



COLORADO DIVISION OF FIRE PREVENTION & CONTROL

Practical Examination Proctor Policies

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INTENT

It is the intent of the Colorado Division of Fire Prevention & Control (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 policies have been designed to allow you, as a State of Colorado Certified Proctor, to administer practical examinations for certification at levels offered by the Division and for which you meet the prescribed requirements. **This document applies ONLY to practical examination proctors.**

The Colorado Firefighter Voluntary Certification Program was created and is administered by legislative statute. The program has been assigned to the DFPC. 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 November 19, 2015, and became effective on January 1, 2016.

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

ACCREDITATION AND STANDARDS

DFPC currently is accredited by the **International Fire Service Accreditation Congress (IFSAC)** and **National Board on Fire Service Professional Qualifications System (Pro Board)**. Accredited levels can be located in the DFPC Policy and Procedure Manual: www.dfpc.state.co.us.

DFPC 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 these policies.

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 1021, *Fire Officer Professional Qualifications*
- NFPA 1031, *Professional Qualifications for Fire Inspector*
- NFPA 1033, *Professional Qualifications for Fire Investigator*
- NFPA 1035, *Professional Qualification for Public Fire and Life Safety Educator*
- NFPA 1041, *Fire Service Instructor Professional Qualifications*
- NFPA 1051, *Wildland Fire Fighter Professional Qualifications*

PRACTICAL AND DRIVER OPERATER PRACTICAL PROCTOR REQUIREMENTS

To become a certified Practical and/or Driver Operator Practical Proctor (Practical Proctor) you must meet the requirements as established in Section 4.16 and 4.17 of the Certification Policy and Procedure Manual.

Candidates for certification as a Practical Proctor must meet or exceed all applicable requirements contained in NFPA 1000, Standard on *Fire Service Professional Qualifications Accreditation and Certification Systems*. The fee for Proctor certification is the same as that for initial certification. Proctor certification shall be awarded for a three (3) year period.

Requirements to become a Practical Proctor are:

1. Submit a completed **Proctor Application Form** at the time of attendance at an approved Practical and/or Driver Operator Practical proctor training program. A copy of the Proctor Practical Application Form is included in these policies.
2. Submit a completed Proctor Practical Affidavit Form at the time of attendance at an approved Practical and/or Driver Operator Practical proctor training program. A copy of the Proctor Practical Affidavit Form is included in these policies.
3. Attend and successfully complete a Division approved Practical and/or Driver Operator Practical Proctor training program for a Practical Proctor certification.

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

1. You are a state certified firefighter:

**YOU MAY NOT AT ANY TIME PROCTOR
A PRACTICAL EXAMINATION ABOVE THE LEVEL
TO WHICH YOU ARE CERTIFIED.**

*Should you proctor an examination above your present certification level,
you will be unable to test at that level of certification and are subject to
revocation of your Proctor certification.*

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

PRACTICAL AND/OR DRIVER OPERATOR PRACTICAL PROCTOR CERTIFICATION RENEWAL

You may apply for renewal of your Practical Proctor certification upon meeting the requirements of Section 4.16.4 and 4.17.4 of the Certification Policy and Procedure Manual. The minimum requirements include:

1. Documentation of having proctored a minimum of one (1) practical examination per year during the certification period.
2. Maintain a valid Colorado certification at or above the level, you are proctoring.
3. Per 4.16.4 of the Certification Policy and Procedure Manual, Proctoring of a Driver Operator practical exam(s) during the renewal period will count towards the renewal requirements for Practical Proctor.

You must make application for renewal during the three (3) month period before or the three (3) month period after your expiration date. The fee for renewal of Practical Proctor certification is the same as for renewal of any other level of certification through the DFPC.

LOSS OF PROCTOR CERTIFICATION

Any certification issued by the DFPC, 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 Rules for additional information.

REGIONAL PROCTORS

The DFPC has designated regional proctors to assist in the administration of state Practical and/or Driver Operator Practical proctor training classes. Certified Practical Proctors and local emergency services departments may contact these individuals with questions regarding the administration of state certification examinations. Should you wish to contact the regional proctor coordinator for your area, please see listing under proctor resources at www.dfpc.state.co.us.

JPR COMPLETION BY AUTHORITY HAVING JURISDICTION

The AHJ will administer any JPR that states; JPR shall be completed prior to the candidate participating in the practical examination. The AHJ shall use the JPR sheet for each JPR completed and sign as the evaluator, The AHJ evaluator is attesting that the candidate has completed all task steps of the JPR prior to the day of the Practical. This JPR sheet shall be turned into the Lead Practical Proctor in advance of the start of the practical examination. It is the lead practical proctor's responsibility to transfer the results to the practical check sheets. The Lead practical proctor must retain Practical Examination Check Sheet(s) for a period of 3 years for Internal/Auditing Purposes Only.

CRITERIA FOR PRACTICAL SKILLS EXAMINATION LEAD PROCTOR AND ASSISTANT PROCTORS

All testing locations must have a lead practical proctor and a minimum of one (1) assisting practical proctor who will be responsible, but not limited to the following.

1. The Practical Proctor:
 - A. Practical proctors shall not be used for skill test areas that they have instructed.
 - B. A list of certified proctors shall be maintained by the DFPC and can be found at <https://cdps.force.com/Certification>.
 - C. Practical examination proctors are required to:
 1. Be certified by the Division as a Practical Proctor for each level of practical examination they are proctoring.
 2. Hold a valid Colorado certification at or above the level they are proctoring.
 3. Be knowledgeable of the NFPA Standards and the Division's JPRs for each level of practical examination they are proctoring.
 4. All practical examination proctors are required to comply with all rules, guidelines, policies and procedures for proctoring practical examinations as set forth by the Advisory Board or the Division.
 5. A pretest briefing of all proctors led by the lead proctor, for each practical evaluation must be held covering the following items:
 - a. Review of acceptable test performance criteria for that practical.
 - b. Proper completion of any forms used in the evaluation.
 - c. Procedures for handling questions, safety issues or other problems, which arise during testing.
2. Lead Proctor Responsibility:
 - A. Definition: the "lead practical proctor" is an evaluator for the Division who successfully completes an approved Practical and/or Driver Operator Practical Proctor training program and who supervises skills evaluation teams for the Division Practical Skills Evaluations.
 - B. The lead practical proctor is accountable for the practical skill evaluations that he/she is assigned to. As a consequence of this accountability, he/she has full responsibility and authority to direct and supervise all program components, candidates and assistant proctors.
 - C. The lead practical proctor has the responsibility to collect the necessary paperwork to be turned in after the examination and maintain copies for a minimum of three (3) years.

- D. The lead practical proctor shall be responsible for providing copies of the practical skill-sheets to be given to the Authority Having Jurisdiction (AHJs) involved.

All testing locations must have a minimum of one (1) assistant proctor. The assistant proctor will be responsible for, but not limited to the following:

3. The Assistant Practical Proctor:
- A. Definition: the assistant practical proctor is an evaluator for The DFPC who successfully completes an approved Practical and/or Driver Operator Practical proctor training program and who can assist in a practical skill course evaluation under the supervision of a lead practical proctor and has working knowledge of the subject matter.
- B. The assistant practical proctor is accountable for the practical skill evaluations that he/she is assigned.

PROCTORING PRACTICAL EXAMINATION

All Practical Proctor shall follow all requirements of the **Proctor/Candidate Instructions**.

ALL practical examinations must be administered by DFPC certified Practical Proctors.

Practical examination requests must be submitted to the DFPC at a minimum of thirty-days (30) prior to the examination date. Requests may be submitted the following ways:

- **Practical requests should be requested through the Records Management System at: <https://cdps.force.com/Certification>; or**
- **If email is not available, please make arrangements directly with the DFPC.**

The following policies are to be adhered to by all Practical Proctors:

A. PRIOR TO THE EXAMINATION:

- Maintain security and integrity of all examinations once received
- Review all information contained in the **Proctor Instructions**.
- Review all information contained in the **Candidate Instructions**.
- Contact the AHJ to ensure that all equipment that is required for the practical is available for the testing.
- Comply with all provisions, sign the Facility and Equipment Verification Form included in each set of testing materials, and return the signed form to the Division with the testing results.

B. DAY OF THE EXAMINATION:

- Ensure that all the evaluation stations within a structure will be separated so that the candidates taking the test cannot see or be seen by the other participants. If the station is outside, this can be accomplished by using available physical barriers, distance, and runners.

- Verify identification of all candidates prior to the time of examination to ensure that they are the same person who applied for testing. Verification of identification may be done through the use of photo identification, (e.g. driver's license).
- Before the start of the examination, meet with proctors and conduct proctor briefing.
- Before the start of the examination, meet with the candidates and conduct the Candidate Briefing. Refer to "*Candidate Briefing*". **If the practical is a driver operator practical the General Rules for driver operator practical must also be read.**
- Any problems during the examination must be recorded and submitted on the **Examination Challenge/Appeals/Suggestions Form**.

C. FOLLOWING THE EXAMINATION:

When a candidate has finished their examination, complete the following:

- The Lead Practical Proctor is responsible to transfer the candidates' scores (Pass or Fail) to the Practical Results Form and then upload the form to the correct practical ID in the **Records Management System** at: <https://cdps.force.com/Certification>
- Complete and sign the back of the **Facility and Equipment Verification Form** and **Proctor Affidavit Form** (one affidavit form for each participating Proctor) included in the testing materials and then upload the scanned forms to the correct practical ID in the **Records Management System** at: <https://cdps.force.com/Certification>
- Copies of the Practical Examination Check Sheets should be given to the AHJs involved.
- Please do not send Practical Examination Skill Sheets, Facility and Equipment Verification Form and Proctor Affidavit Form to the DFPC. (For auditing purposes, these records should be maintained by the lead practical proctor in a secure area for a minimum of 3 years.)

PROCTOR INSTRUCTIONS

The following instructions are provided to assist a proctor in administering the examination(s):

1. The practical skill testing evaluation will consist of mandatory and random NFPA Job Performance Requirements ("JPRs").
2. All testing locations must have a lead practical proctor. Refer to *Criteria for Practical Skills Examination for Lead Practical Proctor and Assistant Practical Proctors*.
3. The lead practical proctor at the Live Burn Evaluation must be a current certified State of Colorado Fire Instructor I, a state certified proctor and minimally certified at the State Fire Fighter I level.
4. For safety reasons a lead practical proctor will be assigned, a minimum of one assistant practical proctor to evaluate each team to provide a check and balance capability within the evaluation process. The student/proctor ratio may not exceed 5:1.
5. The JPRs shall be randomly selected prior to the test date and sent to the Lead Practical Proctor. Request for the practical exam should be submitted through the Division's Records Management System unless other arrangements have been made with the Division. The state certified lead practical proctor shall receive the JPR(s) no later than 72 hours prior to the date of the evaluation.

6. One or more scenarios may be built around the selected JPRs using the training aids and devices available at the testing location. Candidate performance in relation to the JPRs will be evaluated during the scenarios.
7. The Lead Practical Proctor and AHJ should review, complete and sign the **Facility and Equipment Verification Form** included in the testing materials.
8. All Practical proctors shall complete and sign the **Proctor Affidavit Form**.
9. All evaluation stations within a structure shall be separated so that the candidates taking the test cannot see or be seen by the other participants. If the station is outside, this can be accomplished by using available physical barriers, distance, and runners.
10. Once the evaluation begins, the configuration of the evaluation stations shall not be altered in any way.
11. Safety is the responsibility of everyone at the testing location. The lead practical proctor will be responsible for ensuring all safety procedures are followed by the candidates. A safety violation is grounds for automatic failure. All proctors present shall review the safety violation. The determination of the lead practical proctor shall be final. The candidate has the right to challenge the decision of the lead practical proctor. Please refer to Section 3.8 of the Certification Policy and Procedure Manual Practical Examination Challenge Process.
12. Both lead and assist practical proctors are charged with the safe delivery of examinations and to supervise the testing process. Proctors will not be allowed to assist candidates with any part of the evaluation. Proctors are evaluators, not instructors or coaches. Once the evaluation has started, proctors will only be allowed to read the task steps and performance outcome to the candidates. Proctors may only answer clarifying questions that candidates may have about the testing process.
13. Once the proctors, candidates and evaluation sites are ready, the scenario(s) may begin.
14. JPRs will be evaluated on a pass/fail basis. A candidate must pass 100% of the entire task steps within the JPRs unless noted on the individual JPR. Refer to *Retest Practical Examination Procedures*.
15. Proctors will initially record candidates' performance on the Practical Examination Skill Sheet.
16. During the practical exam, the candidate **shall not be informed** of pass/fail at any evaluation station. See "*Retest Procedures*" for an outline of permissible failures during an exam before a re-test is successfully completed:
17. The candidate may retest the failed JPRs on the same day with a different proctor only if the candidate does not fail more JPRs than previously stated for each level of certification.
18. Anytime a candidate must serve as a member of a team, the following procedures will be followed:
 - Prior to start of the evaluation, candidates will be advised that as team members they will be permitted to communicate back and forth.
 - During a team evaluation, if an individual is unsuccessful in completing a JPR but the team's overall task is successful, only the candidate who was unsuccessful will need to be re-

evaluated. All candidates who fail a given JPR will be teamed with one another and re-evaluated. (If there are an insufficient number of individuals who fail that JPR to form a new team, other candidates may be tasked to complete the team, however, only the candidates who failed will be evaluated during the retest.)

Candidates who receive less than a passing score on their retest of a practical evaluation will be required to retake the **entire** examination.
A minimum thirty (30) day waiting period is required between examination attempts.

CANDIDATE BRIEFING

- The Proctors will all introduce themselves to the candidates (explain that you are representing the DFPC): The introduction must include:
 1. Proctor's Name
 2. Proctor's Department
- The candidate will be required to present any form of picture identification before being tested.
- The candidates will be informed about the staging areas and the location of the rehabilitation staging area.

Before the start of the examination, meet with the candidates and conduct the following Candidate Briefing:

**For consistency, the following Instructions *in italic*
MUST BE READ TO ALL CANDIDATES.**

NO EXCEPTIONS!

Briefing will be conducted with the candidates to include, but not limited to the following:

1. *"Hello my name is _____. I am your lead practical proctor representing the Colorado Division of Fire Prevention & Control. I am affiliated with _____ [Fire Department]. Today I will be administering your state practical examination. If you encounter any issues with your examination today, I am your point of contact. Assisting me will be _____ [Introduce assistant practical proctors, runners, spotters, etc]."*
2. *"Each proctor is charged with the safe delivery of your examination and to supervise the testing process. As a proctor, we will not be allowed to assist you with any part of the evaluation. Keep in mind that we are evaluators, not an instructor or coach. Once the evaluation has started, we will only be allowed to read the task steps and performance outcome to you. We may only answer clarifying questions that you may have about the process."*
3. *"All work on the examination must be your own, unless told by the proctor to work as a team."*

4. *“There will be no talking unless specifically authorized by the proctor. Any questions shall be directed to the proctor.”*
5. *The testing process will take place as follows:*
 - a. *The proctor will be reading you the testing information directly from the JPR skill sheet.*
 - *The Task will be read to you.*
 - *The Performance Outcome will be read to you.*
 - b. *You will be allowed to ask clarifying questions.*
6. *You may not leave the testing area after the examination has started without permission from the proctor. If you must leave the test site for any reason, you must wait a minimum of thirty (30) days to retake the test and must take the entire test over.”*
7. *“You may not remove any examination materials from the testing area where the examination is being administered.”*
8. *“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 Fire Prevention and Control 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.”*
9. *For your information, the restrooms are located _____ [Explain to the candidate(s) where restrooms are located.] There will be only one person allowed to go to the restroom at a time. If you need to use the restroom, please obtain permission your proctor.*
10. *For your safety, the exits are located _____ [Explain to the candidate(s) where the exits are, if the practical is being administered inside of a building.]*
11. *All pagers, radios, beepers, cell phones or any notification devices that would interrupt the test shall be turned off (even vibrate mode).*
12. *JPRs will be evaluated on a Pass/Fail basis. A candidate must pass 100% of the entire task steps within the JPRs unless noted on the individual JPR.*
 - *During the practical exam, you will not be informed of pass/fail at any evaluation station.*

- *If you fail a task step within a JPR, you must retest the entire failed JPRs today. You will be evaluated by a different proctor. The retest will occur only if you have not failed more JPRs than what is permitted for this testing process.*
 - *A safety violation is grounds for automatic failure. All proctors present shall review the safety violation with the determination of the lead practical proctor as final.*
13. *If you are required to serve as a member of a team, you must adhere to the following:*
- *Team members are permitted to communicate back and forth during team evaluations.*
 - *During a team evaluation, if an individual is unsuccessful in completing a JPR but the team's overall task is successful, only the candidate who was unsuccessful will need to be re-evaluated.*
 - *All candidates who fail a given JPR will be teamed with other unsuccessful candidates and re-evaluated. If there is an insufficient number of individuals to form a retest team, other candidates may be tasked to join the retest team; however, only the candidates who failed will be evaluated during the retest.*
14. *If you receive less than a passing score on your examination, you will be required to retake the **entire** examination. A minimum of a thirty (30) day waiting period is required between examination attempts.*
15. *DFPC is committed to assuring that every examination meets rigorous standards of quality and fairness. In order to achieve this goal, each JPR is subjected to a review process before it is ever used on an examination. Each JPR undergoes a careful review to ensure that:*
- it is clear and unambiguous*
 - it meets the standards for fairness and sensitivity*

Despite these precautions, on rare occasions ambiguity may be found in a JPR 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 JPR.

*The challenge must be put in writing using an “**Examination Challenge/ Appeals/Suggestion Form.**” Please contact the DFPC or download the form from the DFPC website.*

This form must be completed and submitted to the DFPC within thirty (30) days after the test date. The candidate must fill out this form completely and independently. In other words, the challenge is not a group effort.

*A decision will then be made by the DFPC Fire Training Director *within thirty (30) days of receipt of the challenge.* The written response by the Director will state the decision reached, concerning the individual’s inquiry or challenge, and explain the reasons for that decision.*

If the candidate disagrees with the decision made by the DFPC Fire Training Director, they can proceed with the appeal process as outlined in Section 3.5. of the Certification Policy and Procedure Manual

PRACTICAL SKILLS TESTING PROCEDURES FOR LIVE BURN

The Live Burn Evaluation will consist of one random NFPA Job Performance Requirement (JPR) from the current edition of NFPA 1001 and shall follow the NFPA 1403 Standard.

Each candidate must be evaluated on one randomly selected skill sheet.

The Lead Practical Proctor at the Live Burn Evaluation must be a current certified State of Colorado Fire Instructor I, Colorado State certified proctor and minimally certified at the State Fire Fighter I level.

PRACTICAL SKILLS TESTING PROCEDURES FOR DRIVER OPERATOR, DRIVER OPERATOR PUMPER AND DRIVER OPERATOR AERIAL

All practical skills testing requirements and procedures apply to practical testing for Driver Operator, Driver Operator Pumper, and Driver Operator Aerial certifications.

1. Driver Operator test candidates **do not** need to hold a current Firefighter I or higher state certification prior to testing for Driver Operator certification.
2. Driver Operator Pumper test candidates must hold a current Firefighter I or higher state certification and a current Driver Operator certification prior to testing for Driver Operator Pumper certification.
3. Driver Operator Aerial test candidates must hold a current Firefighter I or higher state certification and a current Driver Operator Pumper certification prior to testing for Driver Operator Aerial certification.
4. Prior to beginning of DO, DOP, or DOA practical testing, the candidate must provide the lead proctor with:
 - A valid Colorado Driver's License.
 - **JPRs 1, 2, & 3; these JPRs must be completed successfully by the candidate and signed by the Training Chief or his designee of the (AHJ) prior to the actual test date.**
5. The practical test candidate is required to successfully complete JPRs 1 thru 8 before continuing onto the remaining Pumper or Aerial JPRs.
6. If the candidate would like to test for both for Driver Operator and Driver Operator Pumper at the same time he/she will be required to take both Driver Operator and Driver Operator Pumper practical's on two different dates. The appropriate apparatus must be used for each test.
7. In order to provide a check and balance system with-in the candidate evaluation process, a minimum of two proctors are required for all DO, DOP, and DOA practical. In the event that the driving and operations portion of the practical are being administered simultaneously, a minimum of two proctors will be required for each portion of the practical.

8. A spotter may be made available by the AHJ on the day of the practical. The spotter cannot be a test candidate that is involved in the level of practical taking place. It is preferred that the spotter presently holds the level of or higher certification being tested.
9. Once the practical test begins, the configuration of the evaluation stations shall not be altered in any way. To ensure this, all cones should be marked in place and all equipment used for Pumper or Aerial testing must be positioned in the same manner for all test candidates.
10. Once the proctors, candidates, and evaluation sites are ready, the scenario(s) may begin.

The DO JPRs Skills consists of eight (8) JPR sheets total. DOP and DOA JPRs Skills Packet are broken down into two sections consisting of eight (8) Driving JPR sheets and then pumping and operations JPR Sheets . The driving section for all practical tests will consist of the following:

JPR #1 will be administered by the AHJ. DO1 consists of inspecting all allied equipment and operating all fixed equipment. This completed JPR sheet will be given to the lead proctor prior to the beginning of the test. While administering the practical the proctor will select two random task steps and retest the candidate on those task steps. The selected task steps will include the operation of at least one piece of equipment from task step #11. **NO candidate will be allowed to participate in a practical without first passing this JPR sheet.**

JPR's #2 & #3 will also be administered by the AHJ. JPRs 2 & 3 consist of the predetermined route and defense driving. **NO candidate will be allowed to participate in a practical without first passing this JPR sheet.**

The remaining five (5) JPRs will consist of maneuvering the apparatus through the driving course. Refer to the actual JPR for track layout and further information.

The DOP JPRs Skill Packet consists of twenty seven (27) JPR sheets. The candidate will be required to successfully complete 15 of the 27 JPR sheets. Once the driving section is completed, the practical test will consist of the following:

The candidate will perform the remaining DOP JPR's in this order:

- Begin with DOP9 (in cab procedures).
- One randomly selected JPR from DOP10A thru 10F (Initial attack line).
- DOP11 (Water source transfer). This JPR must be performed without shutting down in order to proceed to the next JPR.
- One randomly selected JPR from DOP12A thru 12F (Second attack line).
- One randomly selected JPR from DOP13A or 13B (Standpipe operations or foam operations). You may or may not be required to shut down before performing this JPR.
- One randomly selected JPR from DOP14A or 14B (Drafting/relay). This JPR may be incorporated into the test at any time proceeding DOP9.
- DOP15 (Restoring the Pumper to service).

The Driver Operator Aerial JPRs Skills Packet consists of seventeen (17) JPR sheets. The candidate will be required to successfully complete 15 of the 17 JPR sheets. Once the driving section is completed, the practical test will consist of the following:

The candidate will perform the remaining JPRs in this order:

- Begin with DOA9 (apparatus stabilization).
- One randomly selected JPR from DOA 10A thru 10C (Ladder company operations).
- DOA11 (water source transfer).
- DOA12 A or 12 B (Waterway operations).
- DOA13 (Emergency operating system).
- DOA14 (Return to service).
- DOA15 (Routine inspections).

Within the performance outcome, section of each practical pumping JPR's there are blank spaces that (according to each departments SOPs) will be completed by the lead proctor. The information in these blank spaces represents hose size, nozzle type, hose length, and elevation gain/loss. All blank spaces will be completed prior to administering the practical test. Using standard fire ground hydraulic formulas and/or an established department pump chart, the candidate will be required to calculate the proper friction loss and water flow required to accurately complete hydraulic calculations.

Prior to starting the practical test each candidate will be allowed two and one half (2.5) minutes per JPR, using standard fire ground hydraulic formulas and/or an established department pump chart, to calculate the proper friction loss and water flow required to accurately establish the correct pump pressure required per JPR.

REQUESTING PRACTICAL EXAMS

The organization requesting the practical must do so a minimum of thirty (30) days prior to the scheduled practical examination date. The request for the certified proctor to receive the practical should be done through DFPCs online Records Management System.

The organization requesting the practical will assume responsibility for setting the location of the examination and coordination of the date and time with the lead practical proctor.

The testing materials and equipment will be made available for the lead practical proctor designated by the organization requesting the examination.

RETURNING PRACTICAL EXAM RESULTS

The lead practical proctor will be emailed a Practical Results Form with the JPR's and other forms to record candidate's practical results. The Practical Results Form, Proctor Affidavit Form(s), and the Equipment Verification Form must be uploaded to the assigned Practical ID in the Records Management System at: <https://cdps.force.com/Certification>.

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 DFPC Fire Training Director.

The practical proctor will prepare and forward a record of circumstances to the DFPC Fire Training Director. A review of circumstances will be conducted and the DFPC Fire Training Director will determine appropriate actions.

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 PRACTICAL PROCESS CHALLENGE

In the case of a disputed or contested task step, the proctor will call for the practical examination Lead Practical Proctor. The lead practical proctor will arbitrate the dispute and make the final decision at the testing site. If unable to resolve an on-site dispute through arbitration, or the candidate does not accept the practical examination lead proctor's decision, the candidate may ask for a review of the decision by the DFPC Fire Training Director.

Any candidate may challenge a practical examination. The challenge must be placed in writing using an ***Examination Challenge/ Appeals/Suggestion Form***. The candidate must then submit a written request to the Division within 30 days after the test date. The DFPC Fire Training Director will then make a decision *within thirty (30) days of receipt of the challenge*. The written response by the Director will state the decision reached, concerning the individual's inquiry or challenge, and explain the reasons for that decision.

If the candidate disagrees with the decision made by the DFPC Fire Training Director, they can proceed with the appeal process as outlined in Section 3.5. of the Certification Policy and Procedure

If you have any questions or require clarification, please do not hesitate to contact the DFPC at 1-303-239-4600.

RETEST PRACTICAL EXAMINATION PROCEDURES

Retest Practical Examination:

Practical Examinations: Candidates are graded on pass/fail basis for the practical examination. Candidates must pass 100% of all task steps within the JPRs. Candidates who receive less than a passing score on any practical evaluation shall be required to retake the entire examination. A minimum of 30-day waiting period is required between examination attempts.

Retest for Practical Skill Stations

Should a candidate fail an examination in one of the task steps of a JPR, they are entitled to a retest. The following outlines retesting procedures for certification levels:

Can retest if:

Fire Fighter I: Can fail 2 JPRs

Fire Fighter II: Can fail 1 JPR

Fire Instructor I: Can fail 1 JPR

Haz-Mat Ops: Can fail 1 JPR

Haz-Mat Tech: Can fail 2 JPRs

Live Burn: Can fail 1 JPR

EMR : Can Fail 2 JPRs

DO/DOT: Can fail 1 JPR

DOP/DOA: Can fail 1 JPR driving portion can also fail 1 JPR pumping portion

Cannot test if:

Fail any retested JPR

Firefighter I candidate fails a 3rd JPR

Firefighter II candidate fails a 2nd JPR

Haz-Mat Ops candidate fails a 2nd JPR

Haz-Mat Tech candidate fails a 3rd JPR

Fire Instructor I candidate fails a 2nd JPR

EMR candidate fails any critical criteria or fails a 3rd JPR

DO/DOT candidate fails a 2nd JPR

DOP/DOA candidate fails a 2nd JPR in pumping or driving sections

SUMMARY

IMPORTANT POINTS TO REMEMBER

- ☑ You **MUST** be a certified Practical Proctor to administer a practical certification examination.
- ☑ You **MUST** be a certified at or above the level to which you are proctoring.
- ☑ **ALL** candidates taking a practical examination for certification must receive equal instruction, explanation and assistance from their Practical Proctor.
- ☑ As a certified Practical 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 Guidelines.

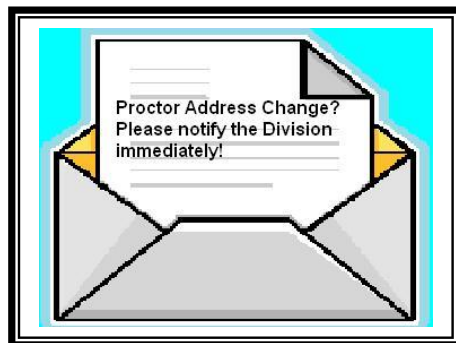
All proctors must sign a **Proctor Practical Affidavit** at the end of your practical proctor training and every time you proctor. The signed **Affidavit** must be uploaded to the assigned Practical ID in the Records Management System to be kept on file.

You and the AHJ must complete and sign the **Facility and Equipment Verification Form** and must be uploaded to the assigned Practical ID in the Records Management System to be kept on file

- ☑ Unless otherwise approved by the DFPC, you must return completed written examinations to the DFPC within twenty-four (24) hours after the testing is completed.
- ☑ As a certified practical proctor, you will be acting on behalf of the DFPC 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:**

**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

APPENDIX-

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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 SSN:		
Work Phone: _____ Home Phone: _____		Region (<i>Check One</i>): Metro <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/>			
Email Address:	Department Affiliation: _____		FDID#	FDID#	FDID#
	Enter FDID#-Primary to Least				

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	<input type="checkbox"/>	31	Fire Officer I	<input type="checkbox"/>
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"/>
11	EMS First Responder	<input type="checkbox"/>	27	HazMat Technician	<input type="checkbox"/>
4	Fire Instructor I	<input type="checkbox"/>	40	Juvenile Fire Setter I	<input type="checkbox"/>
5	Fire Instructor II	<input type="checkbox"/>	19	Public Fire Educator I	<input type="checkbox"/>
29	Firefighter I	<input type="checkbox"/>	20	Public 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 <input type="checkbox"/> FF Practical <input type="checkbox"/> D/O Practical <input type="checkbox"/>	
Regional Proctor Coordinator (Please print): _____ Proctor # _____	
Signature of Regional Proctor Coordinator: _____ Date: _____	

To be Completed by CDFPC Proctor Administrator	
Proctor Number:	Proctor Level:
Date Card Issued:	Expiration Date:
Proctor Administrator: :	

PRACTICAL PROCTOR'S AFFIDAVIT

The undersigned agrees that while acting as a certified proctor for any PRACTICAL CERTIFICATION EXAMINATION(S) for the Colorado Division of Fire Prevention & Control, that I will adhere to the applicable regulations as set forth in the Division of Fire Prevention & Control "Certification Policy and Procedures Manual" and the "Practical Examination Proctor Policies". The undersigned also acknowledges:

- I will NOT proctor any practical examination(s) above the level to which I am certified as long as I am a certified Proctor.
- I will NOT proctor any practical examination(s), which I have instructed for any test area(s) with the candidate(s) of this examination.
- I will maintain security of the practical 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 practical 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 practical examination has been completed independently by the candidate(s) or team.
- 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 all testing locations will have a Lead Proctor.
- I will ensure for safety reasons that a Lead Proctor will be assigned and a minimum of two proctors shall evaluate each team to provide a check and balance capability within the evaluation process.
- I will ensure the student ratio will not exceed 5:1 (5 candidates to every 1 proctor).
- I understand and will ensure that the Lead Proctor at any **Live Burn Evaluation** must be minimally certified State of Colorado Fire Instructor I, a state certified proctor, and minimally certified at the State Fire Fighter I level.
- I will return the testing materials to the Division of Fire Prevention & Control within twenty-four (24) hours of the examination date, unless other arrangements have been approved by the Division.

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 practical 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

last 4 of SSN

The following information is to be used to complete the Certification Level Desired and Type section of the **Application and Request for Examination** form:

CERTIFICATION LEVEL DESIRED AND TYPE

Type	Level Desired	Time Allotted for Exam	Number of Questions on Exam
1	Live Burn Evaluation Firefighter I	PRACTICAL	ONLY
2	Not in Use		
3	Not in Use		
4	Fire Instructor I – Accredited	1 ½ Hours	100
5	Fire Instructor II	1 ½ Hours	100
6	Fire Instructor III	1 ½ Hours	100
7	Live Fire Training Evolution Fixed Facility Instructor	1 Hour 15min	75
8	Driver/Operator Utility – Accredited	1 hour	50
9	Driver/Operator Pumper – Accredited	1 ½ Hours	100
10	Driver/Operator Aerial	1 ½ Hours	100
11	Emergency Medical Responder	1 ½ Hours	100
12	Not in Use		
13	Fire Officer II – Accredited	1 ½ Hours	100
14	Fire Officer III - Accredited	1 ½ Hours	100
15	Fire Officer IV		
16	Fire Inspector I	1 ½ Hours	100
17	Not in Use		
18	Not in Use		
19	Public Fire Educator I	1 hour	50
20	Public Fire Educator II	1 hour	50
21	Public Fire Educator III		
22	Fire Investigator	1 ½ Hours	100
23	Airport Firefighter Live Burn	PRACTICAL	ONLY
24	Airport Firefighter – Airport Firefighter	1 hour	50
25	Haz Mat Awareness – Accredited	½ hour	25
26	Haz Mat Operations – Accredited	RENEWAL	ONLY
27	Haz Mat Technician	1 ½ Hours	100
28	Not in Use		
29	Firefighter I – Accredited	1 ½ Hours	100
30	Firefighter II – Accredited	1 ½ Hours	100
31	Fire Officer I – Accredited	1 ½ Hours	100
32	Colorado Executive Fire Administrator	RENEWAL	ONLY
34	Fire Suppression Inspector		
35	Haz Mat Awareness Section - Re-Take ONLY	30 min	25
36	Haz Mat Operations Section - Re-Take ONLY	1 Hour 15 min	75
37	Haz Mat Awareness & Operations - Initial & Practical ONLY		
38	Fireworks Pyrotechnic/Special Effects	1 hour	50
39	Fireworks Display Operator	1 Hour 15 min	75
40	Juvenile Fire Setter I	1 hour	50



Examination Challenge/Appeals/Suggestion Form

This form is used to challenge, appeal and/or make a suggestion regarding the validity of a written or practical examination item. The candidate must fill out this form completely and independently. All fields are required.

Email address _____

Candidate Information

Last Name: _____ First Name: _____ MI: _____

Date of Exam: _____ Last 4 of SSN: _____

Proctor Information

Written/Lead Proctor's Name: _____ Proctor #: _____

Examination Information

(Please answer as applicable.)

Version Number of Written Examination: _____ Type of Practical Examination: _____
(May be obtained from the exam booklet)

Please insert Written/Practical Examination Question/JPR Number(s) with each challenge and describe in complete detail your concern.

Candidate Signature

Signature: _____ Date: _____



Facility and Equipment Verification Form

Location: _____

Date: _____

Address: _____

Suite/Room#: _____

POLICY: DFPC Facility and Equipment verification written/practical examination.	TASK: Determine if the agency's facilities and/or equipment is adequate for the testing of the examination requirements.
--	---

PERFORMANCE OUTCOME: The check of the agency's facilities and/or equipment is adequate for the examination to be conducted.

CONDITIONS: Given this form, the written/lead proctor has determined that the following meets DFPC required policy.

EQUIPMENT REQUIRED: All necessary items listed below to provide a comfortable location for the candidate(s) to test.

No.	TASK STEPS	MEET POLICY RETEST	
		Yes	No
WRITTEN EXAMINATION			
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>) must be approved by the CDFPC , if necessary.		
7.	All test candidates shall be in full view of the examination proctor.		
PRACTICAL EXAMINATION			
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 meets applicable NFPA requirements at the time of original manufacture, currently meets the standards of the Authority Having Jurisdiction (AHJ), and is present at the testing site. (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 MUST be cancelled).		

Written/Lead Proctor Comments: _____

Written/Lead Proctor (Print & Sign)

Date

Agent of Facility (Print and Sign)

Date



GENERAL DRIVING RULES FOR ALL DRIVER SERIES PRACTICALS

These rules shall be read after the Candidate briefing to all candidate(s) by the lead practical proctor

- All candidates must possess a valid State of Colorado Driver's License.
- The candidate will be required to drive at a safe speed while on the test grounds.
- Both proctors will be evaluating the candidates driving from outside of the apparatus.
- Both proctors will be watching for safety violations, watching that apparatus stays within the boundaries of the course, and one proctor shall position himself/herself before and during any backing exercise. This proctor **will not** direct the candidate into position. The proctor is there to insure that the apparatus does not come in contact with any objects. If the proctor has to stop the candidate in order to prevent him/her from coming in contact with any objects; it will be considered a safety violation and will constitute a failure of the test.
- Safety violations include but are not limited to:
 - Apparatus contact with any obstacles other than traffic cones.
 - Fire pump cavitation.
 - Equipment abuse including **DRY STEERING**
 - The candidate's inability to provide water to the appropriate appliance or destination.
 - Horseplay or recklessness.
- The candidate will be required to use the apparatus mirrors for all vision to the sides or rear of the apparatus. **The candidate will not be allowed to extend his/her head out of the window in order to guide the apparatus.**
- Once the apparatus is in motion, it must remain in motion until a required stop or change of direction must be performed as per the JPR.
- The candidate will be allowed to slow the apparatus during the exercise but cannot bring the apparatus to a complete stop unless required by the JPR. Stopping the apparatus when not required by the JPR will be considered a failure of that JPR.
- The candidate will not be allowed to stop the apparatus in order to make an unauthorized direction change to reposition the apparatus unless otherwise noted in the JPR.
- In order to familiarize the candidate with the driving course, the lead practical proctor will walk the entire course with the candidate(s). Verbal instructions and an explanation of direction of travel through the course for each JPR will be given by the proctor. The candidate may complete JPRS in any order.
- When applicable, each DOP or DOA candidate will be allowed two and one half (2.5) minutes per practical pumping JPR, using standard fire ground hydraulic formulas and/or an established department pump chart, to calculate the proper friction loss and water flow required to accurately establish the correct pump pressure required per JPR.

DRIVING EXERCISE INSTRUCTIONS/ CLARIFICATION

Serpentine Exercise:

- The driver candidate should drive the apparatus along the left side of the markers (cones) in a straight line and stop just beyond the last marker.
- The driver candidate then should back the apparatus between the markers by passing to the left of marker #1, to the right of marker #2, and to the left of marker #3.
- At this point, the driver candidate should stop the vehicle and then drive forward between the markers by passing to the right of marker #3, to the left of marker #2, and to the right of marker #1.
- There are boundary markers representing walls 20' to either side of the center markers for a total of 40' in width. The apparatus must not cross the vertical plain of the base of the markers. Crossing the vertical plain will be considered to be a failure of this JPR.

Alley Dock/Apparatus Station Parking Exercise:

DO, DOP, & DOA JPR 5 consist of two different track set-ups. Only one of the track set-ups will be used during the test. The Alley Dock is usually used for brush trucks, smaller engines, ambulances, and other fire department utility vehicles. The Apparatus Station Parking set-up can be used for any of the three certifications (regardless of apparatus size) but is normally used for larger engines, aerial apparatus, tenders and other large apparatus that have a poor turning radius or are too long to navigate the Alley Dock.

- The driver candidate for the purpose of apparatus maneuvering will have the full use of a forty feet (40) wide simulated street that runs parallel to the simulated alley.
- The apparatus must not cross the vertical plain of the base of the markers. Crossing the vertical plain will be considered to be a failure of this JPR.
- The driver candidate should pass the markers of the alley on the left and then back the apparatus, using a left hand turn into the alley.
- The apparatus must come to a complete stop once the front of the apparatus is completely in the alley.
- The driver candidate will then exit to the right when leaving the alley.
- The driver candidate will then repeat the exercise with the markers on the right side of the apparatus, using a right hand turn into the apparatus bay.
- The driver candidate will be tested on his/her abilities while entering and exiting the alley dock.

The Apparatus Station Parking exercise is designed to test the driver candidates' ability to back the apparatus into a simulated fire station apparatus bay or the driver candidates' ability to back the apparatus down a street to reverse the direction of apparatus travel.

- The driver candidate for the purpose of apparatus maneuvering will have the full use of a thirty feet (30) wide simulated street that runs parallel to the simulated apparatus bay.
- The apparatus must not cross the vertical plain of the base of the markers. Crossing the vertical plain will be considered to be a failure of this JPR.
- The driver candidate should pass the markers of the driveway apron on the left and then back the apparatus, using a left hand turn into the apparatus bay.
- The apparatus must come to a complete stop when the left front tire is in-line with the marker indicating the stopping point with in the apparatus bay.
- The driver candidate will then exit to the right when leaving the apparatus bay.
- The driver candidate will then repeat the exercise with the markers on the right side of the apparatus, using a right hand turn into the apparatus bay.
- The driver candidate will be tested on his/her abilities while entering and exiting the apparatus bay.

On the Apparatus Station Parking exercise, the AHJ may increase the depth of the apron dimension to accommodate larger apparatus. The apron depth is changed in small increments until there is adequate room for the apparatus to maneuver through the course. Keep in mind that the 20' apron depth dimension changes; NOT the 30' street dimension.

Turn Around Exercise:

The turn-around exercise is designed to test the driver candidate in his/her ability to turn a fire department apparatus 180 degrees within a confined space that is fifty feet 50' x one-hundred (100') in size. The driver candidate must then exit the confined space through the same opening that was used to enter.

- The driver candidate will enter the fifty-foot (50') x one-hundred foot (100') confined space through a 12' opening located in the center of one of the 50' sides.
- The driver candidate will be required to turn the apparatus 180 degrees within the confined space without crossing the vertical plain of the base of the markers.
- The apparatus must not cross the vertical plain of the base of the markers. Crossing the vertical plain will be considered to be a failure of this JPR.
- The driver candidate **is allowed** to stop the apparatus and change direction within the confined space as many times as needed to perform this exercise. This is the only driving exercise that the candidate will be allowed to stop and make direction changes that are not specifically required by the JPR.
- The driver candidate must then exit the confined space through the same 12' opening that was used to enter.
- For larger vehicles such as aerial apparatus, it is often necessary to extend the width of the confined space in order to give the aerial apparatus enough room to perform the exercise. Prior to test day and in junction with the AHJ the decision to extend the track must be agreed to by the proctor and the AHJ. When initially extending the track adds 10' to the 50' width making the track 60' wide. If more room is needed extend the track in 5' increments.

Diminishing Clearance Exercise:

The diminishing clearance exercise is designed to test the driver candidate in his/her ability to maneuver a fire department apparatus in a straight line, to judge distances from wheel to object through areas with restricted horizontal clearances, and to stop at a finish line.

- The speed at which a driver candidate should operate the apparatus is optional, but it should be great enough to necessitate quick judgment.
- The course for this exercise is created by arranging two rows of markers to form a lane seventy-five feet (75') long.
- This lane varies in width from 9 foot 6 inches at the entrance to a diminishing clearance of 8 foot 2 inches at the exit. When properly set up the exit dimension should be 2" wider than the widest apparatus axle. This dimension is measured from the bulge of one tire to the bulge of the opposite tire. There are two exceptions to this rule:
 1. Is when the bulge-to-bulge measurement is less than 8' 0" i.e. a brush truck or utility vehicle, in this case, the 9' 6" & 8' 2" will be the minimum dimensions to be used regardless of the apparatus axle width.
 2. If there is a factory protrusion or department, authorized modification made to the apparatus that could possibly come in contact with a marker cone than you should include this in your vehicle width dimension for the diminishing clearance JPR. Keep in mind that there will always be a 16" (sixteen inch) difference from the entrance and exit dimensions.
- The driver candidate should maneuver the apparatus forward through his lane without touching the base of markers.
- The apparatus should be stopped at the finish line without protruding beyond this line