



Fire Officer II National Certification

Certification Preparation Guide

Referenced to:

NFPA 1021, Standard for Fire Officer Professional Qualifications
Chapter 5: Fire Officer II, 2014 Edition

Referenced to:

NFPA 1021, Chapter 4, 2014 Edition

International Fire Service Training Association (IFSTA)
Fire Service Company Officer 5th Edition, 2013

Copies of this document may be downloaded from: <https://kupce.ku.edu/kufire-firefighter-certification>

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Dear Certification Candidate,

Welcome to the National Firefighter Certification Program!

The Kansas Fire & Rescue Training Institute is accredited by the International Fire Service Accreditation Congress (IFSAC) and by the National Board on Fire Service Professional Qualifications (NBFSPQ - also known as "Pro Board"). These accreditation agencies establish rules and standards to follow in the administration, recordkeeping and, providing of National Certification for the fire service. Through this accreditation, Kansas Fire & Rescue Training Institute is authorized to issue accredited National Certifications to individuals meeting the requirements of selected national standards.

Kansas Fire & Rescue Training Institute's role in the process is to maintain testing materials and a fair system of administering certification exams.

This National Certification Preparation Guide was specifically designed to help you prepare for the examination process ahead. This guide gives reading references for the written exam and the skills exam. By using this guide, you will be looking at the same pages the test writer was looking at when they wrote the test questions and developed the skills evaluation sheets.

Our Coordinators and Evaluators are here to observe your skills and knowledge – they will not help you pass the test.

Our staff and evaluators will treat you with respect and professionalism. Our goal is that you complete the testing process with satisfactory performance and earn your National Certification.

Good luck,

KFRTI Staff

National Certification

National Certification is a professional credential that verifies your proficiency in the level to which you were/are certified. Kansas certifications do not expire. If you are moving to another state, you should contact the certification entity in that state to find out if your National Certification from Kansas is recognized in that state.

Certification Program Mission

This mission of the National Certification Program is to maintain an accredited system for Kansas fire service members to earn National Fire Service Certification professional credentials.

Certification Program Values and Principles

In the conduct of this program, the Kansas Fire & Rescue Training Institute uses the values listed below to guide our professional conduct; they form the foundations and parameters of this program.

- ✘ We hold in high regard honesty and integrity in ourselves and those we serve.
- ✘ Kindness and professionalism guide our instructors and our evaluators.
- ✘ We respect the fire and emergency service and those who serve in it.
- ✘ Transparency of our system, processes, and policies is paramount.
- ✘ The certification standards drive fair evaluation and testing.
- ✘ We value our role as the provider and protector of the national certification program's credibility.

Academic Integrity

We hold staff (including part-time) and certification candidates to identical ethical standards. We expect professional behaviors at all times. Any incident of academic misconduct by a candidate, will invalidate their test results, forfeit their certification fee, and be subject to suspension from the certification process for one year. Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and or other actions that may improperly affect the evaluation of a candidate or assisting others in any such act.

Our policy on academic misconduct is that of "zero tolerance."

The University of Kansas prohibits discrimination. Specifically, the University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. Retaliation is also prohibited by University policy.

How to Use the Certification Preparation Guide

This National Certification Preparation Guide is specifically designed to help you prepare for the examination process ahead. This guide provides reading references for the written exam and the skills exam.

We have included information in this guide that will help you achieve the professional credential that is Fire Service National Certification. There are a few key elements in preparing for the National Certification Exam. They are: 1) Take some time between the end of your course and the certification exam to focus on studying for the exam. 2) Use this Preparation Guide to help focus on the requirements of the National Standard and your study time.

STEP 1: Review the Administrative information in front of this Preparation Guide.

- ✘ We have included some important information about the program and the steps of certification. Please take a few minutes and review these pages.

STEP 2: Review the Reading Reference Pages

The Reading Reference pages are arranged by Job Performance Requirements (JPRs), which are determined by the correlating NFPA standard.

- ✘ Read and study the pages listed in the written exam reading pages.
- ✘ By reading these pages, you are reading the same pages the test developer was when they were writing test questions.

STEP 3: Review the Skill Evaluation Sheets in this Certification Guide.

- ✘ Take note of the Instructions to the Candidate (grey boxes) on each Skill Sheet. These are the instructions that the evaluator will give to you in each station before you test.
- ✘ Skills sheet references take you back to the reference manual to explain the skill. You will be graded only on those items listed on the skill evaluation sheets. Use these in your practice and exam preparations.

STEP 4: Read & Review, Read & Review, Read, & Review Practice, Practice, Practice!

- ✘ Don't practice until you do it right; practice until you can't do it wrong!

STEP 5: Get a good night's rest before the exam.

- ✘ You can be tired in any of three ways: Mentally, Physically, and Emotionally. If you are tired in any of these ways, it will make you tired in ALL of them.
- ✘ Save the party for after the exam...get a good night's rest...eat a good breakfast (if you test in the morning)...easy on the sugar and caffeine...and relax!

GOOD LUCK!

Note:

If you are exploring National Certification and haven't taken a course specifically for the level of certification you are seeking, we STRONGLY suggest that you start the process by taking a course. Under certain circumstances, you may challenge some certification exams. Persons who take a course first do much better on the exam. Contact the Fire & Rescue Training Institute for more information.

Written Exam:

- a. The Fire Officer II Written Exam includes 50 multiple and true/false questions.
- b. Candidates are allowed one (1) hour to complete the exam.
- c. Answer sheets and pencils are provided. "Bubble Sheet" answer sheets that candidates fill in small circles to indicate answer a, b, c, d, e as the correct answer are used.
- d. No cell phones, radios or other electronic devices are allowed in the room while an exam is being administered (an exception for radios that allow "on-duty" personnel to receive alarms may be granted under special circumstances).
- e. A 70% score is required to pass the written exam

Skills Exam:

- a. The Skills Exam includes Classroom Activities and Presentations of take-home project activities. Depending on the skill tested in the activity or project, candidates may be tested individually, or as a member of a team.
- b. Team/Group activities consist of randomly assigning work groups of three to four class members for the purpose of skills testing. Classroom activities will be evaluated and scored the same as out-of-class projects.
- c. When testing a member of a team, evaluation includes both individual performance and performance as a member of the team.
- d. The Skills Exam typically includes six projects assigned on the first scheduled face-to-face class day.
- e. One project consists of each candidate conducting a fire investigation. Candidates are encouraged to investigate an actual fire scene to determine the point of origin and cause of the fire. A Supervisory Officer from the candidates sponsoring agency will verify completion of the investigation and subsequent report. If, an actual fire scene is not available for the completion of this project candidates may complete this activity utilizing the scenario and pictures provided in the project packet.
- f. All elements of the field skills must be completed within twelve months from the date the candidate took the written certification exam (First attempt). Candidates will complete field skills within their home department/agency under direction of a supervisory officer. A verification sheet, stating that all required skill elements were completed by the candidate, must be signed by a supervisory officer and turned into KFRTI with submittal of completed project packets.

What if I Fail the Exam?

Failure of any required component (not submitting a signed Local verification form, less than 70% on the written or less than 100% of the skills exam) constitutes a failed attempt.

- a. Candidates must register to take a retest at another test site. No walk-in testing is allowed. To register for a retest, call the Institute at (toll free) 866-804-8841.
- b. Candidates are allow two (2) attempts at the exam. If a candidate fails the exam twice and wishes to take the exam again, a new certification fee is required. The new fee will allow the candidate two more attempts at the test. The Institute strongly recommends that candidates seek additional training, refresher training or put a lot of time into study before attempting the exam for a third attempt.

Time to Complete Certification

Candidates have one year from the date of their first testing action to complete their certification. Written and skills testing and retesting, verification forms, and all other requirements must be completed within that year. Failure to complete the certification within that year will invalidate all previous testing and the candidate will be required to submit a new application, new fee, new verification form and retest for the written and skills tests prior to certification.

**Fire Officer II Written Exam
Study/Preparation Information and Materials**

Fire Officer II Written Exam: 100 multiple and true/false questions.

Time allowed to take exam: One (1) Hour

Passing Score: 70% (or higher)

Answer sheets and pencils are provided. "Bubble Sheet" answer sheets that candidates fill in small circles to indicate answer a, b, c, d, e as the correct answer are used.

No cell phones, radios or other electronic devices are allowed in the room while an exam is being administered (an exception for radios that allow "on-duty" personnel to receive alarms may be granted under special circumstances).

Reading Reference/Text

The Fire Officer1 exam is referenced to: *IFSTA Fire Service Company Officer, 8th Edition*

National Standard test is based on: *NFPA 1021 Standard for Fire Officer Professional Qualifications, Chapter 5, Fire Officer II, 2014 Edition*

**Written Exam Study Pages
(Test questions are taken from these same pages)**

Section Subject & NFPA 1021, Level 2 (Chapter 5) JPR Number	Reading/Study Pages
5.1: General	
5.1.1: The organization of local government	Pages: N/A
5.1.2: Intergovernmental and interagency cooperation	Pages: N/A
5.2: Human Resource Management	
5.2.1: Human resource policies and procedures	Pages: 56-63, 112-117, 351-357, 359-360, 373-388
5.2.2: Human resource policies and procedures	Pages: 351-352, 359-360, 377-388
5.2.3: Development of a professional development plan	Pages: 351-352, 359-360, 389-392
5.3: Community and Government Relations	
5.3.1: Organizational cooperation	Pages: 351-359
5.4: Administration	
5.4.1: Develop a policy or procedure	Pages: 56-63, 351-352, 361-366, 397-398

5.4.2: Develop a project of divisional budget	Pages:	351-352, 398-402
5.4.3: Describe the purchasing process	Pages:	351-352, 400-402
5.4.4: Prepare a news release	Pages:	117-128, 351-352
5.4.5: The data processing system	Pages:	117-128, 351-352
5.4.6: Planning and implementing change	Pages:	351-352, 361-366, 397-398
5.5: Inspection and Investigation		
5.5.1: Determine the point of origin and cause of a fire	Pages:	351-352, 402-423
5.6: Emergency Service Delivery		
5.6.1: Standard operating procedures	Pages:	351-352,359, 430-437
5.6.2: Post incident analysis	Pages:	144-147, 351-352, 438-441
5.6.3: Data analysis	Pages:	351-352, 438-441
5.7: Health and Safety		
5.7.1: Analyze the causes of injury, accidents and Health exposures	Pages:	351-352, 448-459

Cumulative Reading Pages

56-63, 112-117, 117-128, 144-147, 351-352, 351-357, 351-359, 359
359-360, 361-366, 373-388, 377-388, 389-392, 397-398, 398-402,
400-402, 402-423, 430-437, 438-441,448-459

Practical Skills Examination:

The Fire Officer II practical skills portion of the certification exam is based on **Requisite Knowledge** and **Requisite Skills** objectives listed in NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2014 edition, Chapter 5.

1. Candidates will be required to pass all evaluated skills, graded as Pass/Fail.
 2. The skills evaluation forms are available as part of this study guide.
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Skills Exam:

- a. The Skills Exam includes Classroom Activities and Presentations of take-home project activities. Depending on the skill tested in the activity or project, candidates may be tested individually, or as a member of a team.
 - b. Team/Group activities consist of randomly assigning work groups of three to four class members for the purpose of skills testing. Classroom activities will be evaluated and scored the same as out-of-class projects.
 - c. When testing a member of a team, evaluation includes both individual performance and performance as a member of the team.
 - d. The Skills Exam typically includes six projects assigned on the first scheduled face-to-face class day.
 - e. One project consists of each candidate conducting a fire investigation. Candidates are encouraged to investigate an actual fire scene to determine the point of origin and cause of the fire. A Supervisory Officer from the candidates sponsoring agency will verify completion of the investigation and subsequent report. If, an actual fire scene is not available for the completion of this project candidates may complete this activity utilizing the scenario and pictures provided in the project packet.
 - f. All elements of the field skills must be completed within twelve months from the date the candidate took the written certification exam (First attempt). Candidates will complete field skills within their home department/agency under direction of a supervisory officer. A verification sheet, stating that all required skill elements were completed by the candidate, must be signed by a supervisory officer and turned into KFRTI with submittal of completed project packets.
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References & Textbooks:

IFSTA, *Fire and Emergency Services Company Officer*, 5th edition, © 2007.
NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2014 edition.
NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, 2014 edition.
KFRTI, *Fire Officer I Student Materials*, 2018

Skill/Project Exam Study Pages
Skills exams are built from these same pages)

Section Subject & NFPA 1021, Level 2 (Chapter 5) JPR Number	Reading/Study Pages
5.1: General	
5.1.1: The organization of local government	Pages: N/A
5.1.2: Intergovernmental and interagency cooperation	Pages: N/A
5.2: Human Resource Management	
5.2.1: Human resource policies and procedures	Pages: 56-63, 112-117, 351-357, 359-360, 373-388
5.2.2: Human resource policies and procedures	Pages: 351-352, 359-360, 377-388
5.2.3: Development of a professional development plan	Pages: 351-352, 359-360, 389-392
5.3: Community and Government Relations	
5.3.1: Organizational cooperation	Pages: 351-359
5.4: Administration	
5.4.1: Develop a policy or procedure	Pages: 56-63, 351-352, 361-366, 397-398
5.4.2: Develop a project of divisional budget	Pages: 351-352, 398-402
5.4.3: Describe the purchasing process	Pages: 351-352, 400-402
5.4.4: Prepare a news release	Pages: 117-128, 351-352
5.4.5: The data processing system	Pages: 117-128, 351-352
5.4.6: Planning and implementing change	Pages: 351-352, 361-366, 397-398
5.5: Inspection and Investigation	
5.5.1: Determine the point of origin and cause of a fire	Pages: 351-352, 402-423
5.6: Emergency Service Delivery	
5.6.1: Standard operating procedures	Pages: 351-352, 359, 430-437
5.6.2: Post incident analysis	Pages: 144-147, 351-352, 438-441
5.6.3: Data analysis	Pages: 351-352, 438-441
5.7: Health and Safety	

5.7.1: Analyze the causes of injury, accidents and
Health exposures

Pages: 351-352, 448-459

Cumulative Reading Pages

56-63, 112-117, 117-128, 144-147, 351-352, 351-357, 351-359, 359
359-360, 361-366, 373-388, 377-388, 389-392, 397-398, 398-402,
400-402, 402-423, 430-437, 438-441, 448-459



Reference: NFPA 1021, 2014 Edition, Chapter 5, Job Performance Requirement 5.2: Human Resource Management(Section 5.2.1, 5.2.2, and 5.2.3), IFSTA, Fire Service Company

Evaluator Equipment Required: Officer, 5th Edition, 2013

Candidate Equipment Required: KFRTI Fire Officer Project Book, Organizational Chart

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to initiate actions to maximize member performance, correct unacceptable behavior, evaluate job performance of assigned members; and, develop a plan for their personal professional growth and development.
Directions: Complete the exercises in the Student Workbook for Project 1 (pay close attention to the instructions and directions).
Be prepared to share your results and experiences with the rest of the class.

Evaluated Skill Items

	1st Attempt		2nd Attempt	
	Pass	Fail	Pass	Fail
Section 5.2.1 - Initiate Actions to Maximize Unit Performance				
1. The ability to communicate in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The ability to communicate orally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The ability to solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The ability to increase teamwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The ability to counsel members.				
Section 5.2.2 - Evaluate the Job Performance of Team Members				
1. The ability to communicate orally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The ability to communicate in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The ability to plan and conduct evaluations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 5.2.3 - Create a Professional Development Plan				
1. The ability to communicate orally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The ability to communicate in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's name:

Station: Pass Fail

Notes (Please include comments/explanation for failure):

Evaluator's Signature:

Date



Reference: NFPA 1021, 2014 Edition, Chapter 5, Job Performance Requirement 5.3: Government Relations and 5.4: Administration; (Section 5.3.1, 5.4.1), IFSTA, Fire Service Company

Evaluator Equipment Required: Officer, 5th Edition, 2013

Candidate Equipment Required: KFRTI Fire Officer Project Book, Allied Agency Agreements

Evaluator's Instructions to Candidates

Purpose: A. Company officers must be able to evaluate the need to call for assistance from allied agencies for the purposes of addressing community needs and emergency service demands. B. Company officers must be able to identify problems and develop policy, or procedures, to address the need.

Directions: Complete the exercises in the Student Workbook for Project 2 (pay close attention to the instructions and directions).

Be prepared to share your results and experiences with the rest of the class.

Evaluated Skill Items

	1st Attempt		2nd Attempt	
	Pass	Fail	Pass	Fail
Section 5.3.1 - Developing Cooperative Agreements				
1. The ability to communicate in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The ability to communicate orally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The ability to develop interpersonal relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 5.4.1 - Develop a Policy or Procedure				
The ability to communicate in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability to solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's name:

Station: Pass Fail

Notes (Please include comments/explanation for failure):

Evaluator's Signature:

Date



Reference: NFPA 1021, 2014 Edition, Chapter 5, Job Performance Requirement 5.4: Administration (Section 5.4.2, 5.4.3, 5.4.4, 5.4.5, and 5.4.6), IFSTA, Fire Service

Evaluator Equipment Required: Company Officer, 5th Edition, 2013

Candidate Equipment Required: KFRTI Fire Officer Project Book, Agency Policies and Procedures (Budget and Finance)

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to develop budget documents and requests; prepare news releases and departmental reports; and develop plans to initiate organizational change.
Directions: Complete the exercises in the Student Workbook for Project 3 (pay close attention to the instructions and directions).
Be prepared to share your results and experiences with the rest of the class.

Evaluated Skill Items

Table with 4 columns: Skill Item, 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Rows include sections 5.4.2, 5.4.3, 5.4.4, 5.4.5, and 5.4.6 with their respective sub-points.

Candidate's name:
Notes (Please include comments/explanation for failure):

Station: Pass [] Fail []

Evaluator's Signature:

Date



Reference: NFPA 1021, 2014 Edition, Chapter 5, Job Performance Requirement 5.5: Inspection and Investigation (Section 5.5.1), IFSTA, Fire Service Company Officer, 5th Edition,

Evaluator Equipment Required: 2013

Candidate Equipment Required: KFRTI Fire Officer Project Book, Organizational Chart

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to initiate actions to investigate the point of origin and cause of fires by utilizing deductive skills.
Directions: Complete the exercises in the Student Workbook for Project 4 (pay close attention to the instructions and directions).
Be prepared to share your results and experiences with the rest of the class.

Evaluated Skill Items

	1st Attempt		2nd Attempt	
	Pass	Fail	Pass	Fail
Section 5.5.1 Inititate Actions to Maximize Unit Performance				
1. The ability to communicate in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The ability to communicate orally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The ability to apply knowledge using deductive skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's name:

Station: Pass Fail

Notes (Please include comments/explanation for failure):

Evaluator's Signature:

Date



Reference: NFPA 1021, 2014 Edition, Chapter 5, Job Performance Requirements 5.6: Emergency Service Delivery (Section 5.6.1, 5.6.2, and 5.6.3), IFSTA, Fire Service Company Officer,

Evaluator Equipment Required: 5th Edition, 2013

Candidate Equipment Required: KFRTI Fire Officer Project Book, Organizational Chart

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to initiate command of an emergency incident, establish operational plans and assume roles within an Incident Management System. Company Officers must be capable of preparing for and conducting post-incident analysis. Company officers must also be able to interpret data and write detailed planning reports to determine service demand within a planning area/zone.

Directions: Complete the exercises in the Student Workbook for Project 5 (pay close attention to the instructions and directions). Be prepared to share your results and experiences with the rest of the class.

Evaluated Skill Items

Table with 4 columns: Skill Item, 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Rows include Section 5.6.1 (Produce Operational Plans for an Emergency Incident), Section 5.6.2 (Develop and Conduct a Post-Incident Analysis), and Section 5.6.3 (Prepare a Written Report that Interprets Data to Determine Service Demand for a Specific Planning Area/Zone).

Candidate's name:

Station: Pass [] Fail []

Notes (Please include comments/explanation for failure):

Evaluator's Signature:

Date



Reference: NFPA 1021, 2014 Edition, Chapter 5, Job Performance Requirement 5.7: Healthy and Safety (Section 5.7.1), IFSTA, Fire Service Company Officer, 5th Edition, 2013

Evaluator Equipment Required: KFRTI Fire Officer Project Book, Organizational Chart

Candidate Equipment Required:

Evaluator's Instructions to Candidates

Purpose: Company officers must be able to review accident, injury and health exposure reports to identify and take action to improve unsafe work environments and work practices.

Directions: Complete the exercises in the Student Workbook for Project 6 (pay close attention to the instructions and directions).

Be prepared to share your results and experiences with the rest of the class.

Evaluated Skill Items

	1st Attempt	2nd Attempt		
	Pass	Fail	Pass	Fail

Section 5.7.1 Given a Case Study, Write a Report for Corrective Action

1. The ability to communicate in writing
2. The ability to report on corrective actions in the case of accident, injury, or health exposure.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's name:

Station: Pass Fail

Notes (Please include comments/explanation for failure):

Evaluator's Signature:

Date