

Alabama Fire College Certification Office

Test and Certification Information Sheet

This office has the responsibility of issuing all fire service related certifications and must maintain exam security, administer and grade exams, and maintain individual fire fighter records.

www.alabamafirecollege.org

Our website maintains the current Policies, Procedures and Regulations of the Alabama Fire College and Personnel Standards Commission

A C C R E D I T A T I O N

The accreditation of Alabama Fire College's certification processes by Pro Board and IFSAC assures complete compliance with the procedures and criteria established by these accrediting entities. The Alabama Fire College is proud to act as a certifying agent under their sponsorship. Currently the Alabama Fire College issues certification automatically and at no further charge for the individual upon successful completion. Please visit the websites at www.TheProBoard.org (individual accessible certification look-up); and www.IFSAC.org for more information.

S T A N D A R D O F T R A I N I N G - N F P A

The Alabama Fire College uses the Fire Service Professional Qualifications Standards of the National Fire Protection Association (NFPA) for the basis for all certification training. The complete current standards are on file in the Alabama Fire College's Curriculum Division. Each instructor resource kit per course contains a copy of the most current NFPA standard. These resource kits are available in each classroom on campus. Visit www.nfpa.org for current standards and updates.

C E R T I F I C A T I O N

Upon successful completion of the written exam and the verification of prerequisites one certificate with the Alabama and applicable Pro Board seal and/or IFSAC seal will be mailed within a few weeks after testing. This certificate is automatically registered with these entities with no further application or fees needed for this recognition. Duplicate or replacement certificates can be obtained by written request and a \$15.00 fee. A Certification Record Listing can be obtained by written request only (no phone requests). Certificates may be mailed to the student's home address upon written request to the Certification Office. College credit transcripts may be obtained through Shelton State Community College (www.sheltonstate.edu).

C O U R S E R E Q U I R E M E N T S / P R E R E Q U I S I T E S

Certification requirements for each certification course are any specified pre-requisites and successful completion of the written examination. A student must meet certain pre-requisites and forward the appropriate Pro Board or IFSAC certificates required for a particular certification course in order to register for that course. These requirements are listed in the course description section on our website, Resident Calendar and the Policies, Procedures and Regulations manual. Certification courses have a zero tolerance absence policy. A student must complete all portions of a certification course, both classroom and practical. It is the responsibility of the host fire chief/course coordinator to ensure that every student meets ALL attendance requirements for certification courses before taking the certification test.

T E S T P R E P A R A T I O N

In order to avoid the need for a retest, students are urged to purchase the required textbooks and begin reading prior to the start of the first class. Course syllabi containing pertinent course information are on the web site and should help guide students on what to begin studying prior to the class. Additional study each night between classes further prepares students for the written exam. Students should pay attention to the Instructor's teaching outline, power point presentation and take notes during class.

WRITTEN EXAMINATION / RETEST

The written examination is administered at the end of each certification course by an official Alabama Fire College test proctor only to individuals who have met all the course requirements, including all course hours, skills requirements, prerequisites, etc. An overall final score of 70% is required for the successful completion of a course. The actual score of the written examination is mailed to the student within approximately ten days of the exam date. GRADES ARE NOT RELEASED OVER THE PHONE. Students have the opportunity for a retest to be taken after 30 days from the original test date and within one year of the course completion date. Retests are given at the Alabama Fire College in Tuscaloosa on the first and third Friday of each month. With prior approval, some retests may be given in conjunction with other regularly scheduled certification tests. Requests for retest must be made at least ten days prior to scheduled exam along with \$25.00 payment payable by cash, check or credit card by calling 1-800-241-2467.

TEST DEVELOPMENT

Every question on the written examination is cross referenced to the appropriate teaching outline and cross referenced to the national standard to ensure it is covered in depth in the course. Test questions are taken from a nationally accredited test bank system or developed in-house by subject matter experts. Multiple versions of the written examination are developed for each certification. Certification examinations are generally 100 questions with a 1.5 hour time limit, with a few variations. Several security checks are in place to ensure the accuracy of the scoring process. Analysis of exam questions is completed after each test administration.

PRIVACY/CONFIDENTIALITY

The Alabama Fire College has established policies and procedures to comply with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). The examination scores are confidential. No actual scores will be given by telephone. A pass/fail only score is conveyed to the sponsoring Fire Chief. A student wanting his/her grade released to another entity must indicate in writing which scores can be disclosed and the organization to which the scores can be revealed. The ID number noted on the Scantron answer sheet is for office use only and is not distributed in any form without an individual's permission or request. Certificate information can be generally conveyed to officials of a fire fighter's department unless the College is notified in writing on a yearly basis not to issue this information. Student Record Policies and Procedures can be obtained from our website or by contacting our offices.

LEGAL REQUIREMENTS / REQUIRED FORMS

The fire chief is required by the Code of Alabama 36-32-1 through 36-32-12 and by the By-Laws and Regulations of the Commission to cooperate with the Alabama Fire College and Personnel Standards Commission. The Code of Alabama tasks the Fire Chief with the responsibility for filing all required forms with the Alabama Fire College within the specified time limit. Required forms for new personnel are Notice of Employment, Physical Statement and CPAT form (if personnel requires training). The fire chief must submit a Notice of Termination form on any terminated personnel. Follow the link listed to gain online information regarding these policies, procedures, and forms: <http://www.alabamafirecollege.org/Certification/certification.htm>.

RECERTIFICATION REQUIREMENTS

Fire Fighter I and Volunteer Fire Fighter certification expires one year after leaving the fire service. Volunteer certification is maintained by participating in thirty (30) hours annually with records maintained internally by the chief or training officer of the fire department for which the individual is a member. Please consult the [Policies, Procedures, and Regulations of the Commission](#) for more information.