



Hazardous Materials Awareness  
National Certification

Certification Preparation Guide

Referenced to:

NFPA 470, Chapter 5, 2022 Edition

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NFPA 470, Chapter 5, 2022 Edition

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

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Dear Certification Candidate,

Welcome to the National Firefighter Certification Program!

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

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

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

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

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

Good luck,

*KFRTI Staff*

## **National Certification**

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

### **Certification Program Mission**

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

### **Certification Program Values and Principles**

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

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

### **Academic Integrity**

We hold staff (including part-time) and certification candidates to identical ethical standards. We expect professional 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 retest for the written and skills tests before certification.

***Hazardous Materials Awareness - Written Exam  
Study/Preparation Information and Materials***

**Haz Mat Awareness Written Exam:** 50 multiple choice questions.

**Time allowed to take exam:** One (1) hour.

**Passing Score:** 70% (or higher)

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

The Hazardous Materials Awareness exam is referenced to the IFSTA, Hazardous Materials for First Responders, 6th edition, textbook.

National Standard test is based on: *NFPA 470 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications, 2022 Edition.*

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

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Section Subject & NFPA 470,  
(Chapter 5) JPR Number

Reading/Study Pages

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5.2.1 Recognition and Identification

Pages: 7-9, 9-13, 14-19, 20-25, 31-93, 101-118, 120

5.3.1 Isolate the hazard area and deny entry

Pages: 14-19, 101-116, 121

5.4.1 Initiate required notifications

Pages: 14-19, 116-118, 122

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***Hazardous Materials Awareness Skills Exam  
Study/Preparation Information and Materials***

**Introduction to Hazardous Material Skills Exam:** The Skills Exam includes fifteen skills at one station 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.

**Passing Score:** 100% on all stations and skills. You will be given two attempts within each station (if you need them). The skills exams require 100% on all stations and skills. Up to two attempts will be given for each skill and/or station being tested. These two attempts 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**

The Hazardous Materials Awareness Exam is referenced to the IFSTA, Hazardous Materials for First Responders, 6th Edition Textbook.

National Standard test is based on *NFPA 470 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications, 2022 Edition*

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## Hazardous Materials Awareness 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.



**Haz Mat Awareness Skills Set: Recognize & Identify the  
HazMat/WMD**

**Skill Sheet 1**

**Reference:** NFPA 470, 2022 Edition, Chapter 5, Job Performance Requirement 5.2.1, 5.3.1, 5.4.1

IFSTA, Hazardous Materials for First Responders, 6th edition, © 2022

KFRTI/IFSTA Hazardous Materials Skill Sheets, Skill Sheets 3-1, 3-2, 3-3

**Evaluator Equipment Required:** Emergency Response Guide (ERG), Safety Data Sheet (SDS), Shipping Papers, hazard isolation tape, traffic cones, Handheld portable radio

**Instructions to Candidates**

At this station, you will be given a hazardous materials incident, be required to recognize and identify the hazardous material, isolate the hazard area, establish appropriate measures to deny further entry, and to notify appropriate authorities. You will be provided with an ERG, SDS, and/or shipping papers appropriate to one of the scenarios, hazard isolation tape, traffic cones and a handheld portable radio. You must ensure personal safety is maintained while conducting isolation operations and avoid all hazards. 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**

|   | 1st Attempt              |                          | 2nd Attempt              |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
|   | Pass                     | Fail                     | Pass                     | Fail                     |
| <b>Did the candidate:</b>   |                          |                          |                          |                          |
| <u>JPR 5.2.1</u>  |                          |                          |                          |                          |
| 1. Identify indicators of the presence of hazardous materials?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Use approved reference sources?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. State the name of the hazardous material?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. State the UN/NA ID number?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Identify potential fire hazards?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Identify potential explosion hazards?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Identify potential health hazards?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Locate emergency response information?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>JPR 5.3.1</u>  |                          |                          |                          |                          |
| 9. Identify precautions for protecting responders and the public?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. State the isolation distances for this material?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Deny entry to the affected area by establishing control zones?          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Avoid all hazards?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>JPR 5.4.1</u>  |                          |                          |                          |                          |
| 13. Operate approved communications equipment correctly?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Communicate in accordance with accepted procedures?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Ensure notification process had been properly initiated and understood? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Candidate's name:** \_\_\_\_\_

**Station:** Pass  Fail

Notes (please include comments/explanation for failure):

**Evaluator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_