purpose of this policy is to ensure the fair and consistent review of applicants to participate in the Validation/Development committees established by the Fire and Rescue Commission's Certification Board.

SCOPE

Provide guidelines for the make-up of the Validation/Development Committee. Establish an application process for Validation/Development Committee members. Review panel for committee applicants. Provide guidelines for acceptable applicants for Validation/Development Committee members. Provide rejection guidelines for unacceptable applicants for Validation/Development Committee members due to lack of experience or poor performance.

PROCEDURES

123.4 Advertising

- 123.4.1 OSFM Staff will utilize appropriate media to advertise projected/upcoming Validation/Development Committees to be filled by the Certification Board.

123.5. Validation/Development Committee Members.

- 123.5.1. The validation committee shall consist of the following positions:
- 123.5.1.1 Member #1 Appointee shall be a member of the Certification Board.
 - a) This position shall serve as chairman of the committee.
 - 123.5.1.2 Member #2 Appointee shall be a member of Research and Program Development and shall perform the role of a facilitator for the committee. The member is ultimately responsible for tracking and delivering the update/new program to the commission on time.
 - 123.5.1.3 Member #3 Appointee shall be a member from OSFM Staff. (Must be considered a source material expert on the subject being updated/developed)
 - 123.5.1.4 All remaining appointees shall:
 - a) Be a member of the fire and rescue community through volunteer or professional employment, or be retired from active service as a volunteer or professional employee.

- b) Not serve the Fire and Rescue Commission or any of the subcommittees formed by the Commission.
- c) Complete work on current Validation/development committee prior to beginning work on another.

- 123.5.1.5 Member #4 Appointee shall be a member of the general fire and rescue community.(at large)
- 123.5.1.5 Member #5 Appointee shall be a member of the general fire and rescue community.(at large)
- 123.5.1.6 Member #6 Appointee shall be a member from the fire and rescue community and shall be located in the Western region of the state.
- 123.5.1.7 Member #7 Appointee shall be a member from the fire and rescue community and shall be located in the Piedmont region of the state.
- 123.5.1.8 Member #8 Appointee shall be a member from the fire and rescue community and shall be located in the Eastern region of the state.
- 123.5.1.9 Member #9 Appointee shall be a member North Carolina Community College System or a School Director.

123.6 Application process for Validation/Development Committee members

- 123.6.1 All applicants shall provide an application for committee participation (See Exhibit 1)
- 123.6.2 All applicants shall submit the OSFM Validation/Development Committee Application Form and include all required supporting documentation. The application and associated information shall cover the following:
 - a) Current position
 - b) Job title
 - c) Education
 - d) Certification(s)
 - e) Professional Designations
 - f) NFA Courses Completed
 - g) Hours taught in the subject being updated or developed.

123.7 Review panel for committee applicants

- 123.7.1 All applications shall be reviewed by a review panel consisting of
 - 123.7.1.1 One staff member from Research and Program Development.
 - 123.7.1.2 One member from Training.
 - 123.7.1.3 One member from the Commission staff.
- 123.7.2 Upon identification the review panel will forward the entire reviewed package including the selected and rejected applicants to the Certification Board for final decision and subsequent member appointment. If an

committee member position cannot be filled using the criteria identified in the SOP, the Certification Board may provide alternate selection criteria to OSFM.

- 123.7.3 All rejected applications shall be accompanied by a reason for rejection from committee participation.

123.8 Guidelines for acceptable applicants for Validation/Development Committee.

123.8.1 Experience for committee members shall consist of the following:

123.8.1.1 All committee members shall be certified in the area of the update/development a minimum of 5 years. If development involves a subject without an active NC certification, then the applicant shall have a combination of nationally accredited instruction and relevant job related experience for a minimum of 5 years. Educational experience may be substituted for a portion of the required experience but cannot be substituted for more than four years of required certificated experience.

123.8.1.2 If the subject of update or development is an instructor level course, all committee members shall be certified as an instructor in the area of the update/development for a minimum of 5 years. If development involves a subject without an active NC certification, then shall have a combination of nationally accredited instruction at an instructor level and relevant job related experience for a minimum of 5 years. Educational experience may be substituted for a portion of the required experience but cannot be substituted for more than four years of required instructor certificated experience.

123.9 Guidelines for rejection of applicants for Validation/Development Committee.

123.9.1 Rejection of applicants shall be based on the following:

123.9.1.1 Insufficient experience level. The applicant shall not be considered for committee participation if they do not possess the minimum experience identified in 123.7.1.1 for non-instructor related update/new programs or 123.7.1.2 for instructor related update/new courses.

123.9.1.2 Unacceptable performance level. The applicant shall not be considered for committee participation if they have been identified as having poor performance in previous committee work.

- a) Committee members shall be identified as poor performing and exempt from future committee participation for a period of one year if the member does not provide feedback on a minimum of 50% of the committee tasks by the proposed committee deadlines as determined by the committee chairman.



Validation/Development Committee Required experience

All applicants shall meet the following requirements:

- a) Shall be a member of the fire and rescue community through volunteer or professional employment, or be retired from active service as a volunteer or Professional employee.
- b) Shall not serve the Fire and Rescue Commission or any of the subcommittees formed by the Commission.
- c) Must complete work on current Validation/Development committee prior to beginning work on another.

NOTE: Committee members 1-3 will be assigned by the Certification Board and shall consist of one Certification Board member, and 2 OSFM staff members pursuant to SOP 123.4.

- Member #4 Appointee shall be a member of the general fire and rescue community.
- Member #5 Appointee shall be a member of the general fire and rescue community.
- Member #6 Appointee shall be a member from the fire and rescue community and shall be located in the western region of the state.
- Member #7 Appointee shall be a member from the fire and rescue community and shall be located in the Piedmont region of the state.
- Member #8 Appointee shall be a member from the fire and rescue community and shall be located in the Eastern region of the state.
- Member #9 Appointee shall be a member North Carolina Community College System or a School Director.

All committee members shall be certified in the area of the update/development a minimum of 5 years. If development involves a subject without an active NC certification, then the applicant shall have a combination of nationally accredited instruction and relevant job related experience for a minimum of 5 years. Educational experience may be substituted for a portion of the required experience but cannot be substituted for more than four years of required certificated experience

If the subject of update or development is an instructor level course, all committee members shall be certified as an instructor in the area of the update/development for a minimum of 5 years. If development involves a subject without an active NC certification, then shall have a combination of nationally accredited instruction at an instructor level and relevant job related experience for a minimum of 5 years. Educational experience may be substituted for a portion of the required experience but cannot be substituted for more than four years of required instructor certificated experience.

Applicants shall submit the OSFM Validation/Development Committee Application Form and include all required supporting documentation. The application and associated information shall cover the following:

- a. Current position
- b. Job title
- c. Education
- d. Certification(s)
- e. Professional Designations
- f. NFA Courses Completed
- g. Hours taught in the subject being updated or developed.

A panel consisting of one staff member from Research and Program Development, one member from Training, and one member from the Commission staff shall pre-screen all applications.

- a. The staff will forward the entire reviewed package to the Certification board for their final decision.

Committee Responsibilities

Validation Committees

- a.) Validation committees are responsible for validating changes to lesson plans, practical skills, and may be responsible for validating existing test questions. Committee involvement with test questions requires direction from the validation committee chair (OSFM staff members are typically responsible for test bank validation). Validation involves verifying that the change is accurate and conforms to the newly released standard by which the lesson plan, practical skill or test question is derived from. Editorial changes or “stylistic” changes to content, additional content or the removal of content is not within the purview of a validation committee unless the content has not been included in the lesson plan, or practical skill but appears in the standard. In this case the committee shall identify the missing information which will subsequently be developed by OSFM staff (SME's and RPD Staff). Test questions will follow a different process for Validation. For security purposes the test questions cannot be distributed outside of control of OSFM. This will require the committee to meet in person for test validation. The validation does not have to occur all at one time, and the committee has the ability to determine the manner in which the questions are validated. Here are three examples:
- The committee can assign a certain amount of test questions to each validation committee member. That member is then required to travel to OSFM over a predetermined period of time to perform the validation of their assigned test questions.
 - The committee could decide to hold the committee meeting in which all of the test questions are validated at one time.
 - The Validation Chair determines the date and location for the committee to meet to validate test questions and divides the test bank questions up based on the level of attendance.

In all Cases the test questions cannot be distributed electronically or hard copy to committee members

Development Committees

- b.) Development Committees: Are responsible for determining the standard or standards by which a new program is developed to. Committees are also responsible for validating new lesson plans, practical skills, and may be responsible for developing new test questions or validating purchased test questions. Committee involvement with test questions requires direction from the development committee chair (OSFM staff members are typically responsible for test bank validation and/or development). Validation involves verifying that the change is accurate and conforms to the new standard or standards by which the lesson plan, practical skill or test question has been developed from. Editorial changes or “stylistic” changes to content is not in the purview of a development committee. The committee shall be responsible for identifying the content that has not been included in the lesson plan, or practical skill but appears in the standards approved by the committee. In this case the committee shall identify the missing information which will subsequently be developed by OSFM staff (SME's and RPD Staff). Test questions will follow a different process for development. There are two different processes based on the action of the committee. The two examples are:
- The test bank is purchased: The committee is responsible for verifying the test questions and the reference provided for each question.
 - The committee is responsible for developing the test questions to be utilized in the newly developed program.

Questions will be developed according to the RPD SOP which provides guidance on the development of test questions. In all Cases the test questions cannot be distributed or maintained electronically or on hard copy by committee members.



Validation/Development Committee Application

PLEASE NOTE: The required application must be successfully completed for consideration as a member of the validation/development committee. All required documentation must be submitted with application form.

Please select ALL of the options that Apply to you:

I am a:

- Member of the NC Society of Fire and Rescue Instructor's,
- Member of the North Carolina State Fireman's Association, or
- Member of the North Carolina Association of Rescue and EMS
- Member of the North Carolina Association of Fire Chiefs
- Located in the western region of the state.
- Located in the Piedmont region of the state.
- Located in the eastern region of the state.
- I am employed by the North Carolina Community College System or as a School Director.

PLEASE PRINT

NAME: _____
Last First Middle

HOME ADDRESS: _____
Street or Box City State Zip

EMAIL: _____ (THIS WILL BE OUR FIRST POINT OF CONTACT)

PHONE: HOME: (_____) _____ BUSINESS: (_____) _____

Employer : _____

I would like to serve on the following Development/Validation Committee (choose up to three and place in order of preference)

1. _____
2. _____
3. _____

Due to the time requirements of Validation/Development committee work Applicants may only apply for one committee at a time.

Signature _____ Date _____

Your application must be accompanied by supporting documentation to provide evidence and verification proof of experience. Included in your Application shall be all certifications, licenses, or professional designations pertinent to the area of committee service. An Application not containing this information or not meeting the minimum criteria as described on the preceding page will not be considered.

Please mail this form and your supporting documentation to :
Research and Program Development
1202 Mail Service Center

June 09, 2015

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Contact: rob.roegner@ncdoi.gov

Raleigh, NC 27699-1202

NFPA 1006 – Technical Rescue Re-qualification Schedule for Instructors

- Chapter 07 (Confined Space) – on-line between June 01 and September 30, 2015
- Chapter 08 (Trench) – on-line between June 01 and September 30, 2015
- Chapter 09 (Structural Collapse) – on-line between June 01 and September 30, 2015
- Chapters 11 and 12 (Water Rescue) – on-line between June 01 and September 30, 2015
- Chapter 16 (Wilderness) – on-line between June 01 and September 30, 2015
- **Chapter 05 and 06 (General and Ropes) – Face-to-face re-qualifications {October 01-December 31, 2015}**
 - **Sunset date for General (Chapter 05) – 12/31/2015**
- **Chapter 10 (Vehicle Rescue) – Face-to-face re-qualifications {October 01-December 31, 2015}**
- **Chapter 19 (Machinery) – Face-to-face qualifications {October 01-December 31, 2015}; requirements for new Instructors “have not” been developed.**

Instructor Certification Requirements – April 21, 2015

Instructor I Requirements

- The instructor candidate must be at least 21 years of age.
- The instructor candidate must have a high school diploma or GED.
- Complete the OSFM Approved Instructor I course.
- The instructor candidate must be certified a minimum of three (3) years as a FF II, TR, or FLSE.

Instructor II Requirements

- The instructor candidate must be at least 21 years of age.
- The instructor candidate must have a high school diploma or GED.
- Complete the OSFM Approved Instructor II course
- The instructor candidate must be certified a minimum of five (5) years as a FF II, TR, or FLSE.

Instructor III Requirements

- The instructor candidate must be at least 21.
- The instructor candidate must have a high school diploma or GED.
- The instructor candidate must be certified a minimum of two (2) years as an Instructor II.
- The instructor candidate must be certified a minimum of seven (7) years as a FF II, TR, or FLSE.

Qualification Areas for Instructor II –

To become a qualified instructor:

- Candidate must be certified a minimum of two (2) years as an Instructor II. The candidate's instructor certifications, both Instructor I and Instructor II, must be issued by the NC Fire and Rescue Commission.
- Candidate must be certified a minimum of five (5) years in the certification subject.
 - To become qualified in new programs, the candidate will be required to obtain certification in the subject with no time requirement for holding certification for the first 2 years of the inception of the new program. After the first two years of a new program release the candidate will be required to be certified in the subject for five years. *This exception was approved by the NCFRC; December 07, 2011.*

Subject Specific Requirements and/or Exceptions for Qualification Areas for Instructor II –

To become a **Live Fire** qualified instructor, the candidate must be qualified a minimum of five (5) years in the accredited area of Fire Fighter I / II. All other prerequisites will remain.

To become a **LP Gas** qualified instructor, the candidate must be qualified a minimum of five (5) years in the accredited area of Fire Fighter I / II. All other prerequisites will remain.

To become a **TR Water Rescue** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of TR Water Rescue (Chapter 11 Surface Water and Chapter 12 Swift Water). All other prerequisites will remain.

- *This new program area was approved for the NCFRC; January 01, 2011. The two-year exception for **TR Water Rescue** expired January 01, 2013.*

Re-qualification Option for Instructor II –

Qualified Instructors must requalify in subject areas accredited by IFSAC and/or Pro Board every five (5) years or as the standard is revised. Qualified Instructors, who lose their qualification due to missing one of these mandatory re-qualifications, may become re-qualified by the following options:

1. Qualifications delivered through Qualification School – the Instructor must register and successfully complete the qualification requirement which includes meeting any applicable pre-requisites and passing the job knowledge exam with a passing grade of 80%, and any additional requirements set forth by Qualification School testing.
2. Qualifications delivered by Field Testing – the Instructor must register with the Field Service Supervisor and successfully complete the classroom portion and defined qualification requirements. The Field Service Supervisor will define these requirements as they are course specific. Any defined qualification requirements will include, but are not limited to, meeting any applicable pre- requisites and passing the job knowledge exam with a passing grade of 80%. This option can only be utilized within the first two (2) years following a subject’s revision date.
3. If #2 is not applicable, then the Instructor must successfully complete the entire qualification process to reacquire any lost qualification.

I. SCOPE

This policy shall establish guidelines for applicants seeking to receive reciprocity for certifications earned in other states, provinces, and countries through the North Carolina Fire and Rescue Commission (NCFRC). This policy will address reciprocity administration, requesting reciprocity, and equivalent credit.

A. Reciprocity Administration

1. Reciprocity will only be granted for certifications that are accredited by either the International Fire Service Accreditation (IFSAC) or the National Board on Fire Service Professional Qualifications (Pro-Board).
2. The NCFRC will not grant reciprocity for certifications to members of NC Departments for certifications taken through an out-of-state delivery agency if those certification programs are offered in NC.
3. There is no reciprocity for non-IFSAC/Pro-Board certifications. Those certifications are:
 - a. Chief 101
 - b. Emergency Vehicle Driver
 - c. Rescue Officer
 - d. Agriculture Rescue
4. Reciprocity will not be allowed for the following management level certifications:
 - a. Fire Officer (NFPA 1021; all levels)
 - b. Fire/Rescue Instructor (NFPA 1041; all levels)
 - c. Fire Marshal (NFPA 1037)
 - d. Fire Investigator (NFPA 1033)
5. Equivalent credit will not be allowed to satisfy requirements for the Fire/Rescue Instructor qualification process of the various accredited subjects.

B. Requesting Reciprocity

1. The NCFRC will recognize and accept certification certificates from any entity accredited by IFSAC or the Pro-Board.
2. The candidate must meet all pre-requisite(s) of the certification(s) for which reciprocity is being sought.
3. A candidate shall complete a Reciprocity Packet. The packet will contain the following:
 - a. Application for Certification
 - b. Copy of original certificates with accreditation statement/seal

- i. Must include the level certified and the date of issue as annotated on the original certificate.
 - ii. The IFSAC or Pro-Board accredited entity issuing the certificate and the original seal number assigned by the issuing entity.
4. Incomplete reciprocity requests will not be processed
5. Once a candidate's application is received and deemed complete, the candidate will be allowed to attend a regional test site for the certification exam for each requested certification.
 - a. Candidate must pass the exam with a score of 80%.
 - b. If a candidate fails on the first attempt, the candidate is allowed a retest at another regional testing site.
 - c. Any candidate that fails the retest will not be granted reciprocity and must take the NC certification class and pass the certification exam in order to become certified.
6. Upon successful completion of the certification exam, the candidate will receive a North Carolina certification(s).

C. Pre-requisite(s) credit (equivalent credit)

1. The NCFRC recognizes and accepts certifications accredited by any IFSAC or Pro-Board entity as being equivalent to the NCFRC certification for comparable titled levels.
2. Under this reciprocity provision, eligible candidates, may progress within the NCFRC certification programs using external IFSAC or Pro-Board accredited certifications to meet the prerequisites as identified by each specific program. This provision is applicable without retesting or recertifying the lower level certifications.
3. The candidate must meet all pre-requisite(s) of the certification(s) for which equivalent credit is being sought.
4. A candidate shall complete an Equivalent Credit Packet. The packet will contain the following:
 - a. Application for Equivalent Credit
 - b. Copy of original certificates with accreditation statement/seal
 - i. Must include the level certified and the date of issue as annotated on the original certificate.
 - ii. The IFSAC or Pro-Board accredited entity issuing the certificate and the original seal number assigned by the issuing entity.
 - c. Once processed, a student record will be established and equivalent credit will appear for the approved certifications.
5. The matrix below details the accepted NCFRC program areas.

NC Program		Entrance Requirements		Prerequisite Requirements		
	Education	Age	Yrs of Service	NC Certs	IFSAC	IFSAC
Airport FF	HS or GED	18	None		FF 2	HM Ops
D/O Pumps	HS or GED	18	None	D/O EVD	FF 1	
D/O Aerial	HS or GED	18	None	D/O EVD	FF 1	
FLSE 2	HS or GED	18	None		FLSE 1	
FLSE 3	HS or GED	18	None		FLSE 2	
Instructor 2	HS or GED	23	5 yrs as FF2, TR, or FLSE		Instructor 1	
Instructor 3	HS or GED	25	7 yrs as FF2, TR, or FLSE		Instructor 2	
Officer 2	HS or GED	23	5 yrs as FF2		Instructor 1	Officer 1
Officer 3	HS or GED	25	7 yrs as FF2		Instructor 1	Officer 2
Officer 4	HS or GED	27	9 yrs as FF2		Instructor 1	Officer 3
HM - PPE	HS or GED	18	None		HM Operations	
HM - Decon	HS or GED	18	None		HM Operations	
HM - Air	HS or GED	18	None		HM Operations	
HM - Technician	HS or GED	18	None		HM Operations	
Marine FF	HS or GED	18	None		FF 2	
TR - CSR	HS or GED	18	None		TR - General	HM Operations
TR - Rope	HS or GED	18	None		TR - General	HM Operations
TR - Structural	HS or GED	18	None		TR - General	HM Operations
TR - Water Rescue	HS or GED	18	None		TR - General and TR - Ropes	HM Operations
TR - Trench	HS or GED	18	None		TR - General	HM Operations
TR - VMR	HS or GED	18	None		TR - General	HM Operations
TR - Wilderness	HS or GED	18	None		TR - General	HM Operations

I. SCOPE

It is the policy and practice of the North Carolina Fire and Rescue Commission (NCFRC) to develop and disseminate training programs to Delivery Agencies (~~DA's~~), and administer a certification system following the criteria outlined by the International Fire Service Accreditation Congress (IFSAC) and the Pro Board Fire Service Professional Qualifications System (Pro Board).

A. General Testing Requirements

1. The (NCFRC) shall have on file a signed statement from all instructors/~~proctors~~ acknowledging their intention to comply with the testing procedures of the NCFRC. Level II/III Qualified Instructors may only proctor written and practical skills tests in the subject areas in which they are qualified. (Example: A Level II Qualified Firefighter Instructor may only proctor a practical skills test for NFPA 1001 Firefighter Levels I and II). Instructors may be qualified at Regional Qualifications locations held-across the state. The Delivery Agency DA may use a college designee or the school director (~~SD~~) to proctor the written test as needed. The Delivery Agency DA will make sure any proctor has read and has on file with the NCFRC a signed statement agreeing to comply with the testing procedures.
2. All instructors ~~have to~~ must meet NFPA 1041 as prerequisite to become a Level I/II Certified Instructor. Once a Level II Certified Instructor, they must wait two years to take a job knowledge exam of 100 questions ~~and~~ make an 80% passing score in the subject area they are teaching, and attend a three hour upgrade on testing policies set forth by the Commission. Once they pass the job knowledge exam and sit in the three hour class, they become a Level II Qualified Instructor/Proctor. These qualifications are offered in our Regional Exams.
3. Written and practical skills test packages shall be made available to the Delivery Agency DA by the NCFRC, to be disseminated by the Delivery Agency DA, in sealed, separate packages, to the instructor/proctor prior to the completion of each block or blocks of instruction. The examination and evaluation dates are coordinated between the instructor/proctor and the local Delivery Agency DA.
4. It is the instructor's/proctor's responsibility to make certain that all paperwork for the class is in order before the test begins, and that all necessary equipment and props are in place and working. The instructor/proctor must not open the written or practical skills test packages until the appointed test time.

5. Candidates must pass the practical skills test, when applicable to that subject, in order to sit for the written examination.
6. There shall be a maximum of two practical skills per test, per subject, selected by the school director.
7. Candidates shall not be allowed admittance to the test site once the test has begun.
8. Students must show a valid photo ID at both the practical and written test sites.

9. The instructor/proctor shall seal all tests in an envelope and return the envelope to the DA Delivery Agency within 3 days or per the policy of the local Delivery Agency. The test package must be accompanied by the instructor's/proctor's signature and last four digits of their social security number.
10. Test times must be pre-determined by the instructor/proctor and the DA Delivery Agency.

B. Practical (Manipulative) Skills Testing Procedures

1. The instructor/proctor shall be responsible for maintaining safe exam sites for the practical skills testing and shall ensure that all safety procedures are followed. The instructor/proctor shall select an exam site that has adequate facilities and security to promote fair and consistent test administration for all candidates.
2. Practical skills testing shall be conducted separately from the teaching process. The intent here is to prevent the checking off of objectives during times when students are practicing skills or actual teaching is occurring.
3. Practical skills shall be examined according to the practical skills tests provided by the NCFRC. Procedures for these tests are contained within the lesson plan outlines provided by the NCFRC to each instructor/proctor. Each candidate shall be tested on (two) randomly selected practical (manipulative) skills, as provided by the NCFRC. In some courses, there may be only one (1) practical skill scenario provided.
 - a. Practical skills tests shall be graded on a pass/fail basis, as determined by a minimum score of 70 percent. The instructor/proctor will use individual grading sheets for each candidate.
 - b. The instructor/proctor will prepare the candidate on the skill test criteria prior to administering the skills exam.
 - c. Each practical skills test sheet has an instructor statement to read aloud to each student to ensure testing directions are consistent to all candidates. The instructor/proctor should conclude the instructor statement with the following question:
 - i. "Do you have any questions?"
4. ~~Practical skills testing shall be conducted separately from the teaching process. The intention here is to prevent the checking off of objectives during times when students are practicing skills or actual teaching is occurring.~~

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- d. If the instructor/proctor receives questions from the candidate regarding the practical skills test, the instructor/proctor may read the instructor statement from the practical skill sheet.
 - i. The instructor/proctor shall not coach the candidate during the practical skill testing.
- 5-e. When conducting practical skills testing-examinations, "tested" students must be separated from "untested" candidates.
 - a-i. The use of cell phones or other electronic media devices is prohibited while the candidate is taking the test. This means texting, voice or camera use will not be tolerated unless it's deemed an emergency or permission is given prior to the exam by the instructor/proctor.
- 6-f. If a candidate fails the practical skills testexam, he/she shall be given one chance to retest. This should be done immediately and before the candidate is allowed to take the written testexam.

C. Written (Cognitive) Testing Procedures

1. Knowledge objectives shall be measured by a written test created at random from a test bank of questions provided by the NCFRC. Passing grades shall equal a score of 70% or greater on each unit examination.)
2. Prior to the written test starting, the instructor/proctor shall hand out answer sheets to each candidate and explain:
 - a. The number of questions on the test.
 - b. Candidates are not to make any marks on the test; they are to indicate their answers on the answer sheet provided.
 - c. If any candidate should need clarification for any question on the test, the instructor/proctor may read the question aloud, but not offer any interpretation or further explanation which may indicate the answer.
 - d. Candidates should fill out the appropriate information on the answer sheet before receiving the test.
 - e. The maximum time allowed for the written test shall be indicated by the instructor/proctor.
 - f. The instructor/proctor shall maintain a quiet and secure environment during the entire time the test is being administered.
 - i. The use of cell phones or other electronic media devices is prohibited while the candidate is taking the test. This means texting, voice or camera use will not be tolerated unless it's deemed an emergency or permission is given prior to the test by the instructor/proctor.
 - g. Candidates shall be seated at least one foot apart from each other.
 - h. The only objects allowed on the table shall be the test answer sheet, the test booklet, and two No. 2 pencils, or pens unless other directions are given by the instructor/proctor.

- i. The instructor/proctor shall explain correct procedure to follow if candidate wishes to change an answer once it has been marked:
 - i. Completely erase original answer choice. Erase carefully and completely as this may interfere with the computer read answer sheet.
 - ii. Completely fill in subsequent answer choice.
 - iii. If using a pen, put an "X" through the one you want to change and mark your other choice.
- j. The instructor/proctor shall tell candidates that the answer sheet may be computer scanned and any question with more than one answer choice marked shall be counted as a wrong choice and deducted.
- k. The instructor/proctor shall tell candidates that any question not answered shall be counted as a wrong choice and shall be deducted.
- l. The final score will be determined by subtracting the number of incorrect and blank choices from 100. The written test shall be graded by the [Delivery Agency](#) ~~DA~~ and not the instructor/proctor.
- m. The instructor/proctor shall tell the candidates that all written tests for certification courses require a minimum of 70% score for passing.
- n. The instructor/proctor shall explain to the candidates that information concerning individual course grades shall be maintained by the ~~DA~~ [Delivery Agency](#).
- o. Any candidate receiving less than a 70% grade shall be allowed to apply for re-testing at the local Delivery Agency. School Directors or their appointed representatives, shall be allowed to administer these retests.
- p. Any candidate observed talking to another candidate or copying from another candidate's paper shall be excused from the test and given a zero score. No retest will be allowed.
- q. The instructor/proctor shall pass out the test booklets face down on the desks. The candidates are to be told not to turn the test booklets over until the instructor/proctor says begin.
- r. At the end of the test period the instructor/proctor shall state that the test period has expired and to put down their pencils. It is recommended that a rule of 90 seconds per question be used as the guide for setting test times.
- s. As the candidates complete their tests, they shall be allowed to bring their test booklet, answer sheet and pencils to the instructor/proctor.
- t. At the end of the testing period, the instructor/proctor shall ensure that each candidate returns the test booklet and the answer sheet.
- u. The instructor/proctor shall check each test booklet for marks, and that all information has been included on the answer sheet.
- v. After the candidate has completed the test and all paperwork has been checked, the candidate must leave the room.
- w. ~~A~~ ~~C~~ candidates shall be allowed to leave the test area to use bathroom facilities and /or to take a break within the building only after turning his/her test

booklet and answer sheet face down, raising his/her hand and waiting for the instructor's/proctor's permission.

- x. If more than one room is used for the test, then at least one instructor/proctor for each room shall be available.

D. Oral Testing Procedures for Written (Cognitive) Tests

1. Request For Oral Testing
 - a. Candidate shall make request in advance to the instructor/proctor specifying the level of testing and reason(s) for requesting an oral test.
 - b. Oral tests should be discouraged except for a temporary physical handicap which may impede his/her writing ability.
2. Oral Testing Procedures
 - a. An official identification must be provided by the candidate to participate in testing.
 - b. Instructor/proctor shall read the questions and the multiple choice answers twice, waiting 15 - 20 seconds between first and second reading. The instructor/proctor must read the question as written, neither emphasizing any particular portion, nor eliminating any particular portion, so as not to suggest the correct answer. The instructor/proctor shall then wait for 90 seconds before reading the next question.
 - c. No other conversation and/or comments shall take place between the instructor/proctor and the candidate.

E. Retesting of Candidates

1. Any candidate that fails the written test will be allowed to retest one time before having to retake the entire class again.
2. Any candidate that is retesting must do so within 30 days of the date posted on the failure notification letter.
3. The written retest maybe given by the school director SD or the school designee (i.e. Administrative Assistant). Testing Centers shall not be used to administer certification exam.
4. Refer to the Community College Delivery Agency DA Policy for testing of candidates who took the original test at a different school.

F. Auditing of Testing Procedures

The same qualified instructor that teaches the class may proctor the test. The following procedures are in place for quality control.

1. Auditing of testing procedures shall be conducted by the staff of the NCFRC or its appointed representatives.
2. Auditing of testing procedures shall include direct observation of practical skills tests and written tests.

3. Auditing of testing procedures shall be randomly conducted.
4. Audits shall be conducted without prior notification to the instructor/proctor.
5. An audit form shall be provided by the NCFRC office. (See Form 300.01A)
6. The audit shall take place according to the following procedures;
 - a. The Auditor may arrive at the test site prior to beginning of test.
 - b. The Auditor shall identify himself/herself to the instructor/proctor immediately upon arrival and shall inform instructor/proctor as to purpose of visit.
 - c. The Auditor shall determine whether the seal is intact on the written and/or practical test packet.
 - d. If practical testing is being conducted the auditor shall determine that all necessary equipment is available.
 - e. The Auditor shall remain at test site as long as necessary to determine that all NCFRC testing procedures are being followed.
 - f. The Auditor shall discuss all audit findings with the instructor/proctor.
 - g. Non-compliance with testing procedures may subject the instructor/proctor to suspension, revocation, or denial as outlined the N. C. Fire & Rescue Commission Certification Board Policy and Procedures Manual.

II. RECORD KEEPING AND TEST BANK MANAGEMENT

- A. Certification records shall be maintained for a period of five-years indefinitely by the Delivery Agencies~~DAs~~.
- B. The test bank system utilized by the NCFRC is supplied by Performance Training Systems, Inc. and by NCFRC Staff. Software programs are secure. Each question set has been validated as being job specific and fair. Tests are periodically created by NCFRC Staff and the tests are put online for the Delivery Agencies~~DAs~~ to use.
- C. The tests shall be available in several versions and shall be revised as needed. The tests shall not be weighted, the Standard Error of Management shall not be used, cut-scores distribution shall not be used, average scores shall not be used, standard Deviation shall not utilized, and reliability estimates shall not be used.
- D. The test questions are developed based on the appropriate NFPA objective and referenced to related training materials.
- E. When test questions and practical skills sheets are purchased, or obtained externally, the NCFRC shall ensure that each question and each skill sheet is validated. The NCFRC Staff shall ensure that purchased test banks shall be repaired and/or questions replaced when they don't apply to North Carolina's standards.
- F. During the validation review of test banks, reviewers shall view test banks in a secure environment. No hard or electronic copies shall be made of the question banks by the validation reviewers.

III. APPEAL PROCESS

- A. All appeals arising from testing procedures shall be directed to the NCFRC's Certification Board.
- B. If a candidate feels that he/she should be exempt from a particular requirement, has met the requirement in another manner, or that exception should be taken to a requirement due to circumstances beyond his/her control, he/she should send this request in writing to the NCFRC staff.
- C. If a candidate feels that he/she failed a requirement due to unfairness, prejudice, bias, or an inaccurate judgment, then he/she should submit this appeal in writing to the CB Certification Board. Requests and appeals should provide a complete description of the problem to give the board as much information to work with as possible.
- D. All appeals to the board should include a minimum of the following information. Name of person initiating request for appeal, reason for request, documentation showing support for request, any supporting letters, etc., from others.
- E. Requests or Appeals should be sent in writing to: N. C. Fire & Rescue Commission Attention: Certification Board 1202 Mail Service Center Raleigh, NC 27699-1202

IV. TESTING PERSONNEL POLICY

- A. It shall be the policy of the NCFRC that the Delivery Status process shall not affect the current certification status of any individual.
- ~~B. Candidates requesting certification who are not from an accredited state shall be reviewed by the CB for equivalent certification.~~
- ~~C. B. Certification reciprocity of candidates from other accredited states shall be reviewed upon receipt of the appropriate documentation, and application. All requests for reciprocity will need to be approved by NCFRC staff.~~
- ~~D. C.~~ Anyone previously certified by the NCFRC to a certified standard, shall upon accreditation by IFSAC, receive reciprocity for that standard.
- ~~E. D.~~ All testing and certifying services shall be made available to all of the NCFRC constituents without regard to race, sex, disabilities or ethnic origin.

Comment [k1]: What does this statement mean? Doesn't really make any sense?

To become a **TR Water Rescue** qualified instructor, the candidate must be certified a minimum of five (5) years in the accredited area of TR Water Rescue (Chapter 11 Surface Water and Chapter 12 Swift Water). All other prerequisites will remain.

- *This new program area was approved for the NCFRC; January 01, 2011. The two-year exception for **TR Water Rescue** expired January 01, 2013.*

Effective January 01, 2016, the NCFRC will no longer accept any classes (for credit toward certification) from any legacy rescue certification programs (i.e. BRT, ART, ERT, and RT). Only TR classes will be accepted for future rescue certifications.

Technical North Carolina Fire and Rescue Commission Technical Rescuer

Technical Rescuer General (Chpt 5)			Technical Rescuer Confined Space (Chpt 7)		
Course Name	FIP #	R	Course Name	FIP #	R
Medical Requirement(EMT.1st Responder, Paramedic)			TR - CS Rescue Operations	5901	9
TR-GEN Rescue Operations	5601	9	TR -CS Rescue Rigging	5902	21
TR -GEN Personal Protective Equipment	5602	9	TR - CS Hazard Control	5903	25
TR- GEN Rescue Equipment	5603	6	TR - CS Victim Management	5904	9
TR -GEN Helicopter Transport	5604	6	TR Confined Space (Series)	5900	64
TR -GEN Rescue Rigging	5605	18	Technical Rescuer Trench (Chpt 8)		
TR -GEN Ropes	5606	25	TR -TR Rescue Operations	6101	9
TR -GEN Victim Management	5607	15	TR - TR Rigging	6102	21
TR General (Series)	5600	88	TR- TR Protective Systems	6103	21
Technical Rescuer VMR (Chpt 10)			TR - TR Load Stabilization	6104	4
TR- VMR Rescue Ops	5701	12	TR - TR Victim Management	6105	9
TR - VMR Vehicle Anatomy	5702	9	TR Trench (Series)	6100	64
TR- VMR Stabalization Extricate	5703	15	Technical Rescuer Structural Collapse (Chpt 9)		
TR - VMR Bus & Machinery	5704	9	TR - SC Rescue Operations	6201	12
TR - VMR Victim Management	5705	15	TR - SC Shoring	6202	24
TR VMR (Series)	5700	60	TR - SC Breaking and Breaching	6203	18
Technical Rescuer ROPES (Chpt 6)			TR - SC Metal Burning	6204	4
TR - Ropes Rescue Operations	5801	6	TR - SC Heavy Lifting	6205	18
TR - Ropes Anchors	5802	15	TR - SC Victim Management	6206	12
TR - Ropes Mechanical Advantage	5803	6	TR Structural Collapse (Series)	6200	88
TR - Ropes Fixed Ropes Systems	5804	12	Technical Rescuer Wilderness Rescue (Chpt 16)		
TR - Ropes Lower & Raises	5805	12	TR-WR Rescue Operations	6301	18
TR - Ropes Highlines	5806	9	TR-WR Rescue Rigging	6302	12
TR - Ropes Victim Management	5807	15	TR-WR Navigation and Tracking	6303	21
TR Ropes (Series) (Required for TR Water Cert.)	5800	75	TR- WR Victim Management	6304	9
Technical Rescuer Water (Chpt 11 & 12)			TR Wilderness Rescue (Series)	6300	60
TR - Water Rescue Operations	6405	6	Hazardous Materials		
TR - Water Rescue Techniques	6406	18			
TR - Water Rescue Transportation	6407	15			
TR - Water Rescue Victim Mgmt	6408	9			
TR Water (Series)	6404	48			
Agriculture Rescue			HAZMAT Level I Responder (Required for TR)	3351	38
Agriculture Rescue	5570	28	HAZMAT Personal Protective Equipment	3352	12
			HAZMAT Decontamination	3353	16
			HAZMAT Air Monitoring and Sampling	3354	16
			TOTALS		82

Please Note : Courses can take 30-90 days to appear on your transcripts. If your transcript does not show courses taken prior to 90 days you will need to contact the college to have written verification submitted to us. Online transcripts are linked in real time and show what has been received from the college system to date.

TR – General/Rescue Operations	9
TR – General/Personal Protective Equipment	9
TR – General/Rescue Equipment	6
TR – General/Helicopter Transport	6
TR – General/Rescue Rigging	18
TR – General/Ropes	25
TR – General/Victim Management	15
TR – General (series)	88

01/01/2016 add Health & Wellness 8

TR – Ropes/Rescue Operations	6
TR – Ropes/Anchors	15
TR – Ropes/Mechanical Advantage	6
TR – Ropes/Fixed Ropes Systems	12
TR – Ropes/Lowers & Raises	12
TR – Ropes/High-lines	9
TR – Ropes/Victim Management	15
TR – Ropes (series)	75

TR – Technical Rescuer/Ropes/Helicopter Transport	6
TR – Technical Rescuer/Personal Protective Equipment	9
TR – Technical Rescuer/Rescue Equipment	6
TR – Technical Rescuer/Health & Wellness	8
TR – Technical Rescuer/Rescue Operations	12
TR – Technical Rescuer/Anchors & MAS	15
TR – Technical Rescuer/Fixed Ropes Systems	12
TR – Technical Rescuer/Horizontal Systems	12
TR – Technical Rescuer/Lowers & Raises	12
TR – Technical Rescuer/Ropes Basics	12
TR – Technical Rescuer/Victim Management	18
TR – Technical Rescuer (series)	122

*Effective January 01, 2016, the NCFRC will no longer accept any classes (for credit toward certification) from any legacy rescue certification programs (i.e. BRT, ART, ERT, and RT). Only TR classes will be accepted for future rescue certifications.

TR – VMR Rescue Ops	12
TR – VMR Vehicle Anatomy	9
TR – VMR Stabilization Extricate	15
TR – VMR Bus & Machinery	9
TR – VMR Victim Management	15
TR – VMR (Series)	60
Agriculture Rescue	28

TR – Vehicle/Rescue Ops	12 (=)
TR – Vehicle/Vehicle Anatomy	9 (=)
TR – Vehicle/Stabilization Extricate	15 (-2 EO's)
TR – Vehicle/Bus & Machinery	9 (-2 EO's)
TR – Vehicle/Victim Management	15 (=)
TR – Vehicle (Series)	60 (less hours needed)
<i>Entire series, maybe 40-45 hours (max. 48 hrs)?</i>	

TR – Machinery & AG/Rescue Ops	12 (=)
TR – Machinery & AG Vehicle/Vehicle Anatomy	9 (=)
TR – Machinery & AG Vehicle/Stabilization Extricate	(2 EO's) --?-hours
TR – Machinery & AG Vehicle/Bus & Machinery (AG Rescue)	(2 EO's) --?-hours
TR – Machinery & AG Vehicle/Victim Management	15 (=)
TR – Machinery & AG Vehicle (Series)	60
<i>Entire series, maybe 40-45 hours (max. 48 hrs)?</i>	

Agriculture Rescue **28**
Will stop delivery once Chapter 19 us up and running.

TR – Water; Rescue Operations	6
TR – Water; Rescue Techniques	18
TR – Water; Rescue Transportation	15
TR – Water; Rescue Victim Management	9
TR – Water Rescue (Series)	48
TR – Confined Space; Rescue Operations	9
TR – Confined Space; Rescue Rigging	21
TR – Confined Space; Hazard Control	25
TR – Confined Space; Victim Management	9
TR – Confined Space (Series)	64
TR – Trench; Rescue Operations	9
TR – Trench; Rigging	21
TR – Trench; Protective Systems	21
TR – Trench; Load Stabilization	4
TR – Trench; Victim Management	9
TR – Trench (Series)	64
TR – Structural Collapse; Rescue Operations	12
TR – Structural Collapse; Shoring	24
TR – Structural Collapse; Breaking and Breaching	18
TR – Structural Collapse; Metal Burning	4
TR – Structural Collapse; Heavy Lifting	18
TR – Structural Collapse; Victim Management	12
TR – Structural Collapse (Series)	88
TR – Wilderness Rescue; Rescue Operations	18
TR – Wilderness Rescue; Rescue Rigging	12
TR – Wilderness Rescue; Navigation and Tracking	21
TR – Wilderness Rescue; Victim Management	9
TR – Wilderness Rescue (Series)	60

Lesson One Buses and Machinery

Vehicle Rescue

EO 1

Machinery & Ag Rescue

EO 2, 3

Lesson One Rescue Operations

All EO's will be needed in both programs. Split information.

Lesson One Stabilization and Extrication Techniques

Vehicle Rescue

EO 1, 2, 3, 4, 5, 6, 7, 8, 9

Machinery & Ag Rescue

EO 1,2

Lesson One Vehicle Anatomy and New Technologies

All for Vehicle Rescue. No EO's for Machinery

Lesson One Victim Management

All EO's will be needed in both programs. Split information.

AG RESCUE

Agricultural Machinery LP1 Vehicle and Machinery Rescue move to Rescue Operations

Agricultural Machinery LP2 Victim Removal move to Victim Management

Site Ops LP1 Incident Planning move to Rescue Operations

Site Ops LP2 PPE - Delete, already covered in General

Site Ops LP3 Rescue Equipment - Delete, already covered in General

Vehicle Rescue Chapter 10

Large Vehicle Rescue

Rescue Operations

Stabilization and Extrication Techniques

Vehicle Anatomy

Victim Management

Machinery & Agricultural Rescue Chapter 19

Rescue Operations

Large Machinery and Agricultural Equipment

Stabilization and Extrication Techniques

Victim Management

Program Consideration for Implementing Traffic Incident Management System (TIMS) into Certification Programs

Traffic Incident Management System (TIMS)

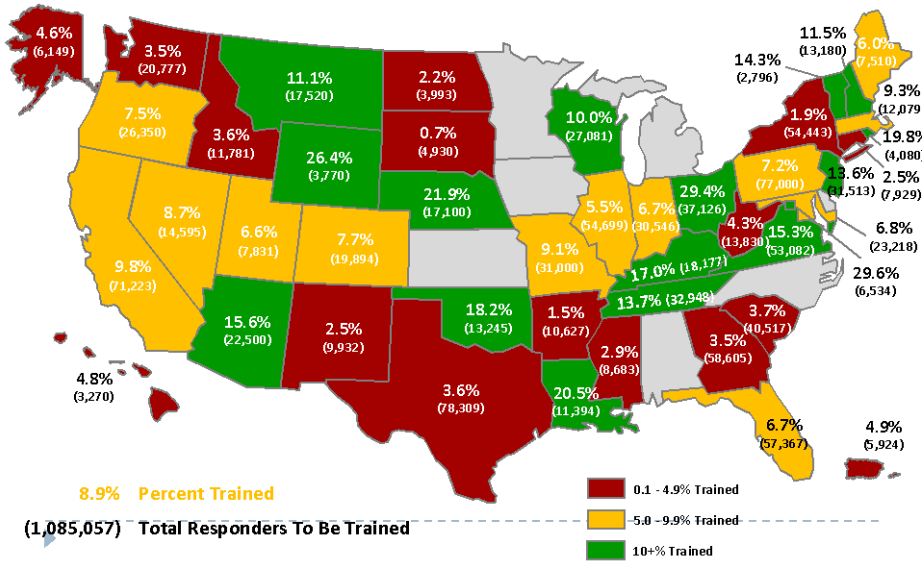
After attending a meeting on TIMS and the concepts that have been being taught in NC over the last several years the realization is NC responders are in need of specific training and operational knowledge of traffic management principles.

To that end and in consideration of the information from Federal Department of Transportation below, the following consideration from the Certification Board is being requested. **A four-hour class on TIMS that is available from State Highway Patrol and NCDOT. This concept would be to place TIMS course requirement into TR General, Firefighter I & II, and Driver Operator EVD.**

This concept of operation would ensure that all responders would receive this critical training in order to be able to safely respond to and establish operations during highway emergencies. NC has experienced deaths and serious injuries during roadway operations and TIMS would be a way to reduce these occurrences.



SHRP2 National TIM Responder Training
Implementation Progress - As of 04/20/15



Rules Committee

- | | |
|--------------------------------|---------------|
| 1. Certification Board (Chair) | Kevin Gordon |
| 2. Community College Rep | Winfield Abee |
| 3. OSFM Rep | Rick McIntyre |
| 4. CB Member | Terry Foxx |
| 5. CB Member | Ben Smith |
| 6. CB Member | Ken Hogue |
| 7. CB Member | Tim Pennell |
| 8. CB Member | Wes Hutchins |
| 9. CB Member | Jim Hanline |

Discipline Committee

- | | |
|--------------------------------|----------------|
| 1. Certification Board (Chair) | Terry Foxx |
| 2. Community College Rep | Winfield Abee |
| 3. OSFM Rep | Rick McIntyre |
| 4. CB Member | Kevin Gordon |
| 5. CB Member | Jimmy Hensley |
| 6. CB Member | Gary Styers |
| 7. CB Member | Walter Gardner |
| 8. CB Member | Jim Hanline |
| 9. CB Member | Joel Faircloth |

Non-Traditional Delivery Committee

- | | |
|--------------------------------|----------------|
| 1. Certification Board (Chair) | Ken Hogue |
| 2. OSFM Staff | Rob Roegner |
| 3. NCCCS Staff | Winfield Abee |
| 4. CB Member | Wes Hutchins |
| 5. CB Member | Jim Hanline |
| 6. CB Member | Gary Styers |
| 7. CB Member | Joel Faircloth |
| 8. CB Member | Ben Smith |

Dive Rescue Validation Committee

- | | |
|------------------------------------|------------------|
| 1. Certification Board Rep (Chair) | Terry Foxx |
| 2. Certification Board Rep | Ken Hogue |
| 3. OSFM Staff | Shawn Haynes |
| 4. Member | Adam Snyder |
| 5. Member | Shannon Orndorff |
| 6. Member | Mike Morley |
| 7. Member | Mike Forman |
| 8. Member | Tom Billig |
| 9. Member | JD Thomas |

Instructor III Validation Committee

- | | |
|--------------------------------|---------------------|
| 1. Certification Board (Chair) | Jimmy Hensley |
| 2. OSFM Staff | Matt Thorpe |
| 3. NCCCS Staff | Kenny Weatherington |
| 4. At-large | Bo Fitzgerald |
| 5. Western Representative | Kelvin Brim |
| 6. Piedmont Representative | Ray Smith |
| 7. Eastern Representative | Red McKemey |

Rescue Officer Validation Committee

- | | |
|--------------------------------|------------------|
| 1. Certification Board (Chair) | Joel Faircloth |
| 2. OSFM Staff | Heidi Heavner |
| 3. NCCCS Staff | Winfield Abee |
| 4. At-large | Carnie Hedgepeth |
| 5. Western Representative | Wes Blackwelder |
| 6. Piedmont Representative | Jeff Hinshaw |
| 7. Eastern Representative | Ronald Ellis |

**Technical Rescuer Validation\Development Committee
(Chapters 05, 06, 10, and 19)**

- | | |
|--------------------------------|-----------------|
| 1. Certification Board (Chair) | Ken Hogue |
| 2. OSFM Staff | Jonathan Sowers |
| 3. NCCCS Staff | Winfield Abee |
| 4. At-large | Brent Gordon |
| 5. Western Representative | Tom Billig |
| 6. Piedmont Representative | David Pease |
| 7. Eastern Representative | Steve Conway |
| 8. OSFM Staff – Facilitator | Matt Thorpe |

**Fire Investigation Technician Development Committee
(NFPA 1033)**

- | | |
|--------------------------------|-----------------|
| 1. Certification Board (Chair) | Ben Smith |
| 2. OSFM Staff | Jonathan Sowers |
| 3. Member | David Williams |
| 4. Member | Jason Boggs |
| 5. Member | Terry Lacy |
| 6. Member | Chris Elrod |
| 7. Member – SBI | Lee Newcomb |
| 8. Member – NC Forestry | Robert Smith |
| 9. OSFM Staff – Facilitator | Matt Thorpe |

2015 Meeting Schedule Certification Board

- Will met on the second Tuesday of March, June, September, and December; @10:00
1. March 10, 2015
 2. June 09, 2015
 3. September 08, 2015
 4. December 08, 2015

2015 Meeting Schedule Certification Board – Rules Committee

- Will met on the third Tuesday of February, May, August, and November; @10:00
1. February 17, 2015
 2. May 19, 2015
 3. August 18, 2015
 4. November 17, 2015

2015 Meeting Schedule Fire and Rescue Commission

- Fire and Rescue Commission meets the second Tuesday of January, April, July, and October; @10:00
1. January 13, 2015
 2. April 21, 2015
 3. July 14, 2015
 4. October 13, 2015

**2016 Meeting
Schedule
Certification
Board**

- Will met on the second Tuesday of March, June, September, and December; @ 10:00 (*first Tuesday)
1. March 08, 2016
 2. *June 07, 2016
 3. September 13, 2016
 4. December 13, 2016

**2016 Meeting
Schedule
Certification Board – Rules
Committee**

- Will met on the third Tuesday of February, May, August, and November; @ 10:00 (*fourth Tuesday)
1. February 16, 2016
 2. May 17, 2016
 3. *August 23, 2016
 4. November 15, 2016

**2016 Meeting
Schedule
Fire and Rescue
Commission**

- Fire and Rescue Commission meets the second Tuesday of January, April, July, and October; @10:00