Hazardous Materials Operations
National Certification

Certification Preparation Guide

Referenced to:
NFPA 1072, Chapter 5, 6.2 & 6.6, 2017 Edition
Referenced to:

NFPA 1072, Chapter 5, 6.2, & 6.6, 2017 Edition
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 behavior at all times. Any incident of academic misconduct by a candidate, will invalidate their test results, forfeit their certification fee, and may subject them 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, and 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 Kansas Fire & Rescue Training Institute for more information.
National Certification Application & Processes

Application: Applications are required before testing. Visit the KFRTI web page (https://kupce.ku.edu/kufire-firefighter-certification) to download the application.

Registration for Exams: Pre-registration is required. Go to the KFRTI online registration point to register and pay certification fee. (https://www.enrole.com/kupce/jsp/index.jsp?categoryId=10019)

Certification Fees: Certification fees must be paid before the exam date. Individuals are required to pay fees online when registering for an exam. An organization may request to be billed, this billing process requires a Purchase Order from that organization stating each candidate’s name. To arrange billing, call the KFRTI at 1-866-804-8841. Billing cannot be processed online.

Number of Attempts: Candidates are allowed two attempts per test per application, and all testing must be completed within one year of the first testing activity. Additional testing requires a new application and fee.

Picture I.D. Required: A government issued photo I.D. is required at the test site.

Accommodations: The Kansas Fire and Rescue Training Institute, as part of the University of Kansas, adheres to the requirements of the Americans with Disabilities Act. Certification candidates requesting accommodations must submit the request in writing two (2) weeks in advanced of testing. The request must include a copy of the diagnosis by a qualified professional. Upon receipt of an accommodations request, the Kansas Fire and Rescue Training Institute will review the request, and then notify the requestor of the proposed accommodations.

What if I Fail the Exam?

Failure of any required component (not submitting a currently valid certification or licensure KBEMS number, less than 70% on the written exam or less than 100% of the skills exam) constitutes a failed attempt.

a. Candidates may re-test on any component of the exam (written, or skills exams) and resubmit current and valid KBEMS medical credentials.

b. 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.

c. Candidates are allowed two (2) attempts at any portion of the exam. If a candidate fails any portion of the exam twice, a new application and fee is required. The new application starts the certification process over, and all portions of testing will have to be retested.

d. The Institute strongly recommends that candidates study or seek additional training 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. Retaking the written test, retesting skills, submitting 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. The candidate will be required to submit a new application, new fee, and new verification forms to retest for the written and skills tests before certification.
National Certification Requirements for Hazardous Materials Operations

Self-Contained Breathing Apparatus Mask Fit Test Compliance

Due to the potentially hazardous atmospheres that firefighters operate in, SCBA fit test compliance is required as part of the certification process. A copy of the required form on which Fit Test Compliance can be documented is attached at the end of this document.

Hazardous Materials Operations Local Verification Form:

This form verifies requirements that cannot be tested on a written exam and requirements of the standard that are based on local fire department practices and policies.

This form documents:

a. The candidate’s SCBA mask fit test has been performed.
b. Medical requirements established by NFPA Standard on Comprehensive Occupational Medical Program for Fire Departments, Chapter 6, Subsection 6.1.1, as determined by the medical authority of the fire department have been met.
c. Physical fitness requirement for entry-level personnel shall be developed and validated by the fire department.
d. Minimum emergency medical care performance capability of entry-level personnel developed and validated by the fire department (must include bleeding control, CPR, infection control and shock management).

Hazardous Materials Operations Certification Exam

Written Exam:

a. The Hazardous Materials Operations Written Exam includes 100 multiple choice and true/false questions.
b. Candidates are allowed two (2) hours 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, or 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% minimum score is required to pass the written exam.

Skills Exam:

a. The Skills Exam includes individual and team skills. Depending on the skill tested, candidates are tested individually, or as a member of a team.
b. Groups of 4 to 6 candidates are formed for the purpose of skills testing. Individual candidates may not pre-select crews or make up crews of their own choosing. Teams (for testing purposes) are appointed by the Exam Coordinator at the test site.
c. When testing a member of a team, evaluation includes both individual performance and performance as a member of the team.
d. Skills Exams typically include 4 to 6 stations. Each station may include multiple skills. All Haz Mat Operations Skills Exams will include no fewer than eight (8) skills total. Many exams will include more than 8 skills.
e. You will be given up to two attempts at each station. The two attempts per station make up your first overall attempt at the skills exam.
f. Skills exams require 100% to pass in all stations.
g. No same-day skills re-testing allowed

What if I Fail the Exam?

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

a. Candidates may re-test on any component of the exam (written, or skills exams) and resubmit an incomplete verification form.
b. 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.
c. Candidates are allowed two (2) attempts at the exam. If a candidate fails the exam twice and wishes to take the exam again, a new certification fee payment is required. The new fee will allow the candidate two more attempts at the test.
d. The Institute strongly recommends that candidates study and/or seek additional training 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 certification fee payment, and new verification forms. The candidate must also retest and pass the written and skills exams before being granted national certification.

Hazardous Materials Operations - Written Exam
Study/Preparation Information and Materials

Haz Mat Operations Prerequisites

All candidates are required to have certified for NFPA 1072, Chapter 4 (Haz Mat Awareness) prior to completing NFPA 1072, Chapter 5 (Haz Mat Operations), 6.2 (Personal Protective Equipment), and 6.6 (Product Control) national certification. Certifications from other entities will be evaluated for reciprocity as per the KF&RTI’s Reciprocity policy.

Haz Mat Operations Written Exam: 100 multiple choice questions.

Time allowed to take exam: Two (2) hours.

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, or 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**


<table>
<thead>
<tr>
<th>Written Exam Study Pages</th>
<th>(Test questions are taken from these same pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section Subject &amp; NFPA 1072,</strong> <em>(Chapter 5) JPR Number</em></td>
<td>Reading/Study Pages</td>
</tr>
<tr>
<td>5.2.1 Identify the scope of the problem</td>
<td>Pages: 137-205, 211-281, 332-334, 365-366, 368-370</td>
</tr>
<tr>
<td>5.3.1 Identify the action options</td>
<td>Pages: 23-24, 173-175, 203-205, 289-314, 412-413, 421-454, 462-463, 479-483, 487</td>
</tr>
<tr>
<td>5.4.1 Perform assigned tasks</td>
<td>Pages: 321-354, 421-442, 455-458, 460-467, 486</td>
</tr>
<tr>
<td>5.5.1 Perform emergency decontamination</td>
<td>Pages: 23-24, 460-466, 479-483, 487</td>
</tr>
<tr>
<td>5.6.1 Evaluate and report the progress</td>
<td>Pages: 351-354</td>
</tr>
</tbody>
</table>

*(Chapter 6.2) JPR Number*

| 6.2.1 Select, don, work in, and doff approved PPE | Pages: 421-467, 487, 488-496 |

*(Chapter 6.6) JPR Number*

| 6.6.1 Perform product control techniques | Pages: 442-454, 460-466, 607-638 |
| **Introduction to Hazardous Material Skills Exam:** | **The Skills Exam includes 14 skills at five stations and requires 100% to pass.** |
| Time allowed to take exam: | The overall exam is not timed; however, individual skills and/or stations may include a maximum/minimum time (consistent with reasonable fire ground time/operations. |
| **Passing Score:** | Skills exams require 100% on all stations and skills. Up to two attempts will be given for each skills and/or station being tested make up your first attempt at the skills exam. |

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**


Hazardous Materials Operations
Skill Evaluation Sheets

This Skills Evaluation Sheet is the exact grading sheets that evaluators use during the Skills Test. This sheet has been edited for the explicit use of grading skills and should not be used to learn the skills.

This Skill Evaluation Sheet has been included in this Preparation Guide for the purpose of guiding you as final preparations are made (and practice performed) for the Qualification Exam.

Grading for the Skills Evaluation requires 100% of the steps listed on the sheet be performed. You will not be evaluated on steps of the skills that are not listed on these evaluation sheets.
KFRTI/IFSTA Haz Mat Operations Skill Sheets, Skill Sheet 5-1

Evaluator Equipment Required: Emergency Response Guide (2016); Photo of Overturned Vehicle
Candidate Equipment Required: None

Evaluator's Instructions to Candidates
At this station, you will be required to recognize and identify the hazardous materials/WMD and hazards involved in a hazardous materials/WMD incident. You will be provided with an ERG and a photo of the overturned vehicle. You will identify the hazardous materials and/or WMD involved. You will identify the indicators that led you to that conclusion. You may use the provided reference documents. This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Analyze a Hazardous Materials Scenario to Identify Potential Hazards

1. Identify type of container.
2. Identify materials involved.
3. Identify any leaks.
4. Identify location of release.
5. Identify conditions surrounding the incident.
6. Communicate with applicable operators or representatives.
7. Collect and determine hazard information using approved reference sources.
8. Describe any potential behavior of material and containers.
9. Describe potential hazards, harm, and outcomes based on potential behavior.

1st Attempt
Pass [ ] Fail [ ]
2nd Attempt
Pass [ ] Fail [ ]

Candidate's name: ________________________________ Station: Pass [ ] Fail [ ]
Notes (please include comments/explanation for failure):

Evaluator's Signature ____________________________ Date: ________________________
Revised: July 2019
Hazardous Materials Operations Skills Set: Identify Actions Available  

**Reference:**  
NFPA 1072, 2017 Edition, Chapter 5, Job Performance Requirement 5.3.1  
KFRTI/IFSTA Haz Mat Operations Skill Sheets, Skill Sheet 6-1

**Evaluator Equipment Required:** Emergency Response Guide (2016); Photo of Overturned Vehicle  
**Candidate Equipment Required:** None

**Evaluator's Instructions to Candidates**  
At this station, you will be required to recognize and identify the hazardous materials/WMD and hazards involved in a hazardous materials/WMD incident. You will be provided with an ERG and a photo of the overturned vehicle. You will identify the actions available at this hazardous materials incident to include response objectives, action options, safety precautions, and personal protective equipment (PPE). You will identify the indicators that led you to that conclusion. This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

**Evaluated Skill Items**

<table>
<thead>
<tr>
<th>Identify actions available at a Hazardous Materials Incident</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify response objectives based on the scope of the incident and available resources.</td>
<td>[ ] Pass</td>
<td>[ ] Fail</td>
</tr>
<tr>
<td>2. Identify action options based on the scope of the incident and available resources.</td>
<td>[ ] Pass</td>
<td>[ ] Fail</td>
</tr>
<tr>
<td>3. Identify safety precautions for the incident.</td>
<td>[ ] Pass</td>
<td>[ ] Fail</td>
</tr>
<tr>
<td>4. Identify personal protective equipment appropriate for the incident.</td>
<td>[ ] Pass</td>
<td>[ ] Fail</td>
</tr>
</tbody>
</table>

Candidate's name: ____________________________________________  
Station: Pass [ ] Fail [ ]

Notes (please include comments/explanation for failure):

Evaluator's Signature: ____________________________  
Date: ____________________________

Revised: July 2019
At this station, you will be required to provide scene control at a hazardous materials/WMD incident. You will be provided with an ERG and a photo of the overturned vehicle, assignment with limited potential for contact with a hazardous material, known scope of the incident, approved tools and equipment, and approved personal protective equipment. You will identify the hazardous materials and/or WMD involved. You will identify the indicators that led you to that conclusion. You may use the provided reference documents. This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

**Provide Scene Control at a Hazardous Materials Incident**

1. Take protective actions.
2. Establish an incident management system.
3. Develop and implement an Incident Action Plan (IAP).
4. Establish and ensure scene control.
5. Select and use personal protective equipment.
6. Protect exposures and personnel.
7. Ensure safety procedures are followed.
8. Minimize or avoid hazards.
11. Complete assignment(s).
**Hazardous Materials Operations Skills Set: Evaluate Progress**

|Reference: | KFRTI/IFSTA Haz Mat Operations Skill Sheets, Skill Sheet 7-2 |

**Evaluator Equipment Required:** Emergency Response Guide (2016); Photo of Leaking Vehicle

**Candidate Equipment Required:** None

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**Evaluator's Instructions to Candidates**

At this station, you will be required to evaluate the progress at a hazardous materials/WMD incident. You will be provided with an ERG, a photo of a leaking vehicle, assignment with limited potential for contact with a hazardous material, known scope of the incident, approved tools and equipment, and approved personal protective equipment. You will identify the hazardous materials and/or WMD involved. You will identify the indicators that led you to that conclusion. You may use the provided reference documents. This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

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**Evaluated Skill Items**

<table>
<thead>
<tr>
<th>Evaluated Skill Items</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate Progress at a Hazardous Materials Incident</td>
<td>Pass Fail</td>
<td>Pass Fail</td>
</tr>
</tbody>
</table>

1. Determine incident status.
2. Evaluate Incident Action Plan (IAP).
3. Determine if action objectives are being met.
4. Evaluate effectiveness of assigned tasks.
5. Communicate progress to supervisor using approved communication tools and equipment.

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**Candidate's name:** ____________________________

**Notes (please include comments/explanation for failure):**

**Evaluator's Signature:** ____________________________

**Date:** ____________________________

**Station:** Pass [ ] Fail [ ]

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Revised: July 2019
### Hazardous Materials Operations Skills Set: Select Appropriate PPE

**Item 5**

**Reference:** NFPA 1072, 2017 Edition, Chapter 6, Job Performance Requirement 5.4.1, 6.2.1, 6.3.1, 6.4.1, 6.5.1, 6.6.1, 6.7.1 6.8.1, 6.9.1


**Evaluator**

KFRTI/IFSTA Haz Mat Operations Skill Sheets, Skill Sheet 9-1

**Equipment Required:** Emergency Response Guide (2016); Photo of Overturned/Leaking Vehicle

**Candidate Equipment Required:** None

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### Evaluator's Instructions to Candidates

At this station, you will select appropriate PPE to address a hazardous materials/WMD incident. You will be provided with an ERG, a photo of the overturned/leaking vehicle, assignment with limited potential for contact with a hazardous material, known scope of the incident, approved tools and equipment, and a list of approved personal protective equipment. You will select the appropriate PPE to address the scenario provided. You will identify the indicators that led you to that conclusion. You may use the provided reference documents. This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

### Evaluated Skill Items

<table>
<thead>
<tr>
<th>Select appropriate PPE to address a Hazardous Materials Scenario.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine hazards.</td>
</tr>
<tr>
<td>2. Select an appropriate PPE ensemble for the mission-specific assignment.</td>
</tr>
</tbody>
</table>

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**Candidate's name:**

**Station:** Pass [ ] Fail [ ]

**Notes (please include comments/explanation for failure):**

**Evaluator's Signature:**

**Date:**

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Revised: July 2019
At this station, you will select appropriate PPE to address a hazardous materials/WMD incident. You will be provided with an ERG, a photo of the overturned vehicle, assignment with limited potential for contact with a hazardous material, known scope of the incident, approved tools and equipment, and a list of approved personal protective equipment. You will select the appropriate PPE to address the scenario provided. You will identify the indicators that led you to that conclusion. You may use the provided reference documents. This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

<table>
<thead>
<tr>
<th>Evaluated Skill Items</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Don, work in, and doff structural firefighting personal protective equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Perform a visual inspection of PPE and SCBA for damage or defects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Don protective trousers and boots.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Don protective hood, pulling hood down around neck and exposing head.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Don protective coat.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Don SCBA. Ensure that the cylinder valve is fully open and that all straps are secured.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Don SCBA facepiece and ensure a proper fit and seal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Pull hood up completely so that facepiece straps and skin are not exposed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Don helmet and secure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Don inner gloves.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Don gloves.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Ensure that all fasteners, straps, buckles, etc., are fastened.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Ensure that skin is not exposed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Attach SCBA regulator to facepiece and make sure SCBA is functioning properly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Perform pre-entry checks according to AHJ’s SOPs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Perform work assignment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Undergo decontamination per AHJ’s SOPs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Doff PPE in reverse order according to AHJ’s SOPs, avoiding contact with outer ensemble or surfaces that may be contaminated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Conduct a post-entry inspection of PPE for damage or defects according to AHJ’s SOP’s and document finding.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate's name:</td>
<td>Station: Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
<td>------</td>
</tr>
<tr>
<td>Notes (please include comments/explanation for failure):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluator's Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
Hazardous Materials Operations Skills Set: Perform Gross Decontamination

Reference: NFPA 1072, 2017 Edition, Chapter 5, Job Performance Requirement 5.4.1
KFRTI/IFSTA Haz Mat Operations Skill Sheets, Skill Sheet 10-1
Evaluator Equipment Required: Emergency Response Guide (2016); Photo of Overturned Vehicle
Candidate Equipment Required: None

Evaluator's Instructions to Candidates
At this station, you will perform gross decontamination on the scene of a hazardous materials/WMD incident. You will be provided with an ERG, a photo of the overturned vehicle, assignment with limited potential for contact with a hazardous material, known scope of the incident, approved tools and equipment, and a list of approved personal protective equipment. You will select the appropriate PPE to address the scenario provided. You will identify the indicators that led you to that conclusion. You may use the provided reference documents. This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

<table>
<thead>
<tr>
<th>Perform Gross Decontamination</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Isolate contaminated tools and equipment according to SOPs/SOGs.</td>
<td>fail</td>
<td>fail</td>
</tr>
<tr>
<td>2. Conduct decontamination of tools and equipment according to SOPs/SOGs.</td>
<td>fail</td>
<td>fail</td>
</tr>
<tr>
<td>3. Wash and/or isolate PPE according to SOPs/SOGs, doffing as appropriate.</td>
<td>fail</td>
<td>fail</td>
</tr>
<tr>
<td>4. Use hygienic wipes to wipe potential contaminates from face, head, neck, and hands.</td>
<td>fail</td>
<td>fail</td>
</tr>
</tbody>
</table>

Candidate’s name: ____________________________  Station: Pass fail
Notes (please include comments/explanation for failure):

Evaluator’s Signature ____________________________  Date: ________________

Revised: July 2019
**Hazardous Materials Operations Skills Set: Perform Emergency Decontamination**

**Reference:**
- NFPA 1072, 2017 Edition, Chapter 6, Job Performance Requirement 5.5.1
- KFRTI/IFSTA Haz Mat Operations Skill Sheets, Skill Sheet 10-2

**Evaluator Equipment Required:** Emergency Response Guide (2016); Photo of Overturned Vehicle

**Candidate Equipment Required:** None

**Evaluator’s Instructions to Candidates**
At this station, you will perform emergency decontamination at the scene of a hazardous materials/WMD incident. You will be provided with an ERG, a photo of the overturned vehicle, an assignment, scope of the problem; policies and procedures; and approved tools, equipment, and PPE for emergency decontamination, needs are identified, approved PPE is selected and used, exposures and personnel are protected, safety procedures are followed, hazards are avoided or minimized, emergency decontamination is set up and implemented, and victims and responders are decontaminated. You will identify the indicators that led you to that conclusion. You may use the provided reference documents.

This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

**Evaluated Skill Items**

<table>
<thead>
<tr>
<th>Perform Emergency Decontamination</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure that all responders involved in decontamination operations are wearing appropriate PPE for performing emergency decontamination operations.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>2. Remove the victim from the contaminated area.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>3. Ensure emergency decontamination is set up in a safe area.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>4. Wash immediately any contaminated clothing or exposed body parts with flooding quantities of water.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>5. Remove person’s PPE rapidly, minimizing the spread of contaminants.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>6. Perform a quick cycle of head-to-toe rinse, wash, and rinse.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>7. Transfer the victim to treatment personnel for assessment, first aid, and medical treatment.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>8. Ensure that ambulance and hospital personnel are informed of contaminant involved.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>9. Complete required reports and supporting documentation.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
</tbody>
</table>

**Candidate’s name:**

Notes (please include comments/explanation for failure):

**Evaluator’s Signature:**

**Date:**

Revised: July 2019
**Evaluated Skill Items**

<table>
<thead>
<tr>
<th>Perform Technical Decontamination on Ambulatory People</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure proper decontamination method has been chosen to minimize hazards.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>2. Ensure that all responders are wearing appropriate PPE for performing technical decontamination operations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Establish technical decontamination corridor for ambulatory decontamination according to the AHJ’s SOPs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Ensure the decontamination corridor provides privacy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Establish an initial triage point to evacuate and direct persons.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Perform lifesaving intervention if needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. If not an emergency provider, instruct victim to remove potentially contaminated clothing and jewelry, ensuring he/she does not come in further contact with contaminants. Emergency responders may drop tools and/or equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Instruct person to undergo gross decontamination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Instruct person to undergo secondary decontamination wash. <strong>Note:</strong> Emergency responders undergoing technical decon will doff PPE per SOPs after the secondary decontamination wash.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Instruct person to enter the privacy station, remove undergarments, and shower and wash thoroughly from the top down. <strong>Note:</strong> Do NOT ask members of the public to remove their clothes to shower unless complete privacy is provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Provide a clean garment for person to wear after showering.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Continued on page 2**

**Hazardous Materials Operations Skills Set: Item 9 (CONTINUED)**

Revised: July 2019
**Skills Set: Perform Technical Decontamination on Ambulatory People**

12. Monitor for additional contamination using the appropriate detection device.
   **Note:** If contamination is detected, repeat the decontamination sequence and/or change the decontamination method, as appropriate.

13. Direct the person to the medical evaluation station.

14. Ensure personnel, tools, and equipment are decontaminated.

15. Terminate decontamination operations according to AHJ's policies and procedures

16. Complete required reports and supporting documentation.

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**Candidate's name:**

---

**Station:** Pass [ ] Fail [ ]

Notes (please include comments/explanation for failure):

---

**Evaluator's Signature:**

---

**Date:**

---

Revised: July 2019
**Evaluator's Instructions to Candidates**

At this station, you will perform mass decontamination in support of entry operations and for ambulatory victims at a hazardous materials/WMD incident, given a hazardous materials/WMD incident that requires mass decontamination; an assignment in an IAP; scope of the problem; policies and procedures; approved tools, equipment, and PPE; and access to a hazardous materials technician, an allied professional, an emergency response plan, or SOP's, a mass decontamination method is selected, set up, implemented, evaluated, and terminated; approved PPE is selected and used; exposures and personnel are protected, safety procedures are followed, hazards are avoided or minimized; personnel, tools, and equipment are decontaminated; and all reports and documentation of mass decontamination operations are completed. This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

**Evaluated Skill Items**

<table>
<thead>
<tr>
<th>Perform Mass Decontamination on Ambulatory People</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure proper decontamination method has been chosen to minimize hazards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ensure that all responders are wearing appropriate PPE for performing mass decontamination operations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Ensure decontamination operations are set up in a safe area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Ensure the decontamination corridor provides privacy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Prepare fire apparatus for use during mass decontamination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Set fire nozzle to fog pattern.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Instruct all people to go through mass decontamination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Instruct victims to remove contaminated clothing, ensuring that victims do not come into further contact with any contaminants.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Instruct victims to keep arms raised as they proceed slowly through the wash area.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Monitor for additional contamination using the appropriate detection device.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> If contamination is found, instruct victim to go through wash again, as appropriate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Instruct victims to move to a clean area to dry off.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Inform EMS personnel of contaminant involved and its hazards, if known.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Ensure personnel, tools, and equipment are decontaminated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Terminate decontamination operations according to AHJ’s policies and procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Complete required reports and supporting documentation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate's name:</td>
<td>Station: Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------</td>
<td>------</td>
</tr>
<tr>
<td>Notes (please include comments/explanation for failure):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluator's Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
Hazardous Materials Operations Skills Set: Perform Absorption/Adsorption

KFRTI/IFSTA Haz Mat Operations Skill Sheets, Skill Sheet 13-1
Evaluator Equipment Required: Emergency Response Guide (2016); Photo of Overturned Vehicle
Candidate Equipment Required: None

Evaluator's Instructions to Candidates
At this station, you will perform product control techniques with a limited risk of personal exposure at a hazardous materials/WMD incident, given a hazardous materials/WMD incident with release of product; an assignment in an IAP; scope of the problem; policies and procedures; approved tools, equipment, control agents, and PPE; and access to a hazardous materials technician, an allied professional, an emergency response plan, or SOP’s, so that under the guidance of a hazardous materials technician, an allied professional, an emergency response plan, or SOP’s approved PPE is selected and used; exposures and personnel are protected, safety procedures are followed, hazards are avoided or minimized; a product control technique is selected and implemented; the product is controlled; victims, personnel, tools, and equipment are decontaminated; and product control operations are reported and documented.
This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

<table>
<thead>
<tr>
<th>Perform Absorption/Adsorption</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure proper product control technique is chosen.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
<tr>
<td>2. Ensure that all responders, involved in the control function are wearing appropriate PPE for performing absorption/adsorption operations &amp; that appropriate hand tools are selected.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
<tr>
<td>3. Select a location to efficiently, and safely perform the absorption/adsorption operation.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
<tr>
<td>4. Select the most appropriate sorbent/adsorbent.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
<tr>
<td>5. Deploy the sorbent/adsorbent in a manner that most efficiently controls the spill.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
<tr>
<td>6. Upon mitigation of the incident place any contaminated material, such as clothing, in an approved container for transportation to a disposal location.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
<tr>
<td>7. Seal and label the container and document appropriate information for department records.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
<tr>
<td>8. Decontaminate tools.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
<tr>
<td>9. Advance to decontamination line for personal decontamination.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
<tr>
<td>10. Complete required reports and supporting documentation.</td>
<td>Pass [ ]</td>
<td>Fail [ ]</td>
</tr>
</tbody>
</table>

Candidate’s name: ___________________________ Station: Pass [ ] Fail [ ]
Notes (please include comments/explanation for failure): ____________________________________________________________________________

Evaluator's Signature: ___________________________ Date: ___________________________

Revised: July 2019
KFRTI/IFSTA Haz Mat Operations Skill Sheets, Skill Sheet 13-3

Evaluator Equipment Required: Emergency Response Guide (2016); Photo of Overturned Vehicle
Candidate Equipment Required: None

Evaluator’s Instructions to Candidates
At this station, you will perform product control techniques with a limited risk of personal exposure at a hazardous materials/WMD incident, given a hazardous materials/WMD incident with release of product; an assignment in an IAP; scope of the problem; policies and procedures; approved tools, equipment, control agents, and PPE; and access to a hazardous materials technician, an allied professional, an emergency response plan, or SOP’s, so that under the guidance of a hazardous materials technician, an allied professional, an emergency response plan, or SOP’s approved PPE is selected and used; exposures and personnel are protected, safety procedures are followed, hazards are avoided or minimized; a product control technique is selected and implemented; the product is controlled; victims, personnel, tools, and equipment are decontaminated; and product control operations are reported and documented.
This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

<table>
<thead>
<tr>
<th>Perform Diking Operations</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure proper product control technique is chosen.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>2. Ensure that all responders, involved in the control function are wearing appropriate PPE for performing diking operations and that appropriate hand tools have been selected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Select a location to efficiently, and safely perform the diking operation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Construct the dike in a manner and location that most efficiently controls and directs the spill to a desired location.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Upon mitigation of the incident place any contaminated material, such as clothing, in an approved container for transportation to a disposal location.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Seal and label the container and document appropriate information for department records.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Decontaminate tools.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Advance to decontamination line for personal decontamination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Complete required reports and supporting documentation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Candidate’s name: ________________________________

Station: Pass Fail

Notes (please include comments/explanation for failure):

Evaluator’s Signature: ________________________________
Date: ________________________________

Revised: July 2019
Perform Vapor Suppresion
1. Ensure proper product control technique is chosen.
2. Ensure that all responders, involved in the control function are wearing appropriate PPE for performing vapor suppression operations and that appropriate hand tools have been selected.
3. Select a location to efficiently, and safely perform the vapor suppression operation.
4. Evaluate the quantity and surface area of the hazardous material present.
5. Determine the appropriate type of foam for the type of hazardous material present.
6. Working as a team, deploy the foam eductor and foam, and advance the hoseline and foam nozzle to a position from which to apply the foam.
7. Flow hoseline until finished foam is produced at the nozzle.
8. Apply finished foam in an even layer covering the entire hazardous material spill area.
9. Upon mitigation of the incident, place any contaminated material, such as clothing, in an approved container for transportation to a disposal location.
10. Seal and label the container and document appropriate information for department records.
11. Decontaminate tools.
12. Advance to decontamination line for personal decontamination.
13. Complete required reports and supporting documentation.

Evaluated Skill Items

<table>
<thead>
<tr>
<th>Evaluated Skill Items</th>
<th>1st Attempt Pass</th>
<th>Fail</th>
<th>2nd Attempt Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ensure proper product control technique is chosen.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ensure that all responders, involved in the control function are wearing appropriate PPE for performing vapor suppression operations and that appropriate hand tools have been selected.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Select a location to efficiently, and safely perform the vapor suppression operation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Evaluate the quantity and surface area of the hazardous material present.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Determine the appropriate type of foam for the type of hazardous material present.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Working as a team, deploy the foam eductor and foam, and advance the hoseline and foam nozzle to a position from which to apply the foam.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Flow hoseline until finished foam is produced at the nozzle.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Apply finished foam in an even layer covering the entire hazardous material spill area.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Upon mitigation of the incident, place any contaminated material, such as clothing, in an approved container for transportation to a disposal location.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Seal and label the container and document appropriate information for department records.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Decontaminate tools.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Advance to decontamination line for personal decontamination.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Complete required reports and supporting documentation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Candidate's name: ____________________________  Station:  Pass [ ]  Fail [ ]

Notes (please include comments/explanation for failure):

Evaluator's Signature: ________________________  Date: ___________
Hazardous Materials Operations Skills Set: Perform Remote Valve Shutoff or Activate Emergency Shutoff Device

KFRTI/IFSTA Haz Mat Operations Skill Sheets, Skill Sheet 13-9

Evaluator Equipment Required: Emergency Response Guide (2016); Photo of Leaking Vehicle
Candidate Equipment Required: None

Evaluator's Instructions to Candidates
At this station, you will perform product control techniques with a limited risk of personal exposure at a hazardous materials/WMD incident, given a hazardous materials/WMD incident with release of product; an assignment in an IAP; scope of the problem; policies and procedures; approved tools, equipment, control agents, and PPE; and access to a hazardous materials technician, an allied professional, an emergency response plan, or SOP’s, so that under the guidance of a hazardous materials technician, an allied professional, an emergency response plan, or SOP’s approved PPE is selected and used; exposures and personnel are protected, safety procedures are followed, hazards are avoided or minimized; a product control technique is selected and implemented; the product is controlled; victims, personnel, tools, and equipment are decontaminated; and product control operations are reported and documented. This is NOT a timed event, but you must successfully complete it in a reasonable fireground time. To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Perform Remote Valve Shutoff or Activate Emergency Shutoff Device
1. Ensure proper product control technique is chosen. □ Pass □ Fail □ Pass □ Fail
2. Ensure that all responders, involved in the control function are wearing appropriate PPE for performing remote valve shutoff operations. □ Pass □ Fail □ Pass □ Fail
3. Identify and locate the emergency remote control valve and/or emergency shutoff device. □ Pass □ Fail □ Pass □ Fail
4. Operate the remote control valve and/or emergency shutoff device. □ Pass □ Fail □ Pass □ Fail
5. If necessary, decontaminate tools and advance to decontamination line for personal decontamination. □ Pass □ Fail □ Pass □ Fail
6. Notify the Incident Commander of the completed objective. □ Pass □ Fail □ Pass □ Fail
7. Complete required reports and supporting documentation. □ Pass □ Fail □ Pass □ Fail

Candidate’s name: ___________________________ Station: Pass □ Fail □

Notes (please include comments/explanation for failure):

Evaluator's Signature: ___________________________ Date: _____________

Revised: July 2019
HazMat - Operations Local Verification & Mask Fit Form
NFPA 1072 – 2017

Candidate’s Name: ____________________________ Date of Birth: ____________

Local Verification Requirements

1. 29 CFR 1910.134, Mask Fit Documentation:
   The candidate has been successfully fitted to his or her Self-Contained Breathing Apparatus (SCBA) Mask in compliance with 29 CFR 1910.134 within the last twelve (12) calendar months.

2. NFPA 1072 – 2017, Mission-Specific Competencies – Personal Protective Equipment: 6.4.1 Demonstrate local procedures for responders undergoing the technical decontamination process.
   The candidate has successfully demonstrated the ability to perform technical decontamination of personnel and equipment in accordance with department policies and procedures using department facilities and other ancillary equipment.

This section is to be completed by Fire Chief, Training Chief, or Program Director ONLY

I have reviewed the candidate’s file and affirm that the candidate identified above has met the requirements listed in paragraphs 1 through 2 above. All requirements have been successfully conducted and completed per local department protocol and policies. All information listed above can be validated by a written and/or hard copy of the documents maintained by the department.

Typed or Legibly Printed Name of Fire Chief, Training Chief, or Program Director ____________________________
Signature of Fire Chief, Training Chief, or Program Director ____________________________
Date: ____________________________ Department / Organization: ____________________________
Department / Organization Phone Number: (_________) _________ - _______________________

Mail Completed Form To: Kansas Fire & Rescue Training Institute, KU Continuing Education, 1515 St Andrews Drive, Lawrence, KS 66047
Dec 2019 KFRTI