



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Commission on Fire Prevention and Control**



Requirements for Private Vendor Training Leading to Certification

Approved by the Commission on Fire Prevention & Control on October 27, 2020

This document outlines the requirements for private sector training companies in order to apply for and receive certification testing through the Commission on Fire Prevention and Control.

Certification Division Responsibilities

The Certification Division of the Commission on Fire Prevention and Control is the Authority Having Jurisdiction (AHJ) for all certification testing and performance standards. Certification shall maintain testing consistency when conducting examinations throughout the state. Certification shall ensure an optimal testing environment at any site for which a written and/or practical examination is to be conducted. The State of Connecticut Commission on Fire Prevention and Control shall be held harmless from all aspects of the care, use and maintenance of any apparatus and/or equipment utilized for any practical skills examination. Any extenuating circumstances shall be addressed on an individual basis.

Psychomotor skill objectives are required to be examined through a process of practical skills testing and graded on a pass/fail basis. All practical examinations shall be referenced to the applicable NFPA standard. Each skill sheet is validated for content, accuracy and currency, and is made available to each candidate. Practical examination components are scored on a pass/fail basis using the Job Performance Requirements (JPRs) as evaluative guides. Scenarios are designed from the skill sheets that are selected randomly for each examination. All levels require completion of 100% of the skills unless noted on the individual JPR.

A high priority is placed on the preservation of individual privacy, confidentiality in the disclosure of examination-related communications, and the security of all materials relating to the examination process for certification at all levels. Certification shall

*Certification Unit
34 Perimeter Road
Windsor Locks, CT 06096-1069
Phone: (860) 627-6363/Fax: (860) 654-1889
"Pro Board and IFSAC Accredited"
An Affirmative Action/Equal Employment Opportunity Employer*



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Commission on Fire Prevention and Control**



acknowledge and comply with all State of Connecticut policies and regulations pertaining to electronic components and technology.

Candidate Eligibility

Candidates for certification shall furnish approval from their affiliated agency in the form of a Chief Officer signature attesting to their active status and confirming that they meet the medical and physical requirements for firefighting tasks at the level of certification. Candidates for certification must meet or exceed the cognitive and psychomotor performance objectives outlined for each level of certification sought, as evidenced by the signature of a qualified Connecticut – certified Fire Service Instructor on the appropriate Certification Examination Application form. Candidates must document proof of certification by an accredited entity for all prerequisite levels before the level of certification will be granted. Course completion certificates will not be accepted. Candidates for certification are not allowed to begin the certification testing process before prerequisite training is completed.

Certification Application Process

The Private Vendor must ensure that the training program they are requesting certification testing for is an accepted, approved local or national training program delivered by a recognized training organization. Programs require prior approval by the Director of Certification or authorized designee to assure that the training curriculum meets the current NFPA Standard for the respective level of certification. The Private Vendor must submit a course syllabus that will include the following: Detailed list of all applicable NFPA JPR's and how they will be accomplished, list of textbooks, list and credentials of instructors, number of course hours. The Director of Certification or authorized designee will reject applications if materials are not submitted or if materials submitted do not need the minimum applicable NFPA JPR's.

*Certification Unit
34 Perimeter Road
Windsor Locks, CT 06096-1069
Phone: (860) 627-6363/Fax: (860) 654-1889
"Pro Board and IFSAC Accredited"
An Affirmative Action/Equal Employment Opportunity Employer*



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Commission on Fire Prevention and Control



At least 60 days prior to the anticipated examination date the Private Vendor shall submit to the Certification Division a completed “Practical Skills Examination Application” form. This application asks the requester to indicate the number of candidates, two requested examination dates (primary and alternate) and address of requested examination. The Certification Division reserves the right to **reject** applications submitted less than 60 days of the requested examination date and may also **reject** applications if the testing calendar is FULL.

At least 28 days prior to the anticipated examination date the Private Vendor shall submit to the Certification Division a completed “Written Examination Application” form. This application asks the requester to indicate the number of candidates, two requested examination dates (primary and alternate), number of total candidates the facility can accommodate, address of the requested examination, and the billing information.

It is imperative for the Private Vendor to ensure that these forms are submitted within these time windows or sooner. Certification has a limited amount of test dates available, especially for Practical Skills Examinations. Priority testing will be given to Connecticut Fire Academy and Regional Fire School programs.

Certification Fee Schedule

The following list is the fee schedule for Private Vendor certification; application fees, practical exam fees and written exam fees. Costs will be adjusted annually based on increases for fringe benefits.

<i>Student Application Fee:</i>	<i>\$50.00 per student</i>
<i>Practical Exam:</i>	<i>\$350.00 per examiner x 7 = \$2,450</i>
<i>Written Exam:</i>	<i>\$200.00 (1) examiner</i>

Total Cost for a Class of 24 students (max number): \$3,850.00

Total Cost for a Class of 12 students (minimum number): 3,070.00

Certification Unit
34 Perimeter Road
Windsor Locks, CT 06096-1069
Phone: (860) 627-6363/Fax: (860) 654-1889
“Pro Board and IFSAC Accredited”
An Affirmative Action/Equal Employment Opportunity Employer



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
Commission on Fire Prevention and Control**



Prerequisite Waiver Policy

This section to only be included if Commission accepts waivers from specific work organizations where students would not have FF1, Haz Mat, or Core (which is the pre-requisite for Rescue Technician Courses) but would have specific training based on their work location and job assignment.

Sections 7-323l-80 through 7-323l-94 of the Regulation of Connecticut State Agencies permit the waiver of certain prerequisites for various levels of fire service certification. The Commission on Fire Prevention and Control formulated such a waiver procedure to allow an individual the ability to enter the certification system at an advanced level that was commensurate with that individual's training and experience within the fire service. This procedure is also in compliance with the National Board on Fire Service Professional Qualifications Operational Procedures and IFSAC which state the National Professional Qualifications System shall not be used to render invalid any rank, qualification or appointment acquired prior to the adoption of any standard.

While the regulation allows an individual to enter the system in an advanced standing, it is not intended to certify individuals to any prerequisite level that has been waived as an actual examination has not been taken for the level.

Section 7-323l-99 of the Regulations of Connecticut State Agencies also allows an individual to receive reciprocal credit for certification received from another agency which is at least equivalent to a level of certification afforded by the Connecticut Commission on Fire Prevention and Control to allow that individual to enter the certification system in advanced standing. For reciprocal credit to be awarded an individual must show previous accredited certification from an entity approved by either The Pro Board or International Fire Service Accreditation Congress (IFSAC).

*Certification Unit
34 Perimeter Road
Windsor Locks, CT 06096-1069
Phone: (860) 627-6363/Fax: (860) 654-1889
"Pro Board and IFSAC Accredited"
An Affirmative Action/Equal Employment Opportunity Employer*