

# **Texas Commission on Fire Protection**

## **Academy**

### **Examination Procedures**



Texas Commission on Fire Protection  
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**TEXAS COMMISSION ON FIRE PROTECTION  
FIRE SERVICE STANDARDS AND CERTIFICATION DIVISION  
TRAINING APPROVAL AND TESTING PROGRAM**

## **Academy Examination Procedures**

**This pamphlet contains examination procedures for fire academies wishing to test in accordance with the Texas Commission on Fire Protection rules and state statutes.**

**The contents of the following procedures will provide the necessary information and instructions to follow when making application to the commission for a state certification examination. Prospective examinees should review the contents in this pamphlet (as needed for given situations) in order to fulfill the requirements of testing.**

**Please contact a Training Approval and Testing Program staff member at [testing@tcfp.texas.gov](mailto:testing@tcfp.texas.gov) or 512-936-3811 if you have any questions regarding the information in this booklet or any attachments.**

## **ACADEMY EXAMINATION APPLICATION INSTRUCTIONS**

Prior to applying for a commission certification examination for academy students, the chief training officer or training facility administrator must complete and submit the Training Prior Approval information in the training facility's online training management system (tFIDO) a minimum of ten (10) calendar days prior to the proposed start date of the certification training. Upon commission approval of the course, the training provider will then be responsible for entering the roster of students no later than the third business day. In addition, the commission designated skill evaluation schedule for any curriculum that contains performance skill standards must be entered into the training facility's online training management system (tFIDO) no later than three business days prior to the first skill evaluation date. For further information on the skill evaluation process, see "Commission-Designated Performance Skill Evaluations" within these procedures.

Before an individual is qualified to take the state certification examination, online verification reflecting successful completion of the certification training and Commission-Designated Skill Evaluations (when applicable) must be completed by the training provider. A training provider who wishes to establish a certification examination date for their academy class can contact a Training Approval and Testing Program staff member at [testing@tcfp.texas.gov](mailto:testing@tcfp.texas.gov) or 512-936-3811 to obtain the necessary information. For all disciplines, with the exception of basic fire suppression (structure) examinations, the certification examination must take place either at a commission regional test site (schedule available on the commission's website at [www.tcfp.texas.gov](http://www.tcfp.texas.gov)) or with a commission-approved designee. A commission-approved designee is defined as an entity (i.e. college testing center) or individual approved by the commission to administer commission certification examinations. If a commission-approved designated testing site is to be utilized, the training provider will need to obtain and submit with the testing request to the commission a written statement (e.g., email) from the commission-approved designee identifying the agreed upon date, time and location of the examination.

## **GENERAL EXAMINATION INFORMATION**

### **COMMISSION-DESIGNATED PERFORMANCE SKILL EVALUATIONS**

In order for an individual to qualify for the commission's state certification examination, the student must successfully complete a commission-approved training program and pass all commission-designated skill evaluations when applicable. The evaluations will take place in a formal test setting supervised by the lead examiner. Commission-designated performance skill evaluations are required for those disciplines for which performance skills have been developed for the curriculum.

The evaluation for competency of the commission-designated skills must take place upon completion of all training on the subject area. The evaluation must occur on the date(s), time(s), and location(s) indicated on the submitted Commission-Designated Skills schedule. The commission must be notified immediately of any deviation from the submitted commission-designated skill schedule. A skill cannot be evaluated until all training and/or practice sessions for the designated subject area have been completed. No more than three (3) business days prior to the testing date, the skill subject to be evaluated may be accessed by the chief training officer or training facility administrator in order to facilitate the scheduling of personnel and resources; however, information about which skill is to be tested must remain confidential. Once skill testing has begun, no retraining or extra practice shall be allowed by field examiners until all testing candidates have completed the initial testing on the designated subject area.

For most disciplines, performance evaluations must be performed individually. The evaluations can only be performed in a team setting when identified as a team skill on the performance skill evaluation form. Examiners must grade each student individually even when a student is acting as a member of a working team. Field examiners have the responsibility of determining the success of student performance based on the skills as taught (TCFP instructional skills, AHJ policy, text book skills) in the instructional process. All of the grading criteria for the TCFP Testing Skills is satisfactory/unsatisfactory. If a trainee fails any one step, they fail the skill. It is essential that unevaluated students have no contact with evaluated students. The student may be allowed two attempts to complete each skill; however, any retests must be evaluated by a different qualified field examiner. A second failure during the evaluation process will require remedial training in the failed skill area with a certified instructor before being allowed a third attempt. A third failure will require the student to repeat the entire certification curriculum.

The instructor of a particular subject may not evaluate the performance skill for that subject. All required skill evaluations must be demonstrated before a commission-approved field examiner (except for when an observer is used in accordance with commission rule §439.205). Records of skill testing (electronic or paper) must be maintained by the academy on each examinee according to commission rules. The records must reflect the results of the skill evaluations, the dates that the evaluations occurred, and the names of the field examiner(s) who evaluated the skills.

**NOTE:** Commission rule §439.11 (f) states, “For certification disciplines in which an IDLH environment may exist, all skill testing participants shall have available for use NFPA compliant PPE and SCBA as defined in §435.1 of this title (relating to Protective Clothing) and §435.3 of this title (relating to Self-Contained Breathing Apparatus).”

**SKILL SUBJECTS BY DISCIPLINE**  
**Effective July 24, 2018**

<b>DISCIPLINE</b>	<b># SKILLS</b>	<b>NFPA STANDARD/ OBJECTIVE</b>	<b>NFPA SUBJECT CATEGORIES (SKILLS SUBJECTS)</b>
<b>Basic Fire Suppression</b> (incl. FF I, FF II, HM AW, HM OPS-with Mission Specific. One skill from each Firefighter I/II category, as well as one from Hazmat Awareness and one from Hazmat Operations.)	7	<ul style="list-style-type: none"> <li>• (1001) 5.1, 6.1</li> <li>• (1001) 5.2, 6.2</li> <li>• (1001) 5.3, 6.3</li> <li>• (1001) 6.4</li> <li>• (1001) 5.5, 6.5</li> <li>• (472) 4.1, 4.2, 4.4, 5.1, 5.2, 5.4, 5.5, 6.2, 6.6</li> </ul>	<ul style="list-style-type: none"> <li>• General (1)</li> <li>• Communications (1)</li> <li>• Fireground Operations (1)</li> <li>• Rescue (1)</li> <li>• Preparedness (1)</li> <li>• Hazardous Materials (incl. Awareness, Operations w/MS) (2)</li> </ul>
<b>Fire Fighter I</b>	4	<ul style="list-style-type: none"> <li>• (1001) 5.1</li> <li>• (1001) 5.2</li> <li>• (1001) 5.3</li> <li>• (1001) 5.5</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Communications</li> <li>• Fireground Operations</li> <li>• Preparedness</li> </ul>
<b>Fire Fighter II</b>	5	<ul style="list-style-type: none"> <li>• (1001) 6.1</li> <li>• (1001) 6.2</li> <li>• (1001) 6.3</li> <li>• (1001) 6.4</li> <li>• (1001) 6.5</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Communications</li> <li>• Fireground Operations</li> <li>• Rescue</li> <li>• Preparedness</li> </ul>
<b>Basic Wildland Fire Fighter</b>	3	<ul style="list-style-type: none"> <li>• (1051) 5.1</li> <li>• (1051) 5.3</li> <li>• (1051) 5.5</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Preparedness</li> <li>• Suppression</li> </ul>
<b>Intermediate Wildland Fire Fighter</b>	4	<ul style="list-style-type: none"> <li>• (1051) 6.1</li> <li>• (1051) 6.2</li> <li>• (1051) 6.3, 6.5</li> <li>• (1051) 6.3, 6.5</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Human Resource Management</li> <li>• Preparedness</li> <li>• Suppression</li> </ul>
<b>Hazardous Materials Awareness</b>	2	<ul style="list-style-type: none"> <li>• (472) 4.1, 4.2, 4.4</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Analyzing the Incident</li> </ul>
<b>Hazardous Materials Operations</b> (incl. Mission Specific)	5	<ul style="list-style-type: none"> <li>• (472) 5.1</li> <li>• (472) 5.2</li> <li>• (472) 5.4</li> <li>• (472) 5.5</li> <li>• (472) 6.2, 6.6</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Analyzing the Incident</li> <li>• Implementing the Planned Response</li> <li>• Evaluating Progress</li> <li>• Mission Specific Competencies</li> </ul>
<b>ARFF</b>	4	<ul style="list-style-type: none"> <li>• (1003) 4.1</li> <li>• (1003) 4.2</li> <li>• (1003) 4.3</li> <li>• (1003) 4.4</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Response</li> <li>• Suppression</li> <li>• Rescue</li> </ul>
<b>Marine</b>	0	No Skills	No Skills
<b>Fire Inspector</b> (incl. Inspector I, Inspector II)	4	<ul style="list-style-type: none"> <li>• (472) 4.2</li> <li>• (1031) 4.2, 5.2</li> <li>• (1031) 4.3, 5.3</li> <li>• (1031) 5.4</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Administration</li> <li>• Field Inspection</li> <li>• Plan Review</li> </ul>
<b>Fire Inspector w/PE 1</b> (incl. Inspector I, Inspector II, Plans Examiner I.) At least one skill from each category and a guaranteed Plans Examiner I skill. New training not offered after March 1, 2019)	5	<ul style="list-style-type: none"> <li>• (472) 4.2</li> <li>• (1031) 4.2, 5.2, 7.2</li> <li>• (1031) 4.3, 5.3</li> <li>• (1031) 5.4, 7.3</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Administration</li> <li>• Field Inspection</li> <li>• Plan Review</li> </ul>
<b>Inspector I</b>	3	<ul style="list-style-type: none"> <li>• (472) 4.2</li> <li>• (1031) 4.2</li> <li>• (1031) 4.3</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Administration</li> <li>• Field Inspection</li> </ul>

<b>Inspector II</b>	3	<ul style="list-style-type: none"> <li>• (1031) 5.2</li> <li>• (1031) 5.3</li> <li>• (1031) 5.4</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Field Inspection</li> <li>• Plan Review</li> </ul>
<b>Plans Examiner I</b>	2	<ul style="list-style-type: none"> <li>• (1031) 7.2</li> <li>• (1031) 7.3</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Plans Review</li> </ul>
<b>Inspector I &amp; II (Phase I)</b>	2	<ul style="list-style-type: none"> <li>• (1031) 5.3</li> <li>• (1031) 5.4</li> </ul>	<ul style="list-style-type: none"> <li>• Field Inspection</li> <li>• Plans Review</li> </ul>
<b>Inspector I &amp; II (Phase II)</b>	4	<ul style="list-style-type: none"> <li>• (1031) 4.3, (472) 4.2</li> <li>• (1031) 4.2, 5.2</li> <li>• (1031) 4.3, 5.3</li> <li>• (1031) 5.4</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Administration</li> <li>• Field Inspection</li> <li>• Plans Review</li> </ul>
<b>Fire/Arson Investigator</b>	6	<ul style="list-style-type: none"> <li>• (1033) 4.2</li> <li>• (1033) 4.3</li> <li>• (1033) 4.4</li> <li>• (1033) 4.5</li> <li>• (1033) 4.6</li> <li>• (1033) 4.7</li> </ul>	<ul style="list-style-type: none"> <li>• Scene Examination</li> <li>• Documenting the Scene</li> <li>• Evidence Collection/Preservation</li> <li>• Interview</li> <li>• Post-Incident Investigation</li> <li>• Presentation</li> </ul>
<b>Fire Investigator I (Phase I)</b>	0	• No Skills	• No Skills
<b>Fire Investigator II (Phase II)</b>	0	No Skills	No Skills
<b>Fire Investigator Completer (Phase III)</b>	6	<ul style="list-style-type: none"> <li>• (1033) 4.2</li> <li>• (1033) 4.3</li> <li>• (1033) 4.4</li> <li>• (1033) 4.5</li> <li>• (1033) 4.6</li> <li>• (1033) 4.7</li> </ul>	<ul style="list-style-type: none"> <li>• Scene Examination</li> <li>• Documenting the Scene</li> <li>• Evidence Collection/Preservation</li> <li>• Interview</li> <li>• Post-Incident Investigation Presentations</li> </ul>
<b>Hazardous Materials Technician</b>	4	<ul style="list-style-type: none"> <li>• (472) 7.1</li> <li>• (472) 7.2</li> <li>• (472) 7.3</li> <li>• (472) 7.4</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Analyzing the Incident</li> <li>• Planning the Response</li> <li>• Implementing the Planned Response</li> </ul>
<b>Hazardous Materials Incident Commander</b>	4	<ul style="list-style-type: none"> <li>• (472) 8.2</li> <li>• (472) 8.3</li> <li>• (472) 8.4</li> <li>• (472) 8.6</li> </ul>	<ul style="list-style-type: none"> <li>• Analyzing the Incident</li> <li>• Planning the Response</li> <li>• Implementing the Planned Response</li> <li>• Terminating the Incident</li> </ul>
<b>Driver/Operator-Pumper</b>	4	<ul style="list-style-type: none"> <li>• (1002) 4.2</li> <li>• (1002) 4.3</li> <li>• (1002) 5.1</li> <li>• (1002) 5.2</li> </ul>	<ul style="list-style-type: none"> <li>• Preventive Maintenance</li> <li>• Driving/Operating</li> <li>• General</li> <li>• Operations</li> </ul>
<b>Driver/Operator-Aerial</b>	4	<ul style="list-style-type: none"> <li>• (1002) 4.2</li> <li>• (1002) 4.3</li> <li>• (1002) 6.1</li> <li>• (1002) 6.2</li> </ul>	<ul style="list-style-type: none"> <li>• Preventive Maintenance</li> <li>• Driving/Operating</li> <li>• General</li> <li>• Operations</li> </ul>

<b>Fire Instructor I</b>	4	<ul style="list-style-type: none"> <li>• (1041) 4.2</li> <li>• (1041) 4.3</li> <li>• (1041) 4.4</li> <li>• (1041) 4.5</li> </ul>	<ul style="list-style-type: none"> <li>• Program Management</li> <li>• Instructional Development</li> <li>• Instructional Delivery</li> <li>• Evaluation and Testing</li> </ul>
<b>Fire Instructor II</b>	4	<ul style="list-style-type: none"> <li>• (1041) 5.2</li> <li>• (1041) 5.3</li> <li>• (1041) 5.4</li> <li>• (1041) 5.5</li> </ul>	<ul style="list-style-type: none"> <li>• Program Management</li> <li>• Instructional Development</li> <li>• Instructional Delivery</li> <li>• Evaluation and Testing</li> </ul>
<b>Fire Instructor III</b>	3	<ul style="list-style-type: none"> <li>• (1041) 6.2</li> <li>• (1041) 6.3</li> <li>• (1041) 6.5</li> </ul>	<ul style="list-style-type: none"> <li>• Program Management</li> <li>• Instructional Development</li> <li>• Evaluation and Testing</li> </ul>
<b>Fire Officer I</b>	6	<ul style="list-style-type: none"> <li>• (1021) 4.1</li> <li>• (1021) 4.2</li> <li>• (1021) 4.3</li> <li>• (1021) 4.4</li> <li>• (1021) 4.5</li> <li>• (1021) 4.6</li> <li>• (1021) 4.7</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources Management</li> <li>• Community &amp; Government Relations</li> <li>• Administration</li> <li>• Inspection and Investigation</li> <li>• Emergency Service Delivery</li> <li>• Health &amp; Safety</li> </ul>
<b>Fire Officer II</b>	6	<ul style="list-style-type: none"> <li>• (1021) 5.2</li> <li>• (1021) 5.3</li> <li>• (1021) 5.4</li> <li>• (1021) 5.5</li> <li>• (1021) 5.6</li> <li>• (1021) 5.7</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources Management</li> <li>• Community &amp; Government Relations</li> <li>• Administration</li> <li>• Inspection and Investigation</li> <li>• Emergency Service Delivery</li> <li>• Health &amp; Safety</li> </ul>
<b>Fire Officer III</b>	1	<ul style="list-style-type: none"> <li>• (1021) 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8</li> </ul>	<ul style="list-style-type: none"> <li>• General, Human Resources Management; Community &amp; Government Relations; Administration; Inspection and Investigation; Emergency Service Delivery; Health &amp; Safety; and Emergency Management</li> </ul>
<b>Fire Officer IV</b>	1	<ul style="list-style-type: none"> <li>• (1021) 7.2, 7.3, 7.4, 7.6, 7.7</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources Management; Community &amp; Government Relations; Administration; Emergency Service Delivery; and Health &amp; Safety</li> </ul>
<b>Fire Department Incident Safety Officer</b>	5	<ul style="list-style-type: none"> <li>• (1521) 5.2</li> <li>• (1521) 5.3</li> <li>• (1521) 5.4</li> <li>• (1521) 5.5</li> <li>• (1521) 5.6</li> <li>• (1521) 5.7</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• Technical Rescue Operations</li> <li>• Hazardous Material Operations</li> <li>• Accident Investigation</li> <li>• Post-Incident Analysis</li> <li>•</li> </ul>
<b>Fire and Life Safety Educator I</b>	4	<ul style="list-style-type: none"> <li>• (1035) 4.2</li> <li>• (1035) 4.3</li> <li>• (1035) 4.4</li> <li>• (1035) 4.5</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Planning and Development</li> <li>• Education and Implementation</li> <li>• Evaluation</li> </ul>
<b>Fire and Life Safety Educator II</b>	3	<ul style="list-style-type: none"> <li>• (1035) 5.2</li> <li>• (1035) 5.3</li> <li>• (1035) 5.4</li> <li>• (1035) 5.5</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Planning and Development</li> <li>• Education, Evaluation</li> </ul>

## ***Pre-performance evaluation instructions***

The lead examiner will:

1. Ensure that all field examiners who will be evaluating the students are familiar with the applicable performance evaluation forms. These evaluation forms can be found on the commission's website at [www.tcfp.texas.gov](http://www.tcfp.texas.gov).
2. Verify that there are an adequate number of field examiners, and that they are qualified to evaluate their assigned skill stations.

**FIELD EXAMINER QUALIFICATIONS  
COMMISSION RULES §439.3, "FIELD EXAMINER"**

- A. Possess and maintain, as a minimum, certification as a Fire Service Instructor.
- B. Be qualified in the subject area to be evaluated.
- C. Have completed an examiner orientation class and received a current examiner identification card (I.D. card must be present during the examination process). Field examiners must renew their status every two years according to commission rules.
- D. Have a signed "Letter of Intent" on file with the commission.

Note: If an examiner is found in violation of Texas Commission on Fire Protection guidelines, that examiner may lose their examiner I.D. and examiner privileges [Texas Government Code, Chapter 419, 419.036]. The examiner may use the appeal process stated in the Standards Manual for Fire Protection Personnel, Chapter 401, Subchapters D, E, and F.

3. Discuss the performance evaluation procedures and answer any questions from the field examiners. The lead examiner will explain the differences between a retry and a retest as explained in the commission's online field examiner course.
4. Ensure that the necessary equipment is available at the test site and that the selected skill stations are arranged properly, if applicable.
5. When applicable, establish pre- and post-holding areas to ensure that unevaluated students cannot observe candidates being tested. A mechanism shall be in place to make certain that evaluated and unevaluated students cannot communicate with each other during the evaluation process.



6. The lead examiner will ensure that the field examiners and examinees understand the following procedures:
  - a. Proper completion of any forms used in the evaluation process. The overall grading system of the performance skill examination will be on Satisfactory/Unsatisfactory or Pass/Fail basis.
  - b. Performance Skill Test Results -- The field examiner will notify the examinees of their results. If an individual fails a skill, the field examiner will explain the area(s) failed.
  - c. The arrangement of the skill stations, if applicable. Note: An examinee shall not receive any prior notification on the specific skills to be tested.
  - d. General and life safety instructions as needed for the particular discipline to be evaluated. (For example: Point out emergency exits if in a classroom setting or explain the necessity of stopping a skill evaluation if equipment fails and the safety of the examinee is threatened.)
  - e. Limitation of proctor/evaluator assistance (e.g., rewording instructions, defining words, teaching) and how to handle questions or problems that may arise during the formal evaluation process.
7. Determine examinee testing order, if applicable.
8. Commence examination.

## COMMISSION STATE CERTIFICATION EXAMINATION INFORMATION

Note to chief training officers – Once you obtain your training prior approval (TPA) number, if you wish to establish a state examination date for your class you must contact commission staff at [testing@tcfp.texas.gov](mailto:testing@tcfp.texas.gov) or 512-936-3811 to start the process. Failure to do so may delay the testing of your students. If a state examination date is scheduled, the reserved date, time, and location will be indicated in the training facility's online training management system (tFIDO).

### TCFP Scheduling Overview:

- Academies submit academy exam request form (provided by TCFP)
- Head of Training Approval and Testing confirms the request
- Testing Department schedules the request
- Academy ensures TPA roster is correct seven days prior to exam date. Note: Testing schedule based on TPA roster
- Once scheduled, a "Test Date Confirmation" notice will be emailed to the training facility

Each examinee is required to present to the examiner a valid government-issued picture identification prior to the administration of the examination. Note: It is the responsibility of the chief training officer to ensure that completion of the training and skill testing has been entered into the Training Facility Management System.

### **\*INFORMATION REGARDING ONLINE TESTING**

The Texas Commission on Fire Protection offers online exams. You must be qualified to apply for online testing and pay the TCFP testing fees using your FIDO account. Afterwards, when registering for your online TCFP exam, please be sure to contact your preferred online testing center for general information, scheduling procedures, test site fee payment, and directions. Please reference the Online Examinations list which can be found within the exam booklet.

### **SPECIAL ACCOMMODATION TESTING**

If you have a student that has a documented disability which may hamper their success on a Texas Commission on Fire Protection examination, then have them contact a Training Approval and Testing Program staff member at [testing@tcfp.texas.gov](mailto:testing@tcfp.texas.gov) or 512-936-3811 to find out the process in requesting a special accommodation test.

## **NOTIFICATION OF TEST RESULTS**

***Academy Test Results*** – Commission staff will provide the chief training officer with the test results within seven (7) business days after completion of the examination. Results will be available in the mastery reports tab in the training facility's online training management system (tFIDO). ***Note: Only call the commission office for test results if not received as stated above.***

***Individual Notification of Test Results*** – Each examinee will be provided on the day of the test with information on how to look up his or her test score on their Individual FIDO account. Scores will be posted to his or her FIDO account within seven business days. Upon passing the examination, the examinee must apply for certification by submitting the application for certification online through your Individual FIDO account. They must also document any other certification requirements (i.e., FAST Fingerprint Pass/criminal history background check) and pay the \$85.00 fee.