



# Written Examination Proctor Policies and Instructions



Reduce, Reuse, Recycle

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## INTENT

It is the intent of the Colorado Division of Fire Prevention & Control (Division/DFPC) and Colorado Fire Service Training and Certification Advisory Board (Advisory Board) that all candidates taking any examination for certification receive equal instruction, explanation, assistance and evaluation from a Proctor. In order to accomplish these objectives, this set of Policies has been prepared and provided for you. These Policies adhere to the recommendations and requirements established in National Fire Protection Association (NFPA) 1000, Standard on *Fire Service Professional Qualifications Accreditation and Certification Systems*.

## INTRODUCTION

These Proctor Policies have been designed to allow you, as a State of Colorado certified Written Proctor, to administer written examinations only for certification at levels offered by the Division and for which you meet the prescribed requirements. **This document applies ONLY to written examination proctors.**

The Colorado Firefighter Voluntary Certification Program was created and is administered by legislative statute. The program is assigned to the Division. The Advisory Board has rule making authority and develops the policies and requirements for administering the firefighter certification program. The Board consists of members appointed by the Governor and represents various fire service constituents throughout the state.

8 CCR 1507-3, printed in the 1996 Public Record Corporation document, Colorado Code of Regulations, titled *Department of Public Safety, Division of Fire Prevention & Control, Rules Pertaining to the Firefighter Voluntary Certification Program* (Firefighter Rules) was adopted on October 23, 1996, and became effective on November 30, 1996. These Firefighter Rules are revised from time to time, to meet the needs of the firefighter certification program. The most recent revision was adopted on July 11, 2019, and became effective on September 30, 2019.

The purpose of the Firefighter Rules, Certification Policies and this Policy is to maintain a secure certification program, based on integrity, consistency and credibility. This cannot be accomplished without the assistance of each and every participant, department head, training officer, and certified proctor utilizing the system.

## ACCREDITATION AND STANDARDS

The Division currently is accredited by the **International Fire Service Accreditation Congress (IFSAC)** and **National Board on Fire Service Professional Qualifications System (Pro Board)** for the Airport Firefighter, Driver Operator, Driver Operator Pumper, Driver Operator Aerial, Firefighter I, Firefighter II, Fire Officer I, Fire Officer II, Fire Officer III, Fire Instructor I, Fire Instructor II, Fire Instructor III, Hazardous Materials Awareness, Hazardous Materials Operations, Hazardous Materials Technician, Incident Safety Officer, Fire and Life Safety Educator I, Fire and Life Safety Educator II, Youth Firesetter Intervention Specialist I, Live Fire Evolution Training Fixed Facility Instructor I, Technical Rescue: Rope Rescue Level I and II, Technical Rescue: Confined Space Rescue Level I and II, Technical Rescue: Surface Water Rescue Level I and II, and Technical Rescue: Trench Rescue Level I.

The Division will continue to pursue accreditation for all certification levels as listed in the Firefighter Rules. It is of the utmost importance, therefore, that any level of certification be tested, at written and applicable practical levels, with strict adherence to the adopted Firefighter Rules, Certification Policies, NFPA standards, IFSAC/Pro Board Polices and this Policy.

The applicable NFPA Standards upon which the certification levels in the Firefighter Rules are based as follows:

- NFPA 472, *Professional Competence of Responders to Hazardous Materials Incidents*
  - NFPA 1000, *Fire Service Professional Qualifications Accreditation and Certification Systems*
  - NFPA 1001, *Fire Fighter Professional Qualifications*
  - NFPA 1002, *Fire Department Vehicle Driver/Operator Professional Qualifications*
  - NFPA 1003, *Airport Fire Fighter Professional Qualifications*
  - NFPA 1006, *Technical Rescue Professional Qualifications*
  - NFPA 1021, *Fire Officer Professional Qualifications*
  - NFPA 1521, *Fire Department Safety Officer Professional Qualifications*
  - NFPA 1035, *Professional Qualification for Public Fire and Life Safety Educator*
  - NFPA 1041, *Fire Service Instructor Professional Qualifications*
  - NFPA 1403, *Standard on Live Fire Training Evolutions*
- NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*

## PROCTOR REQUIREMENTS

To become a certified Written Proctor, you must meet the requirements as established in Section 4.15 within the Certification Policy and Procedure Manual.

Applicants for certification as a Written Proctor must meet or exceed all applicable requirements contained in NFPA 1000, Standard on *Fire Service Professional Qualifications Accreditation and Certification Systems*.

Requirements to become a Written Proctor are:

1. Must be DFPC personnel or appointed designee.
2. Submit a completed Proctor Affidavit Form at the time of attendance at an approved written proctor training program.
3. Attend and successfully complete a DFPC approved Written Proctor training program.
4. Proctors may not be utilized to administer written examinations for courses that they have instructed to the candidates.
5. **Written proctors** may not currently hold and will not be allowed to hold any future state emergency services certifications.
6. Written Proctors are required to attend an updated refresher training as deemed necessary by the Certification Director.

In addition, you will be expected to adhere to the following certification examination policies as established by the Division and Advisory Board:

1. You agree to maintain the utmost security with examinations in your possession.
2. You agree to follow all Proctor requirements and instructions provided by the Division.
3. You agree to abide by all rules and regulations adopted by the Advisory Board.

## LOSS OF PROCTOR CERTIFICATION

Any certification issued by the Division, including Proctor certification, may be denied, suspended, summarily suspended, revoked, or limited, for good cause in accordance with the Administrative Procedures Act, C.R.S. 24-4-101 et seq., as amended. Refer to Section 7, Proceedings Pursuant to Denial, Revocation, Suspension, Annulment, Limitation or Modification of Certification, in the Firefighter and Hazardous Materials Responders Voluntary Certification Programs Rules

## **WRITTEN EXAMINATION APPLICATION INFORMATION**

To initiate the certification process, requests must be submitted to the DFPC at a minimum of 30-days prior to the written examination date via the Records Management System (RMS) by the candidate's Training Officer or department designee.

## **PRIVACY ACT STATEMENT**

### **Information Regarding Disclosure of Personal Information**

The principal purpose of the information requested in the Records Management System will be used for processing applications and maintaining records of participation in certification and training programs administered by the Division of Fire Prevention & Control. Information such as age and sex are used for statistical purposes only, and will not be considered in evaluating applications for training or certification.

The last 4 of the Social Security number is used as an identifier to match the person completing training or certification with the correct master record in order to better assist you in obtaining certifications and training records. The use of the last 4 of Social Security number is necessary because of the large number of individuals who have identical names and birth dates, and whose identities can only be distinguished by the last 4 of the Social Security number. Email addresses are required in order to register for and take a written exam and receive certifications. Exam results and certifications are sent to the email address listed on your contact record in the Records Management System.

At the present time, the Division of Fire Prevention & Control uses listed email addresses as a means to communicate directly with participants in the training and certification programs. The home address and telephone number are solicited as a means to better serve you. Disclosure of this information will permit the Division to mail training notices and newsletters directly to program participants.

Personal information provided in the Records Management System is given on a voluntary basis. Failure to provide the requested information, however, may result in a delay in processing applications or certifications and locating master records. Failure to provide an email address and telephone number will preclude the Division from contacting you directly on training and certifications matters.



# PROCTORING WRITTEN EXAMINATIONS

A Written Proctor shall follow all requirements of the **Proctor/Candidate Instructions**.

**ALL examinations must be administered by State of Colorado certified Written Proctors.**

**Security shall also be maintained after administration of the examination.**

The following administrative policies are to be adhered to by a Written Proctor:

## A. PRIOR TO THE EXAMINATION:

- Maintain security and integrity of all examinations.
- Verify you have the correct amount of iPads for the candidates who are registered to test.
- Review all information contained in the **Proctor/Candidate Instructions**.
- Comply with all provisions and sign the **Written Proctor's Affidavit** included in testing materials and return the signed **Affidavit** to the Division.
- Comply with all provisions and sign the **Facility and Equipment Verification Form** included in each set of testing materials and return the signed form to the Division.
- Make sure that the organization has provided No. 2 lead pencils and scratch paper for each candidate.
- Verify all iPads that will be used for examinations are fully charged, cleared of any open applications and ready for Candidates use.

## B. DURING THE EXAMINATION:

- Verify identification of all candidates prior to the time of examination to ensure that they are the same person who applied for testing. A listing of candidates who have registered to take a written examination will be sent to you in the testing materials packet. Verification of identification may be done through the use of photo identification, (e.g. driver's license).
- Facility location has adequate space that will comfortably seat the required number of candidates. (Test participants will be seated with a minimum of one (1) foot between each candidate.)
- Enforce the requirement that nothing should be on the table at the time of the examination; i.e. beverages, books, reference materials, notes or other paperwork. All ball caps must be removed and out of view of the candidates. The only items allowed on the table are pencils, scratch paper and iPad.
- Provide each candidate with instructions on using the iPad during testing. These instructions should include; confirmation of internet access, general use procedures, access and log-in information for NetExam, instructions on entering a proctor key (a unique one-time use key which will be provided to you with the list of candidates and **must** not be provided to candidates until the time they will be starting the examination) and instructions on taking the examination.

### C. FOLLOWING THE EXAMINATION:

- When a candidate has finished their examination please follow this procedure:
  - a. Have him/her bring all testing materials to you.
  - b. Make sure they have pressed “complete and grade exam” on iPads.
  - c. Check to be sure the following items are turned in:
    - 1) iPad.
    - 2) All scratch paper.
    - 3) Writing Utensils.
  - d. List any problems with an examination, devices or comments on the **back side** of your **Written Proctor’s Affidavit** (i.e. internet connectivity issues, iPad issues, unusual activities, disqualifications, no shows, any test question challenges, etc.)
- Complete and sign the back of the **Written Proctor’s Affidavit** included in the testing materials.
- Complete and sign the back of the **Facility and Equipment Verification Form** included in the testing materials.
- All testing materials must be returned to the locked container upon completion of testing and iPads returned to carrying case.

## PROCTOR & CANDIDATE INSTRUCTIONS

### For the Written Examination

#### PROCTOR INSTRUCTIONS:

The following instructions are provided to assist a Proctor in administering the written examination(s).

- When a candidate enters the room, please have him/her show positive photo identification (e.g. driver’s license) and check his/her name against the list of registered candidate’s names provided to you in the test materials packet.
- Give each candidate two No. 2 lead pencils and instruct him/her to be seated.
- Blank scratch paper should be provided for solving problems and for any comments each candidate may have regarding an examination. This paper MUST be collected by the Written proctor when the examination materials are turned in.
- After all the scheduled candidates have arrived and have been seated, proceed with your instructions.

- Explain the locations of exits to the candidate(s), in case of an emergency.
- Explain to the candidate(s) where restrooms are located. There will be only one person allowed to go to the restroom at a time. He/she must raise their hand and request to use the restroom.
- All pagers, radios, beepers, cell phones, smart watches or any notification devices that would interrupt the test shall be turned off (even vibrate mode). Furthermore, when examinations are given at a fire station, the test proctor should make every effort to isolate the room from any outside noise.
- Give each candidate an **iPad**.  
*DO NOT PASS OUT THE PROCTOR KEY AT THIS TIME.*



## IPAD TESTING INSTRUCTIONS FOR CANDIDATE



1. Make sure your iPad is connected to wifi.
2. Unlock the iPad screen.
3. Find icon for NETEXAM LEARNER on the desktop.
4. Login user name and password information provided in registration email.
5. Select "exams".
6. Click on the test level you submitted for.

## **STOP**

7. IF YOU HAVE TROUBLE AT ANY POINT, RAISE YOUR HAND IMMEDIATELY SO THE PROCTOR CAN HELP YOU AND ANY NECESSARY IMPROVEMENTS THAT NEED TO BE MADE TO THE TESTING PROCEDURE CAN BE NOTED BY THE PROCTOR.

8. Select **take exam** when the proctor starts the test.
9. Enter the proctor key when the proctor starts the exam.
10. When you click "OK", your time will start.
11. Make sure all questions are answered and un-flag any marked questions. The system will shut off when time expires and you will not be able to go back to answer any unanswered questions.
12. Click **COMPLETE AND GRADE** when done. Click "OK" to finish.
13. Return iPad and testing supplies to written proctor.

## CANDIDATE INSTRUCTIONS:

**For consistency, the following Instructions (*in italic print*) must be read to all Applicants.**

**NO EXCEPTIONS!**

The following examination rules are to be provided to a candidate for certification when he/she is sitting for a written examination. The italicized information in quotation marks are verbal instructions you, the Proctor, should give to the candidate.

**NOTE:** Including these examination rules with the testing materials (e.g.iPad) is an accepted method of providing this information to the examination candidate(s).

1. *“All work on the examination must be your own.”*
2. *“The only objects allowed on the table will be the iPad, scratch paper and pencil. Other items required for the test shall be approved by the Division or Advisory Board. All pagers, radios, beepers, cell phones, smart watches or any other notification devices that would interrupt the test shall be turned off.”*
3. *“There will be no talking unless specifically authorized by the Proctor. Any questions shall be directed to the Written Proctor.”*
4. *If you leave the test area for any reason after starting your examination, you will not be allowed to continue the exam and you must turn in your iPad, Pencil and scratch paper to the Proctor. The exam attempt will not be valid and you must wait a minimum of thirty (30) days to retake the exam and must take the entire exam over.”*
5. *“You may not remove any examination materials from the room where the examination is being administered.”*
6. *“Testing improprieties and any infractions of the examination rules will not be tolerated while attending any examination associated with State of Colorado Division of Fire Prevention & Control. If you compromise the examination, or are suspected of compromising the examination, the following actions will be taken:*
  - a. *The individual(s) involved will **not** be allowed to continue the examination and will be removed from the testing location.*
  - b. *The appropriate department head or department training officer will be notified, as well as the Certification Director for the Division of Fire Prevention & Control.*
  - c. *A review of circumstances will be conducted and appropriate actions will be determined by the Colorado Fire Service Training & Certification Advisory Board, after consultation with the Certification Director.*
  - d. *The individual(s) involved, and possibly the department or agency the individual represents, will not be allowed to continue in the Certification Program until the issue is resolved.”*

Provide the following test instructions to the candidate(s) before administering examinations. The italicized information in quotation marks are verbal instructions you, the Proctor, should give to the candidate.

**NOTE:** Including these test instructions with the testing materials is an accepted method of providing this information to the examination candidate(s).

1. *“Each examination is scored pass/fail. The Firefighter I and Youth Firesetter Intervention Specialist I examinations require a passing score of 70%. All other written examinations require a passing score of 80%.”*
2. *“Your examination contains \_\_\_\_\_ (number) test items. Each test item is worth one point. The entire examination is worth \_\_\_\_\_ points (indicate total value). You must obtain \_\_\_\_\_ (indicate point value) points to pass this examination.”* (Fill in the blanks with the appropriate number of test questions, total point value, and point value required to meet the 70% or 80% passing score)

Certification Level	Number of Questions	Minimum Score Needed to Pass*	Time Limit
Airport Fire Fighter	100	80	1 ½ hours
Driver Operator	75	60	1 ¼ hours
Driver Operator Pumper	100	80	1 ½ hours
Driver Operator Aerial	100	80	1 ½ hours
Driver Operator Tender	75	60	1 ¼ hours
Fire Fighter I	100	70	1 ½ hours
Fire Fighter II	100	80	1 ½ hours
Fire Officer I	100	80	1 ½ hours
Fire Officer II	75	60	1 ¼ hours
Fire Officer III	100	80	1 ½ hours
Fire & Emergency Services Instructor I	100	80	1 ½ hours
Fire & Emergency Services Instructor II	75	60	1 ¼ hours
Fire & Emergency Services Instructor III	50	40	1 hour
Hazardous Materials Awareness	25	20	½ hour
Hazardous Materials Awareness/Operations	25	20	1 ½ hour
(100 total questions: 25 HMA 75 HMO)	75	60	
Hazardous Materials Technician	100	80	1 ½ hours
Incident Safety Officer	100	80	1 ½ hours
Youth Firesetter Intervention Specialist I	50	40	1 hour
Live Fire Training Evolutions Instructor Fixed Facility	75	60	1 ¼ hours
Fire & Life Safety Educator I	50	40	1 hour
Fire & Life Safety Educator II	50	40	1 hour
Technical Rescue: Core & Rope Rescue Level I	100	80	1 ½ hours
Technical Rescue: Rope Rescue Level II	50	40	1 hour
Technical Rescue: Confined Space Rescue Level I	50	40	1 hour
Technical Rescue: Confined Space Rescue Level II	50	40	1 hour
Technical Rescue: Surface Water Rescue Level I	50	40	1 hour
Technical Rescue: Surface Water Rescue Level II	50	40	1 hour
Technical Rescue: Trench Rescue Level I	50	40	1 hour

3. *“These are timed examinations and time out when the time expires. You will be given \_\_\_\_\_ (amount of time) to complete the examination. iPad examinations will start once you select ok and will shut off when time expires.”*

(Verbalize the appropriate amount of time for each examination being given)

**NOTE** Please refer to the above chart for examination time.

4. *“Read each question carefully. Answer each item to the best of your ability and choose the most correct answer although it might look like there is more than one correct answer. It is best to read each item completely before you respond. You may flag questions on the iPad and return to them for review, but you must answer each question and un-flag the marked ones before you select “complete and grade”.*

5. *“The examination Proctor cannot explain the test items or assist in your response to them.”*

6. *“The Division of Fire Prevention & Control is committed to assuring that every examination meets rigorous standards of quality and fairness. In order to achieve this goal, each test question is subjected to a review process before it is ever used on an examination. Each new question undergoes a careful review to ensure that:*

*-it is clear and unambiguous*

*-it has one and only one best answer that most accurately and most completely answers the question.*

*-it meets the standards for fairness and sensitivity*

*Despite these precautions, on rare occasions an error or ambiguity may be found in a test question by a candidate. If this occurs, the candidate may demonstrate in writing by making an appeal and/or suggestion to the validity of an examination question or answer.*

*The challenge must be put in writing using an “**Examination Challenge/ Appeals/Suggestion Form.**” Please let your Proctor know if you need this form.”*

***“This form must be completed and turned into the proctor before the candidate leaves the testing area. The candidate must fill out this form completely and independently. In other words, the challenge is not a group effort or in any way a joint effort amongst the proctor and candidate. Additionally, the candidate shall not refer to reference materials when completing the form.***

*The proctor will send the challenge to the Division of Fire Prevention & Control with the candidate’s examination. Once the Division receives the challenge, it will be forwarded to a committee for review.*

*A decision will be made within 60 days of receipt of the challenge. The written response will state the decision reached by the committee concerning the candidate's inquiry or challenge, and explain the reasons for that decision. If you disagree with the decision by the committee, you may submit a reply to the committee's response to the Director of the Division of Fire Prevention & Control. The decision of the Director is final."*

7. *"If you fail an examination you will be entitled to a retake examination. This retake examination will be the entire test."*
8. *"If you have any questions, please raise your hand and the Proctor will try to help you."*
9. ***"DO NOT ATTEMPT TO OPEN ANY APPLICATIONS OTHER THAN NETEXAMS ON YOUR IPAD. This may void your examination, as well as the examinations of the others testing with you. Report any other open applications you may find on your iPad to the Proctor.***
10. *"There are a number of versions of each examination. The person next to you will have a different version than you do."*
11. *"Select the examination tab and click on the appropriate certification level."*
12. *"Your test scores will be emailed eighteen (18) hours after completion of your examination to you and your fire service organization department head or designee, by the Colorado Division of Fire Prevention & Control. If you are not affiliated with a fire service organization, your results will be sent directly to you."*
13. *"When you have completed the examination, confirm all questions have been answered, check the "complete and grade" button on the iPad, turn in the iPad, pencil and any scratch paper to the Proctor. The Proctor will check your iPad to ensure all of your information is filled in appropriately."*

**ATTENTION PROCTOR!!!**

When the candidate turns in his/her iPad, make sure the candidate has answered all questions which will allow them to check "complete and grade." If they have successfully completed the exam they will receive a message that their results will be emailed in 18 hours.

14. ***"PLEASE DO NOT START EXAMS UNTIL YOU ARE TOLD TO DO SO."***

At this time, provide the unique Proctor key to the candidates that are testing online. Note that the key is case sensitive. The Proctor may now instruct the candidate(s) they may begin the examination. The Proctor will note the time the examination process begins and must make sure it ends on time. Enter all of the data requested on the back side of your **Written Proctor's Affidavit** and sign when the form is complete.

The Proctor must also complete, sign and return the **Facility and Equipment Verification Form**.

## **SPECIAL CIRCUMSTANCES EXAMINATIONS**

DFPC is committed to providing reasonable accommodation(s) for persons with special circumstances during written examinations. Proctoring a written examination for an applicant with special circumstances is allowed under the Firefighter Rules. Examples of special circumstances may be one or more of the following, but not limited to:

- Visual impairment;
- Hearing impairment;
- Learning/reading disability (e.g. dyslexia, limited reading level);
- Writing arm impairment (e.g. arm/hand in a cast, sling or brace).

When testing, the department/agency which the applicant is affiliated must notify, in writing, DFPC of the special circumstances prior to the scheduling of the written examination.

- The candidate must provide medical evaluation documentation demonstrating the need for special accommodation.
- Submitted documentation will be reviewed by DFPC staff to determine accommodations to be granted.
- The candidate or training officer shall be contacted to make arrangements or advise denial for special accommodation testing. Based on accommodations granted, if a reader is required he/she must meet the following:
  - Examination will be proctored by DFPC staff
  - The reader must be provided by the candidate's department and must be certified at or above the level being tested. The reader must sign a confidentiality agreement form at the time of the exam.

A candidate, or candidates, scheduled to test at a particular date and time but unable to attend the scheduled test, may reschedule the examination if arrangements are made between the Proctor and the Division. Circumstances which might allow this rescheduled test date would be:

- Sudden illness
- Change in work schedule
- Emergency response
- Other unexpected family emergency (e.g. illness, death)

For a candidate with circumstances not addressed here, contact the Division to ask for direction regarding the circumstances involved.



## TESTING IMPROPRIETIES

In the event that a candidate is observed or suspected of cheating and if, based on the preliminary investigation, the circumstances are judged to be sufficient, the individual(s) involved will not be allowed to continue the examination and will be removed from the testing location. The appropriate department head or department training officer will be notified, as well as the Certification Director.

The written proctor will prepare and forward a record of circumstances to the Certification Manager. A review of circumstances will be conducted and appropriate actions will be determined by the Certification Manager.

The individual(s) involved, and possibly the department or agency the individual represents, will not be allowed to continue in the Certification Program until the issue is resolved.

## EXAMINATION QUESTION CHALLENGE

The Division has attempted to develop, through the use of nationally recognized test banks, written examinations which are factually correct when specific knowledge objectives are involved. The Division does not allow candidate or organization representative review of their written examinations. It is important in ensuring test validity that this type of review not be allowed.

Any candidate may challenge a question on a written examination. The challenge of a question must be placed in writing using an *Examination Challenge/ Appeals/Suggestion Form*. This form must be completed and turned into the proctor before the candidate leaves the testing area and forwarded to the Division's Certification Manager. Once the Division receives the challenge, it will be forwarded to a committee for review. A decision will be made within 60 days of receipt of the challenge. The written response will state the decision reached by the committee concerning the candidate's inquiry or challenge, and explain the reasons for that decision. If the candidate disagrees with the decision by the committee, he/she may appeal the decision to the Director of the Division of Fire Prevention & Control. The decision of the Director is final.

If you have any questions or require clarification, please do not hesitate to contact the Division of Fire Prevention & Control at 303-239-4600.

## SUMMARY

### IMPORTANT POINTS TO REMEMBER

- ✓ You **MUST** be a certified Written Proctor to administer a written certification examination.
- ✓ **ALL** candidates taking a written examination for certification must receive equal instruction, explanation and assistance from their Written Proctor.
- ✓ As a certified Written Proctor, you agree to follow all Proctor requirements and instructions as contained in the Firefighter Rules adopted by the Division of Fire Prevention & Control Advisory Board.
- ✓ It is of the utmost importance that levels of certification be tested with strict adherence to the adopted Firefighter Rules, Certification Policies, NFPA Standards, accreditation standards and these Policies.
- ✓ You must sign the **Written Proctor's Affidavit** included in each set of testing materials and return the signed **Affidavit** to the Division.
- ✓ You must complete and sign the **Facility and Equipment Verification Form** and send it to the Division to be kept on file.
- ✓ As a certified Written Proctor you will be acting on behalf of the Division of Fire Prevention & Control in the administration of the Voluntary Firefighter Certification Program and have a responsibility to maintain the security and integrity of the Program.

**If you have any questions, or need clarification regarding these instructions,  
please contact the Certification Manager with your concerns at:**

**CERTIFICATION MANAGER  
COLORADO DIVISION OF FIRE PREVENTION & CONTROL  
690 Kipling, Suite 2000  
Denver CO 80215  
303-239-4600**

Thank you for being a part of the Colorado Division of Fire Prevention & Control testing process!



# Colorado Division of Fire Prevention & Control

## Colorado Firefighter Certification Program

### Proctor Course Application

#### Applicant Information

Last Name:		First Name:			MI:
Mailing Address:					
City:	State:	Zip Code:	Last 4 of SS:		
Work Phone: _____	Region (Check One): Metro      North      South      East      West				
Home Phone: _____					
Email Address:	Department Affiliation: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Enter FDID#-Primary to Least		FDID#	FDID#	FDID#

#### Certification Level Currently Held

Level	Certification Type (Listed Alphabetically)	Check for Level Held	Level	Certification Type (Listed Alphabetically)	Check for Level Held
24	Airport Firefighter		31	Fire Officer I	
8	Driver Operator	<input type="checkbox"/>	13	Fire Officer II	<input type="checkbox"/>
9	Driver Operator Pumper	<input type="checkbox"/>	25	HazMat Awareness	<input type="checkbox"/>
10	Driver Operator Aerial	<input type="checkbox"/>	26	HazMat Operations	<input type="checkbox"/>
4	Fire Instructor I	<input type="checkbox"/>	27	HazMat Technician	<input type="checkbox"/>
5	Fire Instructor II	<input type="checkbox"/>	40	Youth Firesetter I	<input type="checkbox"/>
6	Fire Instructor III	<input type="checkbox"/>	19	Fire Educator I	<input type="checkbox"/>
29	Firefighter I	<input type="checkbox"/>	20	Fire Educator II	<input type="checkbox"/>
30	Firefighter II	<input type="checkbox"/>		Other:	<input type="checkbox"/>

#### To be Completed by Regional Proctor

Date of Training:	Location of Training:
Type of Proctor:    Written      FF Practical      D/O Practical	
Regional Proctor Coordinator (Please print): _____	
Signature of Regional Proctor Coordinator: _____ Date: _____	

#### To be Completed by CDFPC Proctor Administrator

Proctor Name:	Proctor Level:
Date Card Issued:	Expiration Date:
Proctor Administrator: :	



# WRITTEN PROCTOR'S AFFIDAVIT

The undersigned agrees to proctor the enclosed WRITTEN CERTIFICATION EXAMINATION(S) for the Colorado Division of Fire Prevention & Control, and to adhere to the applicable regulations as set forth in the Division of Fire Prevention & Control "Certification Policy and Procedures Manual" and the "Instructions for Written Examinations". The undersigned also acknowledges:

- I will maintain security of the written examination(s) and will not allow any person to review or reproduce, duplicate or copy the examination(s) while they are in my custody.
- I will ensure that the examination will not be made available to the candidate(s) until the date and time designated for their administration while they are in my custody.
- I will ensure that all work on the examination has been completed independently by the candidate(s).
- I will not provide the test documents, including the proctor key, until I have explained and read the Instructions to each/all candidate(s).
- I will not allow any candidate to have a textbook or notes of any kind with them during the examination.
- I will not discuss the examination content, with any candidate, either before or after the examination.
- I will ensure that the candidate(s) was/were under the constant supervision by me (the proctor) during the entire examination.
- I will ensure that the candidate(s) did not reproduce test questions in any form, and neither communicated nor dictated questions or answers while I am responsible for them.
- I will not reproduce, duplicate or copy any written examination.
- I will complete this Written Proctor's Affidavit and return it to the Division of Fire Prevention & Control.

I understand that responsibility for the credibility and integrity of the Voluntary Certification Program is extended to me by the Colorado Division of Fire Prevention & Control, and that I am acting as a testing officer for the Division while proctoring written examinations. I realize that I am providing a service of supervision to those in attendance and will act in a professional and ethical manner. Furthermore, I will not jeopardize the reputation and credibility of those participating in an examination.

**I UNDERSTAND THAT:**

**• PURSUANT TO 8 CCR 1507-3 (FIREFIGHTER VOLUNTARY CERTIFICATION PROGRAM), FAILURE TO FOLLOW THE ABOVE REQUIREMENTS MAY CAUSE THE INVALIDATION OF THE EXAMINATIONS AND REVOCATION OF MY PROCTOR CERTIFICATION.**

**• PURSUANT TO C.R.S. 18-8-404 AND 18-8-405, FAILURE COMPLY WITH PROCEDURES AND GUIDELINES MAY RESULT IN OFFICIAL CRIMINAL MISCONDUCT.**

I declare and affirm under penalty of perjury that the statements made herein (on both sides of this form) are true and correct to the best of my knowledge, information and belief.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Proctor)

\_\_\_\_\_  
\_ Printed Name

**DATE OF EXAMINATION:** \_\_\_\_\_

**TIME STARTED** \_\_\_\_\_

**TIME COMPLETED** \_\_\_\_\_

**TIME STARTED** \_\_\_\_\_

**TIME COMPLETED** \_\_\_\_\_

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**TIME COMPLETED** \_\_\_\_\_

**TIME STARTED** \_\_\_\_\_

**TIME COMPLETED** \_\_\_\_\_

**PROCTOR'S NAME** \_\_\_\_\_

**PROCTOR'S ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**PROCTOR'S TELEPHONE NUMBER** \_\_\_\_\_

**NUMBER OF TESTS TAKEN** \_\_\_\_\_

**NUMBER OF NO SHOWS** \_\_\_\_\_

**Name(s) of No Shows:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Testing Materials including Proctor Affidavit, Facility Verification, any Completed Challenges and scratch paper must be returned to the Division of Fire Prevention and Control within twenty-four (24) hours after the scheduled examination date unless other arrangements have been approved by the Division.**





## FACILITY & EQUIPMENT VERIFICATION

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suite/Room#:** \_\_\_\_\_

<b>POLICY:</b> DFPC Facility and Equipment verification written/practical examination.	<b>TASK:</b> Determine if the agency's facilities and/or equipment is adequate for the testing of the examination requirements.		
<b>PERFORMANCE OUTCOME:</b> The check of the agency's facilities and/or equipment is adequate for the examination to be conducted.			
<b>CONDITIONS:</b> Given this form the written/lead proctor has determined that the following meets DFPC required policy.			
<b>EQUIPMENT REQUIRED:</b> All necessary items listed below to provide a comfortable location for the candidate(s) to test.			
NO.	TASK STEPS	MEET POLICY RETEST	
		Yes	No
	<b>WRITTEN EXAMINATION</b>		
1.	Facility location has adequate space that will comfortably seat the required number of candidates. (Test participants will be seated with a minimum of one (1) foot between each candidate.)		
2.	Facility location has adequate lighting for testing.		
3.	Facility location has adequate ventilation/climate control capability in the testing area.		
4.	Facility location has rest room facilities.		
5.	All pagers, radios, beepers or any notification devices that would interrupt the test shall be turned off. When examinations are given at a fire station, the test proctor should make every effort to isolate the room from any outside noise		
6.	The only object allowed on the table will be the test, Certification Test Answer Sheet, and two pencils. Other items required for the test ( <i>scratch paper, calculator, etc.</i> ) <b>must</b> be approved by the <b>DFPC</b> , if necessary.		
7.	All test candidates shall be in full view of the examination proctor.		
	<b>PRACTICAL EXAMINATION</b>		
1.	If the practical examination has a written component, the task steps above must be met.		
2.	All equipment and/or apparatus needed to conduct the practical is in full compliance with all applicable NFPA Standards and is present at the testing location. (Lead Proctor will contact training officer/coordinator in advance of the testing date to ensure that all equipment and apparatus needed for the testing is available. Equipment requirements will vary depending on the version of practical that is received by the proctor. Lead proctor must refer to the practical to decide what equipment is needed to complete the testing safely.)		
3.	If this is a live fire, this facility is in compliance with all required NFPA standards, Federal laws and State of Colorado standards, policies, and guidelines. (If no, the practical evaluation <b>MUST</b> be cancelled).		

**Written/Lead Proctor Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Written/Lead Proctor (Print & Sign)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Agent of Facility (Print and Sign)**

\_\_\_\_\_  
**Date**