



**FIRE 208.4**  
**Firefighter I Certification**  
**Test Class**

**SYLLABUS & COURSE DIRECTIONS**

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**FIRE 208.4**  
**FIREFIGHTER I PRACTICE AND CERTIFICATION TEST COURSE**

**I. Course Description:**

This course is designed to provide students the ability to complete the on-line Written and the Skills Certification Tests required by State Fire Training (SFT) in order to obtain a Firefighter I (FFI) Certificate. The class ***does not*** include any Firefighter I instruction and it is the responsibility of the student to have completed this (including the hour requirements) as identified in the SFT FFI course plan ***prior to attending the course***. Students are expected to be familiar with all Structural, Wildland and Hazmat FFI evolutions as found on the 67 SFT FFI Skills Sheets and will be given limited time to practice these skills as identified below. At the completion of the practice portions, testing of the ten mandatory and seven random skills selected by SFT will be conducted.

**II. Class Schedule:**

The schedule for this course will vary depending upon class size. If only a few students are enrolled, it will be delivered in a modular format to coincide with the testing of the fire academy students. To illustrate this timeline, a typical schedule (for Fall 2018) has been provided below. Because these will vary each semester, please contact Admin. Assistant Heather Wonneberger at: [hwonneberger@santarosa.edu](mailto:hwonneberger@santarosa.edu) for specific dates.

Module	Practice	Skills Testing	Written Test
Wildland	11-8 from 0800 to 2200 11-9 from 0800 to 2200	11-10 from 0800 to 1800	12-7 from 0800 to 1200
Haz Mat	11-19 from 0800 to 1200	11-19 from 1300 to 1800	12-7 from 0800 to 1200
FF Skills	12-2 from 1300 to 1700 12-3 from 0800 to 1700 12-5 from 1900 to 2200 12-9 from 0800 to 1700	12-10 from 0800 to 1700 12-12 from 1800 to 2200 (12-12 time "if needed")	12-7 from 0800 to 1200

If a larger number of students (>10) enroll, the course will be conducted over a six day period with the written test delivered on day one, followed by practice sessions to day three and skills testing days four through six. Please note these times are predicated on class sizes over 20 and the actual schedule may be shorter.

**III. Prerequisites:**

This course consists ***only*** of the SFT/IFSAC/Pro-Board Firefighter I Certification Test process. Prior to attending this class, students must complete all FFI training including the hourly requirements found in the SFT FFI 2013 Course Plan. [http://osfm.fire.ca.gov/training/pdf/firefighter2013/FireFighterI\\_CoursePlan.pdf](http://osfm.fire.ca.gov/training/pdf/firefighter2013/FireFighterI_CoursePlan.pdf) . To verify this, on the first day of class you must provide a completed copy of the *Firefighter I Certification Test Statement of Understanding* as found at the end of this syllabus. This document must be dated, initialed and signed by your Fire Chief or his/her designee. ***Without this document, SFT Policies prohibit you from taking the test.***

If you have previously attended a SFT accredited Firefighter I Academy and have enrolled in this class to obtain IFSAC/Pro-Board certification, a copy of your Academy Completion certificate will satisfy this requirement.

**IV. Attendance/Late Policy:**

Attendance and punctuality for all portions of the class is essential to providing you the time necessary to practice as well as to test to the skills. To adhere to SFT policies, students must display a California Driver's License or a dept. issued picture ID on the first day of class ***which is mandatory to attend***. The *Statement of Understanding* form will be collected at this time.

V. **Pre-Course Assignments:**

**A. Register for the On-line Written Test:** Because this test is administered the first day of class, it is essential students *pre-register* for it before they arrive. This is done by following the instructions below. Please note the student is responsible for the \$18 vendor test fee which must be paid with a credit or debit card.

- Log into to <http://ondemand.questionmark.com/home/403493/user>
- Enter a user name and password
- Once your account is established, select *Register for Exam* from the tab on the top of the page
- Select the desired event from the list of available events by clicking on the event
- To register, click the *Click to Register* link under the registration section
- On the *Register* page, select the appropriate assessment from the *Assessment* drop down menu.
- Click *Save Registration*
- On the *Shopping cart* page, double check the proper exam event listed under and proceed to *Check out*. Otherwise, remove event by clicking the *Remove* and go back and select the correct event.
- On the *Checkout* page, complete the required fields, then click *Continue to next step*
- On the *Review Order* page, review your order before clicking *Continue to next step*
- You will be redirected to the payment processor's website (Avangate) where you will be required to complete all billing related information. Complete all required fields in the *Billing Information* section
- Complete all required fields in the *Payment Options* section
- When finished, click **Continue**
- A message confirming "Registration has been saved" will display

**B. Register for EVALS:** This class will be utilizing the EVALS Mobile Training Solutions platform during the **SFT Firefighter I Skill Testing**. It is mandatory for each student to register with EVALS prior to the start of the class. EVALS registration directions are as follows:

- Send an email to [register@evals.net](mailto:register@evals.net)
- Use subject line " Enroll in EVALS SFT FF1 Skills Testing"
- Provide your name as registered for the class and your email along with your request to enroll
- EVALS will send an Invoice for \$39, with information on how to pay online using a debit or credit card
- Within 48 hours of payment, EVALS will send a reply welcome Email providing your temporary password and user name (your email address) along with a link to access the SFT FF1 EVALS site.

**A. Complete the Firefighter I Certification Test Statement of Understanding form:** This form must be completed by your Fire Chief or his/her designee and will be collected the first day of class.

**B. Complete the Waiver:** Only required if you are not sponsored (paid for) by your agency. If required, it will be collected the first day of class with the *FFI Certification Test Statement of Understanding* form

**C. Required Equipment/PPE:** To conduct skills testing, students must possess a NFPA 1971 compliant turn-out ensemble including; helmet (with goggles), coat, pants with suspenders, hood, boots and gloves. All must be in good condition and free from cracks, rips, tears or other damage. Students must also possess a NFPA 1981 compliant SCBA that has been Fit-Tested to the person using it. If there is any question to this, proof of the Fit Test including the medical questionnaire completed by a physician may be required. Students belonging to a fire agency should use their own department issued PPE/SCBA. However, if there is any question the turn-outs you plan to use are not compliant, a full turn-out ensemble can be rented and must be obtained prior to the first day of class from 911 Safety at [www.911SE.com](http://www.911SE.com) or 610-279-6808

If you requires a SCBA, *under extenuating circumstances*, a limited number are available from the Fire program. However, if you use this option you must inform us at the class orientation and arrange to have an OSHA compliant “Fit” test performed to this equipment prior to the performance of any interior fire skills. Failure to do so and provide this documentation will result in the student being unable to participate in this required skill and failing the test.

If a student does not have Wildland PPE from their agency, a brush helmet, jacket, pants, web-gear (including practice shelter) and gloves, they can be provided by the fire program. All wildland gear must be returned laundered and folded condition prior to receiving a grade/certificate for the class.

## VI. Test Preparation:

**A. Written Test:** For the written test, you should familiarize yourself with the content of the latest edition of either IFSTA *Essentials* or Jones or Bartlett *Fundamentals of Fire Fighter Skills*. For the Wildland portion, the latest edition of the *Firefighters Handbook on Wildland Firefighting* by William Teie and for the Hazmat FRO portion, IFSTA *Hazardous Materials for First Responders* or the Jones and Bartlett *Hazardous Materials Awareness and Operations*. Although you may possess considerable knowledge of firefighting skills, because the test questions are drawn from those texts, your chance of passing will be enhanced by your familiarity with them. Please note there will be no test review conducted as part of this class.

**B. Skills Test:** For the skills test, it is our expectation that students have practiced each of the 67 skills required in the FFI curriculum and are capable of completing each one successfully. To allow each student to become familiar with the PSTC facility and equipment, the first few days of the class will be devoted to practicing skills. Because time is limited, there is no guarantee you will have the opportunity to practice every skill. This reinforces the importance of practicing each of these skills prior to the class. Of the seventeen (17) skills to be tested, ten (10) are mandatory and will always be performed during the test. They include:

- *Don, Doff, Inspect and Prepare Structure PPE for Reuse* (Skill 2-2.1)
- *Don & Doff a Self-Contained Breathing Apparatus* (Skill 2-3.1)
- *Forward Hose Lay* (Skill 5-4.1)
- *Lift, Carry and Raise an Extension Ladder Single Firefighter (20 or 24' Ladder)* (Skill 5-7.1)
- *Structure Fire Attack – Interior Grade Level, Above or below (Live Fire)* (Skill 5-10.1A)
- *Donning Wildland PPE* (Skill 8-2.1)
- *Deploying a New Generation Fire Shelter – Lying Down Method* (Skill 8-2.2)
- *Assuming the Safety Position for an Air tanker Retardant Drop* (Skill 8-5.1)
- *Perform a Progressive Hose Lay – 500' Two Person* (Skill 8-7.1)
- *Identify Hazardous Materials, their Potential Hazards and Appropriate PPE* (Skill 9-1.1)

The remaining seven (7) are random and will be selected by State Fire Training and not shared with students until the first test day. Copies of all 67 skill sheets will be provided to the student on the first day of class and can be accessed on the State Fire Training website using the following link:

<http://osfm.fire.ca.gov/training/firefighter2013>

VII. **Test Procedures:**

- A. Written Test:** The written test is taken using laptops provided by the JC and consists of 160 questions broken down as follows: 100 Structural FF, 30 Wildland and 30 Haz-Mat FRO. SFT policies provide three hours to take the exam. To successfully pass the test, 70% for each module must be achieved.
- B. Re-take Procedures:** If you fail a specific module, you will only be required to retake that portion of the test (time has been allotted on day six for re-takes if necessary). SFT policies permit two retakes within a one year period and second re-takes (if needed) will be scheduled on a case-by-case basis. Please note that in addition to the \$18 fee for the initial exam, you will be charged \$18 for each re-take. If you fail the second re-take, you must remediate each module(s) that was failed and adhere to the one-year wait period described above. As proof of remediation, prior to taking the exam again, you must provide the following:
- Completed SFT Skills sign-off forms for every skill in the module you are re-taking
  - A statement on department letterhead signed by the FFI Instructor verifying the candidate has retrained on the cognitive and psychomotor materials and activities for each module

Upon completion of each Questionmark written test, you will receive an email record of your score. It is essential you retain a copy of this record as it is one of the documents that may be required when you submit your FFI application package to State Fire Training (also see the *Completing your FFI Application* section at the end of this document). Please note that if you fail any portion of the written test and perform a re-take, copies of those records must also be submitted with your application package.

- C. Skills Test:** Due to the number of skills that must be demonstrated, skills testing will occur over multiple days and be conducted at individual stations throughout the PSTC training grounds. Skills must be performed exactly as indicated on the SFT Skill Sheets in order to achieve a passing grade. While occurring, students are not permitted to witness those skills performed by other candidates and shall remain in a “Staging” area. As a test station becomes available, students will be dispatched or escorted from the “Staging” area to the test station and remain at that station until they are ready to proceed to the next one. This process will continue until each of the 17 required skills have been performed.
- D. Re-take Procedures:** If you fail a specific skill, students will be given a second attempt for each skill failed on the same day of the exam. If a failure occurs upon the second attempt, the student may not continue in the testing process and will need to participate in a new Skills Exam on a later date. As with the re-take procedures for the written test, if the candidate fails only a few of the skills, they must retrain only on those module(s) they failed before they can test again and provide the following documentation (as listed above):
- Completed SFT Skills sign-off forms for every skill in the module you are re-taking
  - A statement on department letterhead signed by the FFI Instructor verifying the candidate has retrained on the cognitive and psychomotor materials and activities for each module
- E. Use of EVALs.net:** To provide an unbiased and objective evaluation, all skills tests performed by students will be video recorded using the EVALs.net platform. Use of EVALs allows a record of each skills demonstration to be saved and reviewed immediately by the evaluators or students if there is any question as to their performance. Each video record is also retained if a question is raised in the future. Student access to their videos are subject to the terms and conditions of the student-EVALs contract. In addition to this feature, once a student’s EVAL’s account has been established, students will have access to videos of many of the skills performed in a successful manner. These “Model” videos are not meant to serve as a substitute for training to each skill but rather to validate the training you have completed is congruent with the applicable skill.

VIII. **Class Completion:** Upon successfully completing the class, the student will be given the following documents which it is important you retain:

- A Class Completion certificate
- Signed copies of their *Firefighter I Skills Testing Summary* sheets (completed during testing)
- A *FFI Certification Task Book (October 2013)* with the *Structure Fire Attack (Skill 5-10.1A)* signed off.

IX. **Completing the FFI Certification Process:**

**Task Book:** Once a student has completed the Certification Test, to meet the work experience component, they will need to complete a year as a volunteer or 6 months as a paid firefighter. During that time, the Task Book must be signed off by the sponsoring agency's Fire Chief.

**Other Requirements:** In addition to the Certification Test and Task Book, SFT also requires a candidate to complete the following courses:

- Public Safety First Aid (or EMR/EMT)
- First Responder CPR
- Confined Space Awareness (FSTEP or IAFF)
- IS-100, and
- IS-700a

Once all of these have been completed, FFI candidates may submit their application (found on the SFT website at: <http://osfm.fire.ca.gov/training/pdf/firefighter2013/FFI-ApplicationForCertification.pdf>)



COLLEGE-SPONSORED ACTIVITY &  
VOLUNTARY ACTIVITY WAIVER, RELEASE & INDEMNITY AGREEMENT

For and in consideration of permitting the following named person (**participant**):

\_\_\_\_\_ (Print name)

to enroll in; and/or participate in the Firefighter I Certification test class (Fire 208.4) of the Sonoma County Junior College District, beginning on the \_\_\_\_ **day of** \_\_\_\_\_, the undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions, or causes of action, for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or receiving instructions in said activity, or any activities incidental thereto, wherever or however the same may occur and continue, and the undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the Sonoma County Junior College District or any of its officers, agents or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

**It is the intention of (the participant) by this instrument, to exempt and relieve the District from liability for personal injury, property damage or wrongful death caused by negligence.**

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against the Sonoma County Junior College District, he/she shall indemnify and save harmless the Sonoma County Junior College District from any and claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

I, the undersigned, have no known medical condition(s) which may pose a risk to the health and safety of me or others by participating in the activity(s). I agree to advise the District in writing of any medical, physical or health condition which may be affected or in any way jeopardized by participating in a specific activity.

I, the undersigned I hereby waive any right to inspect or approve the finished photograph, advertising copy, or printed products that may be used in conjunction therewith, or to the eventual use that it may be applied, including any personal use by my classmates. In connection to the foregoing, I release and hold harmless Santa Rosa Junior College/Public Safety Training Center from all liability. All photos taken by SRJC/PSTC will remain the property of SRJC/PSTC and will not be sold or used by another agency or organization for commercial purposes.

The undersigned acknowledges that he/she has read the foregoing Waiver of Liability Notice, has been fully and completely advised of the potential dangers incidental to engaging/participating in the activity and/or instructing of the above-mentioned, understands he/she is not necessarily covered by Sonoma County Junior College District insurance, and is fully aware of the legal consequences of signing the within instrument.

\_\_\_\_\_  
Signature (Participant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Santa Rosa JC FFI Certification Test**  
**STATEMENT OF UNDERSTANDING**

As Fire Chief of the \_\_\_\_\_ Fire Department/District, I certify  
(Agency)  
that \_\_\_\_\_ has completed all training and hours as found in the  
(Candidate)  
in the State Fire Training (SFT) 2013 Firefighter I (FFI) Course Plan. I further  
attest that they have thoroughly practiced and are proficient on all of the skills  
identified in the 67 SFT FFI Skill Sheets and are fully prepared to take both the  
Skills and Written Certification Exams.

I understand that if the candidate fails the testing, they will have two chances  
to remediate and if they fail these, it will be necessary for them to repeat their  
training and obtain an approved *Certification Examination Retake Application*  
form from SFT before being allowed to retake the Certification Exam.

I have read the above and understand its content:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date