



## **Introduction to the Utah State Certification Process Utah Fire and Rescue Academy**

The Utah Fire Service Certification System is a nationally recognized program that is accredited by the International Fire Service Accreditation Congress (IFSAC) and the National Board on Fire Service Professional Standards (NPQS). The accreditation status provides Utah firefighters with certification portability. Being internationally accredited ensures the firefighters that the certification they receive in Utah will be recognized in other states and countries.

### **Certification Procedures**

To participate in the certification process, there are certain procedures that need to be followed. The most common procedures are summarized below. For a complete list of policies and procedures see the certification web site (<http://ufra.uvsc.edu/ufra-certification/certification.html> - coming soon).

### **Requesting a Certification Exam**

To request a certification exam, an “Examination Request and/or Certification – Re-Certification Request” form must be completed and submitted to the Certification Office. As the name suggests, this one form can be used to request exams as well as request certification and re-certification. The form can be found on the Utah Fire and Rescue Academy (UFRA) website at [http://ufra.uvsc.edu/certification/requesting\\_certification.php](http://ufra.uvsc.edu/certification/requesting_certification.php). When filling out this form, be sure to include the following information:

- Date and time of the exam –When written and skills exams are taken on the same day, written exams are generally taken before the skills exam. Be sure to allow two hours for written exams. Times for skills exams vary depending on the level being tested and the number of individuals testing. In order to take a skills exam, participants must have a completed training record.
- Location – include full address of where the examination will take place.
- Signature – the form must be signed by a chief or administrator in the department.
- Applicant list – include the names and birthdates of each person planning to take the exam.
- Note: A separate form must be filled out for each level of certification testing being requested.

The completed exam request form can be faxed to the Certification Office at 801-863-7738 or mailed to the following address:

Utah Fire and Rescue Academy  
Attn: Certification  
3131 Mike Jense Pkwy  
Provo, UT 84601

Note: Exam request forms must be received by the Certification Office **no less than 30 days prior to the exam date.**

### **Exam Preparation**

Each level of certification has an accompanying “certification standard” that lists the text that are used to create the written objectives. The standard also details each skill that may be tested in the skills exam. The training record included in the standard must be completed (and shown to the state certification tester at the time of the skills exam) in order for a firefighter to take a skills exam. Each certification standard is available on the Certification website at <http://ufra.uvsc.edu/ufra-certification-standards/certification-standards.html> or by calling the Certification Office.

## **Obtaining Exam Results**

After a test is completed, the state certification tester/proctor is allowed five days in order to return the test materials to the Certification Office. At that point, it can take up to 30 days in order for tests to be graded and scores mailed out to the departments. This time period is due mainly to the amount of exams that are received and need to be scored. Exam results **cannot** be given over the phone. This policy is to protect the individual who has tested against any fraud. Results are mailed to the individual's primary department and not to individuals directly.

## **Requesting Certification**

The Utah Fire Certification system requires that to be certified within the state of Utah, a person must first be on a Utah fire department. This being the case, to request certification, a department chief or administrator must complete and submit an "Examination Request and/or Certification – Re-Certification Request" form. When submitting this form, please be sure to include the following information:

- Department Name
- Signature – the form must be signed by a department chief or administrator assigned by the chief.
- Contact information – include a phone number where the chief or administrator can be reached in case there are any questions.

Certifications (and re-certifications) cannot be requested by an individual firefighter, they must be requested by a department chief or administrator. This is because the chief or administrator has to verify that the individual requesting certification is in good standing with the department, has completed any department specific requirements, and is willing to pay the certification (or re-certification) fees.

## **Requesting Re-certification**

Most certifications last for a three year period. At the end of the three year period, a department chief or administrator must request "re-certification" in order for the certification(s) to remain current. State policy requires that individuals complete at least 36 hours a year or 108 hours over the three year period of continuing training (not including wildland or EMT/Paramedic training) in order to qualify for re-certification. Departments may have other requirements in addition to this policy.

The exceptions to the three-year period are wildland and hazmat technician certifications. Wildland certifications need to be re-certified each year. This requires the individual who will re-certify to complete a wildland refresher course and a pack test. Hazmat technician certification lasts for a three year period but in order to re-certify at the technician level, applicants must retest both the written and the skills for this level.

To request re-certification, a department chief or administrator must complete and submit an "Examination Request and/or Certification – Re-Certification Request" form.

## **Payment for Certification and Exams**

Exam and certification fees are due at the time certification is requested. Fees include initial written/skill examinations and certifications. As of July 1, 2006, certification fees are \$40.00 per level. Payment can be included with the "Certification Request" form, or the department will be invoiced when the certification is processed. If the billing information needs to be sent somewhere other than the fire department, please notify the Certification Office.

## **Testing at the Utah Fire and Rescue Academy (UFRA)**

Written tests are conducted at UFRA the first Friday of each month at 10:00 a.m. Any firefighter who has an "Examination Request" form signed by his/her chief or administrator is allowed to test on that day. In order for the certification office to have the test ready, please call ahead to 888-548-7816 to let the office staff know if you are planning to test on the first Friday.

## **Reciprocity**

If a firefighter comes from another state with either an IFSAC seal or an NPQS certificate, the Utah Fire Service Certification System will offer reciprocity to that firefighter. The Utah Fire Certification system requires that to be certified within the state of Utah, a person must first be on a Utah fire department and second, the level being requested must be accredited within the Utah system. Once these two conditions are met then he/she may receive a Utah certificate by having his/her chief or administrator complete and submit the Examination Request/Certification Request form. (If reciprocity is issued, certification testing is not required.) If the conditions mentioned are not met, the firefighter is required to complete a training record and pass the certification tests.

## **Certification Office Staff**

The staff at the certification office is happy to answer questions and provide any other information regarding the exam and certification process. They can be reached Monday-Friday from 8:00 a.m. to 5:00 p.m. by calling 801-863-7700 or toll-free at 888-548-7816. You may also e-mail a staff member directly at the addresses listed below.

**Jolene Nuttall** – [nuttaljo@uvsc.edu](mailto:nuttaljo@uvsc.edu) – Jolene is the Program Manager for the Certification Office. Jolene is the liaison between the Certification Office and the Utah State Fire Service Certification Council (UFSCC). She ensures the office complies with the policies and procedures established by the UFSCC. Among other duties, she ensures all certification tests are current and accurate. All tests are regularly rotated and reviewed by subject matter experts.

**Lori Marshall** – [marshalo@uvsc.edu](mailto:marshalo@uvsc.edu) – Lori is the Certification Coordinator. She receives exam requests and schedules exams, which includes assigning state certification testers to proctor each exam. Lori also coordinates the grading of exams and the sending out of exam results to the departments.

**Pat Nakai** – [nakaipa@uvsc.edu](mailto:nakaipa@uvsc.edu) – Pat is the Administrative Assistant for the Certification Office. Pat processes all certification requests by checking requests against exam results. Upon issuing certification, she creates updated wallet cards and sends certification patches as applicable. (Pictures are required in order to create the certification wallet cards, if Pat does not have pictures of individuals receiving certification, wallet cards are not created.)

Twice a year (April and November), Pat sends certification reports to each department showing the certification levels of each firefighter in the department and when the certifications expire. Pat also creates department ID cards. There is a fee for department ID cards. (For more information on department ID cards, see [http://ufra.uvsc.edu/certification/id\\_cards.php](http://ufra.uvsc.edu/certification/id_cards.php).)

**Kelly Boyer** – [boyerke@uvsc.edu](mailto:boyerke@uvsc.edu) – Kelly is an assistant to the Certification Office. She enters exam requests and test scores into the certification database. She also sends out exam results to departments.

For more information, please contact the Certification Office at 801-863-7751 or toll free at 888-548-7916.