

X. ACCREDITED CERTIFICATION

A. Requirements

1. In order to be certified by the SFFMA Board as a Basic, Intermediate, or Advanced Volunteer Firefighter, an individual must complete the standards as set forth in the SFFMA Certification Program effective January 1, 1993 with revisions.
2. Board approved examination shall consist of at least a written test.
3. The Board approved examinations may also include a skills or proficiency test on certain and specific objectives where proficiency in the certain and specific objective(s) is/are deemed important and/or necessary by either NFPA standards or OSHA mandates for life safety.
4. Board examinations will be open to people who cannot take a written test.
5. Tests may be offered at District meetings or other appropriate locations as deemed necessary by the respective Board member.

B. Procedures

1. Procedures for conducting written and/or performance examinations are determined by the Board.
2. The Board shall prescribe the content of any certification examination that tests the knowledge and/or skills of the examinee concerning the discipline addressed by the examination. Basic examination shall cover Basic objectives; Intermediate examination shall cover Intermediate objectives; and the Advanced examination shall be comprehensive.
3. An examinee who fails to pass an examination will be given additional opportunities to pass the examination:
 - a. An examinee that fails to pass the SFFMA examination will be given two additional opportunities to pass the examination. Upon failure of each examination, the Certification Coordinator will be notified as to the applicant's failure and the specific area(s) in which the applicant did not qualify.
 - b. After three (3) failures, the examinee will not be allowed to re-test for one (1) year after the date of the third test. It is highly recommended by the Board that additional training pertaining to the examination be completed before the examinee should attempt to re-test.
4. To apply for a Board approved examination, the Certification Coordinator of the department must complete the application for the level to be examined.
5. Each examination must be administered by a member of the Board or by a Board approved examiner.
6. The examiner(s) shall:
 - a. ensure that the examination remains secure and is conducted under conditions warranting honest results;
 - b. collect all examination materials from any examinee who is dismissed; and
 - c. record the fact of examination on the endorsement of eligibility and shall collect any fraudulent or questionable endorsements.
7. The monitor(s) shall:
 - a. monitor the examination while in progress;
 - b. control entrance to and exit from the test site;
 - c. permit no one in the room while the written test is in progress except examiner(s), examinee, and Board members;
 - d. assign or re-assign seating;
 - e. ensure all cell phones and/or pagers are turned off prior to examination; and
 - f. bar admission to or dismiss any examinee that fails to comply with any of the provisions relating to eligibility; and
8. All official grading and notification shall come from SFFMA. SFFMA shall inform the examinee of the test results as soon as reasonably possible after completion of the examination.
9. Upon successful completion of the Board approved examination by the examinee, SFFMA shall provide the appropriate Accredited certificate. A permanent record of the Accredited certification will be maintained in the Austin office.
10. The holder of a TCFP Basic Firefighter certification will be issued Accredited certificate(s), with no test required, upon submission of the proper fully-completed application forms and fees.

C. Eligibility

In order to qualify to take a Board approved examination, the examinee must:

1. possess and display upon request at the test site, a valid and timely endorsement of eligibility from SFFMA for the specific examination sought;
2. bring to the test site and display upon request a valid Texas Driver's License or Texas Identification Card which contains a photograph of the examinee; and
3. comply with all written and verbal instructions of the examiner.

D. Grading

The minimum passing score of each written examination shall be 70 percent.

E. Performance Skills

If performance skills are required as a part of a Board examination, the performance skills portion shall be conducted as follows:

1. The performance skills portion of the examination shall consist of at least four (4) practical skills which must be physically demonstrated by each examinee before an examiner;
2. The practical skills objectives shall consist of one skill pertaining to self contained breathing apparatus and at least three other skills which are randomly selected by the examiner prior to the examination;
3. An examinee shall not be notified of the specific skills objectives to be tested until the time of the examination;
4. Failure of any part of the performance skills portion of the examination requires the re-testing of that particular skill.