



*North Dakota  
Firefighter's Association*

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**Certification Policies  
and Procedures Manual**

Approved by the NDFA Executive Board  
October 18, 2014



*North Dakota Firefighter's  
Association*

Organized June 4, 1884  
Incorporated January 20, 1901

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## Administration

### 1 Section 1 General Information:

1.1 -It shall be the policy of the North Dakota Firefighters Association (NDFFA) Certification Program to develop and maintain a certification system for North Dakota Firefighters following the National Fire Protection Professional Qualifications (NFPA) and criteria as ~~verified~~ approved by the ~~North Dakota Firefighters Association~~ Certification Committee and adopted by the NDFFA Executive Board.

1.2 -This program ~~will only~~ uses the NFPA Standards to establish firefighter certification qualifications and consist of the following:-

#### ➤ List of Tested Standards:

➤ Haz Mat Awareness	NFPA 472
➤ Haz Mat Operations	NFPA 472
➤ <u>Firefighter I</u>	NFPA 1001
➤ <u>Firefighter II</u>	NFPA 1001
➤ Rope Rescue Technician I	NFPA 1006
➤ Rope Rescue Technician II	NFPA 1006
➤ Confined Space Rescue Technician I	NFPA 1006
➤ Confined Space Rescue Technician II	NFPA 1006
➤ Trench Rescue Technician I	NFPA 1006
➤ Trench Rescue Technician II	NFPA 1006
➤ Structural Collapse Rescue Tech I	NFPA 1006
➤ Structural Collapse Rescue Tech II	NFPA 1006



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- Refer to the individual standards for a specific list of testing material for each of the above standards. These standards are available for download at [www.ndfa.net](http://www.ndfa.net).

1.3 ~~1.2~~ The policies and procedures to certify in the North Dakota Firefighters Association Certification Program are contained in the following guidelines. Any questions, clarifications, or interpretations of these guidelines should be addressed to: North Dakota Firefighters Association, Training Director, 6909 Aurora Loop, PO Box 6127, Bismarck, ND 58506-6127. The telephone number to reach the Training Director is: Telephone: 701-222-2799.

1.4 ~~1.3~~ The North Dakota Firefighters Association Certification Program shall certify persons without regard to race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation or condition and the program is -protected by applicable federal and state laws except where Bona Fide Occupational Qualifications (BFOQ) apply.

## 2 Mission and Goals:

2.1 ~~It is~~ The mission and goals of the North Dakota Firefighters Association certification program is to develop and promote a certification service available to all North Dakota firefighters.

2.2 To improve the performance and coordination of all certification efforts through the development of minimum performance requirements for the benefit and safety of personnel in the fire service.

2.3 To develop competent fire service personnel by establishing minimum training standards in accordance with nationally recognized standards of the NFPA.



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- 2.4 To establish and maintain valid procedures that measure specific levels of skills, abilities and knowledge consistent with standards approved by the North Dakota Firefighters Association Certification Committee and adopted by the NDFA Executive Board.
- 2.5 To establish and implement a certification program that will ensure complete impartiality, confidentiality and designed in a manner that will safeguard against misuse and abuse.
- 2.6 To establish uniform testing procedures for a consistent means of evaluation.
- 2.7 To continually ~~strive~~ modernize and revise the official certification ~~for~~ protocols for improvements to the program.

## ~~Section 2 Mission and Goals~~

~~2.1 It is the mission and goal of the North Dakota Firefighters Association certification program to develop and promote a certification service available to all North Dakota Firefighters.~~

~~2.2 To improve the performance and coordination of all certification efforts through the development of minimum performance requirements.~~

~~2.3 To develop competent fire service personnel by establishing minimum training standards in accordance with nationally recognized standards (NFPA).~~

~~2.4 To establish and maintain valid procedures that measure specific levels of skills, abilities and knowledge consistent with standards approved by the North Dakota Firefighters Association Certification Committee.~~



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~~2.5 To establish and implement a certification program that will ensure complete impartiality, confidentiality and designed in a manner that will safeguard against misuse and abuse.~~

~~2.6 To establish uniform testing procedures for a consistent means of evaluation.~~

~~2.7 To continually strive for improvements to the program.~~

### 3 Section 3 Certification Committee:

~~3.1 3.1~~ The North Dakota Firefighters Association Certification Program will be governed by the NDFA Certification Advisory Committee Training Director shall govern and, administered by the NDFA Training Director, with the NDFA Executive Board having overall inclusive responsibility over the program. ~~administer the North Dakota Firefighters Association certification program.~~

3.2 ~~3.2~~ Members of the Certification Advisory Committee are:

- NDFA 1st Vice President
- State Fire Marshal
- A member from the North Dakota Fire Chief's Association that will serve a 2 year term.
- A member from the North Dakota Fire Prevention Association that will serve a 2 year term.
- A member from the North Dakota Rescue Society that will serve a 2 year term.
- Four NDFA members at large, one member elected from each of the 4 training regions: NW, SW, NE, and SE: (their terms will mirror the Trustee from their region).
- A member of the Fargo Fire Department (Delegated Authority)
- The NDFA Executive Director represents as a non-voting member of the committee.
- The NDFA Training Director will serve as compliance officer and serve the Certification Committee as a non-voting member of the committee.



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3.3 ~~3.5~~ Members may be re-re-appointed at the end of their respective term.

3.4 ~~3.6~~ Committee members will vote and -elect the representative that will serve in ~~for~~ the position of Chairman of the Certification Committee.

3.5 ~~3.6~~ The Certification Committee will function as a liaison to all affected groups, assist with program and examination review, equivalencies as requested, certification testers, and respond to challenges and complaints brought forth to the ~~the~~ Committee.

3.6 ~~3.7~~ The Committee may also act on other certification issues identified or referred to the Committee for official review.

3.7 ~~3.8~~ The Committee shall meet a minimum of twice a year. The Chairperson may call other required meetings as needed. Two weeks notice of meetings shall be given to all members by the Chairperson. The meeting will follow Open Meeting Requirements as set forth by the Office of the Attorney General of the State of North Dakota. Business and action may be conducted and acted upon by the majority of those present.

3.8 ~~3.9~~ Telephone conference calls may be conducted in lieu of additional meetings.

3.9 ~~3.10~~ The Committee shall keep official minutes of the proceedings at its meetings that ~~records and~~ records and documents all actions taken by the Committee for submission to the NDFA Executive Board.





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## 4 Section 4 Performance Criteria:

4.1 ~~4.1~~ It shall be the policy of the North Dakota Firefighters Association Certification program to certify North Dakota Firefighters to the current NFPA Standard for the selected certification.

4.2 ~~-~~The program shall be updated within two (2) years of the official date of distribution by the NFPA.

4.3 ~~It shall be the policy of the North Dakota Firefighters Association Certification program to certify any individuals in the State of North Dakota who belong to a legally established fire department or other fire service organization.~~

~~4.2 It shall be the policy of the North Dakota Firefighters Association Certification program to certify any individuals in the State of North Dakota who belong to a legally established fire department.~~

4.4 ~~Any~~Any North Dakota firefighters who start the voluntary process in preparation toward certification will follow the certification program as required by the ~~€~~Certification Committee, and the Authority having Jurisdiction (AHJ).

4.24.5~~4.3~~ It shall be the policy of the North Dakota Firefighter's Association Certification program to make available a listing of the levels available for certification, prerequisites requirements for ~~to~~ certifications, sources of reference materials and policy ies guidelines that are related to the certification system.

## 5 Section 5 Certification Requirements:



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~~4.35.15.1~~ ~~A~~ All participating agencies and participants shall follow the established NDFA certification policies and procedures set forth in this manual to receive confirmed receive confirmed certification ~~certification~~

4.45.2 The NDFA acknowledges the importance of and need for entrance requirements as listed in the NFPA 1001, Standard on Fire Fighter Professional Qualifications. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of entrance requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the NDFA. The NDFA will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of entrance requirements due to their own special needs. As a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, the **NDFA strongly recommends careful evaluation before altering or doing away with any existing entrance requirements.**

4.55.3 Each Authority Having Jurisdiction is responsible to ensure that it meets the NFPA 1001 medical and physical test ability requirements.

~~4.65.45.3~~ Candidates must be members of a North Dakota Fire Department or other fire service organization.

~~4.75.55.4~~ Candidates must be a minimum age required by the Authority Having Jurisdiction and the Authority will have responsibility for following the rules and guidelines set forth by the Certification Committee to attend State Fire School and other curriculum sponsored by NDFA.

4.85.6 In order to certify within the NDFA Certification program, departments/firefighters must fulfill the following requirements:

- Complete the department entrance requirements.
- Set up and maintain department records.
- Train on the required written and practical objectives.



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- Pass a department “In-House” comprehensive examination.
- Meet any other training requirements/prerequisites as defined by NDFA. (see section 6)
- Pass both written and practical skills examination administered by NDFA.
- Request certification.

4.95.7 Candidates applying for certification must have completed the application packet. This procedure must include ing the signed training records and proof of any pre-requisites for the standard tested. A signed affidavit by the Fire Chief or the Head of their Department certifying that the candidate has been successfully evaluated and has met the minimum Job Performance Requirements (JPR) for live fire training is required for Firefighter I as prescribed in NFPA 1001.

5.8 ~~5.6~~ Candidates must pass the written test with a minimum score of seventy percent (70%).

4.105.9 Candidates failing the first attempt of the written exam will be permitted to retest up to three times. After the third failed attempt the candidate cannot test any earlier than 3 months from the date of the third attempt. A candidate is given two attempts on his or her first skills test date. If a third attempt is necessary the candidate must wait 30 days, and will be retested on the skill he or she failed plus an additional skill from the same area of the standard.

4.115.10 ~~5.9~~ There will be a required ~~next time offered for a~~ fee of \$20.00 for a second, or subsequent, attempt at the written or practical exam.

4.125.11 The entire examination process, to include all prerequisites, must be completed within one (1) year of the first written exam date. If not completed within one year the candidate must begin the process over.



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## 56 Prerequisites

For a list of prerequisites please refer to the corresponding NDFA Certification Standard

### ~~Section 6~~ Record Keeping for Official Certification Documentation:

#### 7

7.1 ~~6.1~~ It shall be the policy of the North Dakota Firefighter's Association Certification program to maintain an official record keeping system that ensures the ~~retrievability~~ retrievability and the preservation of all certification records for candidates certified in the State of North Dakota.

7.2 ~~6.2~~ It shall be the policy of the North Dakota Firefighter's Association Certification program to maintain a security system to protect all certification records and information by use of passwords or secured hard copy files.

### ~~Section 7~~ Facilities and Equipment:

8.1 ~~7.1~~ It shall be the policy of the North Dakota Firefighters Association Certification program to conduct all testing, both written and skills, in a safe and secure environment. Live Fire Evolutions, if used, will adhere to NFPA 1403 Live Fire Training Evolutions.



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~~8.2~~ ~~7.2~~ All written tests will be conducted in an appropriate room that provides adequate spacing, lighting, and an environment free of distractions. There shall be no more than two candidates at a 6' table and no more than three candidates at an eight foot table.

~~8.3~~ ~~7.3~~ All manipulative skills testing shall be conducted with appropriate equipment and a safe environment to allow for a fair and equal evaluation.

## ~~9~~ ~~Section 8~~ Delegation of Authority:

~~9.1~~ ~~8.1~~ ~~It shall be t~~ The ~~Certification P~~Certification P policy guidelines of the North Dakota Firefighters Association Certification program will have a regulation that "no part of the certification program will be ~~not~~ to delegated ~~any in~~ part or portion of its certification authority to any agency or entity within the State of North Dakota unless specifically requested for in writing, recommended by the Certification Advisory Committee and given final approval by the Executive Board."

~~5.19.2~~ By authority of the Executive Board, after application and recommendation of the Certification Advisory Committee, Fargo Fire Department is a recognized Delegated Authority. ~~at this time.~~

~~6~~

~~7~~

## ~~10~~ ~~Section 9~~ Conflicts of Interest:

~~10.1~~ ~~9.1~~ It shall be the policy of the North Dakota Firefighter's Association Certification program that no individual, entity, or interest group exercise inappropriate influence over the certification system.



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10.2 ~~9.2~~ All procedures and policies shall be established and administered following appropriate national, state, city and North Dakota Firefighter's Association guidelines.

## 11 Section 10-Non-Discrimination:

~~10.1~~ It shall be the policy of the North Dakota Firefighter's Association Certification program to make all testing and certifying services available to all of its constituents without regard to race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation or condition [and this policy shall be](#) protected by applicable federal laws except where a **Bona Fide Occupational Qualification (BFOQ)** applies.

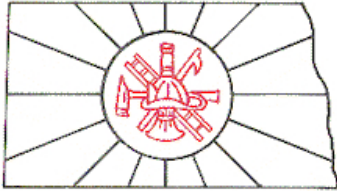
### 11.1

11.2 ~~10.2~~ Any participants who believe they have been harassed have the right and obligation to report the harassment to any NDFA Certification Program official. The program official shall report the complaint to the North Dakota Firefighters Association Training Director/Certification Advisory Committee for investigation and response. [The Executive Board of the North Dakota Firefighter's Association will be notified and called into special session following notice to Open Meeting Laws requirements for the State of North Dakota.](#)

~~The City of Fargo Human resources Office will be contacted to assist with any investigations.~~

## 12 Section 11-Requests for Testing Accommodation:

12.1 ~~11.1~~ All requests for testing accommodations should be directed to the North Dakota Firefighters Association Training Director to determine what accommodation may be [adicated necessary and essential](#). Accommodations will **only** be made for the written examination and may be in the form of: providing a reader to assist with the exam.



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## ~~13~~ **Section 12 Request for Reciprocity:**

~~9.1~~13.1 ~~12.1~~ The North Dakota Firefighter's Association Certification program will recognize Pro Board and IFSAC certifications as certified when they are submitted within 5 years from the date they are earned and authenticity is verified by the Reciprocity Committee.

~~13.2~~ ~~12.2~~ All requests for reciprocity will be made to the NDFA Training Director using the Request for Reciprocity form. All certificates/proof of completion will be submitted for consideration. Copies of such will be accepted. NDFA will not be responsible for originals and will not be responsible for returning said documents.

~~9.2~~13.3 ~~12.3~~ Completion of all prerequisites course is will be required prior to receiving reciprocity consideration.

## ~~10~~14 **Pro Board Accreditation**

~~10.1~~14.1 For three years after the start of Pro Board accreditation, incumbents who have previously met the requirements for certification will be eligible to test to the next highest level of certification offered by the NDFA. If they are currently holding the highest certification offered they may test for that level. Pro Board recognized certificates **will not** be awarded for any test taken prior to the date of accreditation.

~~10.2~~14.2 The Authority Having Jurisdiction (AHJ) over new and incumbent North Dakota Firefighters is responsible to ensure that it meets the NFPA 1001 medical and physical fitness requirements. The Fire Chief will ensure all pre-requisites to testing are complete.

~~10.3~~14.3 All new North Dakota Firefighters will start the process in preparation toward certification, as required by AHJ.



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## 15 ~~Section 13~~ Recertification:

10.415.1 ~~13.1~~ It is the policy of the North Dakota Firefighters Association Certification program to not require recertification at this time. Individual agencies may require that their members recertify and the program will support these agencies as necessary.

## 16 ~~Section 14~~ Revocation/Suspension/Annulment/Denial of Certification:

16.1 ~~14.1~~ If a Certification tester observes cheating during an examination, the lead tester will remove the candidate from the testing area. The candidate will be informed of the observation and requested to leave the test site.

16.2 ~~14.2~~ The Certification Tester will document the observation of cheating and return the testing material and documentation to the Training Director for review as soon as possible.

16.3 ~~14.3~~ The Certification Committee may revoke, suspend, annul or deny the certification of any participant who:

- ~~a.~~ Makes any intentional material misstatement on application for certification.
- ~~b.~~ Has been convicted of a felony, capital crime, or a felony plea bargained down to a misdemeanor.
- ~~c.~~ Falsifies training records or signatures on official documents.
- ~~d.~~ Intentionally misrepresents or violates the North Dakota Firefighters Association Certification program policies and procedures.
- ~~e.~~ Intentionally violates proctor's instructions or is observed cheating to dishonestly pass an exam.

16.4 ~~14.4~~ Any suspected or reported violations of Section 16.3 will be investigated.





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- 16.5 ~~a.~~ The Training Director or a special committee will investigate suspected or reported violations as deemed appropriate.
- 16.6 The purpose of the investigation is to determine whether there has been “conduct in violation” of Section 16.3.
- 16.7 The investigation shall be conducted in a timely manner and in such a way as not to embarrass or demean a department or person.
- 16.8 ~~d.~~ The investigation shall begin by notifying the department and individual that an investigation is being conducted. At this time, the purpose of the investigation will be explained to the parties.
- 16.9 ~~e.~~ During the investigation, witnesses may be interviewed and evidence collected.
- 16.10 ~~f.~~ The investigators shall seek firsthand information. Hearsay (one person’s report of what another person said) should be characterized as that and should generally be used only to ask the other person to come forward and be heard. No one will be “under oath,” but all should be counseled about the value of speaking fairly, accurately and honestly.
- 16.11 ~~g.~~ The final report should be written and signed by the person conducting the investigation and /or committee members. It should summarize, analyze and briefly state the conclusions based on facts.
- 16.12 ~~14.5~~ If the Certification Coordinator/ Committee believe, following an investigation, that grounds exist for the revocation, suspension, annulment or denial of Certification, the participant shall be given notification of intention to hold a hearing.
- 16.13 ~~a.~~ The written notification shall include the time, date, location and basis for the hearing.
- 16.14 ~~b.~~ Written notification shall be by “Certified Mail” to the participant at the last address furnished to the Certification Board.
- 16.15 ~~c.~~ Based on the findings of the report and hearing, the individual could have their certifications revoked, suspended, annulled or denied.



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16.16 ~~d.~~ Any participant who has lost and or been denied certification pursuant Section 16, may reapply for certification three (3) years after the date of these actions, unless otherwise specified by the Certification Committee.

16.17 ~~e.~~ Upon revoking, suspending, annulling or denying certification of any participant, the participant may be requested to return to the Certification Committee all certificates issued by the Committee.

## 17 ~~Section 15~~ Appeals Process:

17.1 ~~It shall be the policy of the North Dakota Firefighters Association Certification program to ensure participants are provided an orderly and systematic means to present and seek answers to appeals concerning program testing and/or certification procedures without fear of reprisal.~~

~~15.1 It shall be the policy of the North Dakota Firefighters Association Certification program to ensure participants are provided an orderly and systematic means to present and seek answers to appeals concerning program testing and/or certification procedures without fear of reprisal.~~

17.2 ~~15.2~~ Conditions under which a person may exercise his/her right to appeal:

~~a.~~ Non-compliance to written/manipulative testing procedures and policies as outlined in this document; ~~14~~



➤ Validity of a test question;

➤ ~~c.~~ Discrimination with regard to race, religion, color, sex, age, national origin, disability, veteran status or sexual preference;

17.3 ~~15.3~~ Appeals procedure:

a) ~~a.~~ Candidates must make an appeal in writing to the Training ~~Director~~ Director within thirty (30) working days of the date of the alleged occurrence.



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~~b) T~~~~b.~~ The letter must be specific and detailed (name, exam date, type of exam etc.) with regard to the alleged occurrence.

~~c) e.~~ The Training Director will take initial action on appeal following the policies and procedures of the North Dakota Firefighters Association Certification program.

~~d) d.~~ The Training Director must investigate and act on the appeal and notify candidates, in writing, within 30 days of the decision made.

~~e) e.~~ If the candidate disagrees with the decision of the Training Director, he/she may appeal the decision within ten (10) working days to the Certification Advisory Committee.

~~f) f.~~ The Certification Advisory Committee will review the initial appeal and decision by the Training Director.

~~g) g.~~ The candidate will be given an opportunity to state their appeal to the Committee.

~~h) h.~~ The Committee may uphold the decision of the Training Director or reverse the decision.

~~i.~~ The decision of the Certification Committee is finalconclusive.

~~i) j.~~ A record of all~~all~~ proceedings will be maintained throughout the process.

~~j) k.~~ Once a final decision has been made, all interested parties will be notified in writing.

~~k) l.~~ If a candidate is successful with an appeal and meets all criteria, the candidate will be eligible for certification to the standard tested.

~~a)l) 16.1~~ If a new candidate is not successful with appeal, the candidate would be eligible to test next time offered not exceeding one year. Incumbents would be eligible for next testing period not exceeding one year and falling within their three year window for testing for incumbents.



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## 18 Section 17 Tester/Evaluator Program:

18.1 ~~17.1~~ Testers may only test to the standards they are trained to-qualified.

18.2 ~~17.2~~ To be considered for a position of Tester, an individual must meet the following qualifications:

- ~~a.~~ Be certified as an instructor.
- ~~b.~~ Be certified to the level they are evaluating.
- Score an 80% or higher on the written test
- ~~c.~~ Have successfully completed the North Dakota Firefighters Association Tester Certification Workshop.
- ~~d.~~ Have the capacity to objectively evaluate the performance of candidates based on the criteria established by the North Dakota Firefighters Association Certification program.
- ~~e.~~ Make a commitment to serve as a Tester and be willing to accept evaluation assignments when asked to do so.
- ~~f.~~ Have a positive commitment to the program and to upholding the program's practices and skill sets. The tester must ~~and~~ sign a written agreement indicating knowledge and acceptance of the conditions concerning the administration of testing.

11.1~~18.3~~ Testers must attend a minimum of 24 hours of continuing education annually and submit record of this to the North Dakota Firefighter's Association for file.

11.2~~18.4~~ Testers must attend an instructional methodology class every three years. This class cannot be used as part of their 24 hrs CE requirements.

11.3~~18.5~~ Upon update of the certification standards testers must be certified to the updated standard and attend a Tester Workshop prior to testing candidates.



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~~11.4~~18.6 Testers will not have been involved in the training/teaching process of those they are evaluating for certification with the exception of participating in the Annual State Fire School or a NDFA sanctioned Regional Fire School.

~~18.7~~ ~~17.4~~ All testers are responsible for the safety of the candidates they are testing by ensuring the use of proper protective clothing and safety procedures.

~~18.8~~ ~~17.5~~ Testers will ensure that the facilities, equipment and tools necessary for testing are safe and in good working order.

## 19 ~~Section 18~~ Examination Request Process:

~~19.1~~ ~~18.1~~ It shall be the policy of the North Dakota Firefighters Association Certification program to offer examinations for all levels for which accreditation has been obtained.

~~19.2~~ ~~18.2~~ Testing shall be made available to all North Dakota firefighters.

~~19.3~~ ~~18.3~~ Certification examination dates, pre-requisites to testing, scheduled times of the testing, location and registration information will be available on the North Dakota Firefighters Association website ([www.NDFA.net](http://www.NDFA.net)).

~~19.4~~ ~~18.4~~ Pre-registration is required for all certification examinations.

a. ~~18.5~~ Requests for certification testing will be made through the NDFA Director of Training. The NDFA office will contact the Certification Testers nearest to the department to arrange for the test.

### 19.5

b. The test fee is \$40/firefighter with a minimum fee of \$400 for any test given at a department for the sole purpose of testing only their own personnel.



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## 19.6

~~11.5~~19.7 Regional Test sites are scheduled through, and approved by, each region's Trustee. There are no charges to the Host Department who opens their doors to host a Regional Test Site. Candidates can attend a regional test site free of charge. To qualify as a regional test site it must be scheduled within a reasonable amount of time prior to the requested date to allow regional departments the opportunity to schedule accordingly. To determine if your test site qualifies for a regional site please contact your regional Trustee.

~~d-19.8~~The firefighter certification written test consists of randomly selected questions taken from the PTS test bank in the NDFA office. This test bank has been validated by subject matter experts and covers the entire tested standard.

~~e-19.9~~The manipulative test consists of randomly selected individual skills and/or Fire Ground Evolution.

19.10 Refer to the selected NDFA Standard for the number of cognitive and/or manipulative skills for each test.

\_\_\_\_\_

\_\_\_\_\_

~~h-19.11~~ When a test is scheduled, a list of required equipment will be sent to the hosting department. It is the responsibility of the hosting department to have the necessary equipment [available](#) for testing.

~~9.0~~ If the equipment is not available North Dakota Firefighter's Association will make arrangements to utilize equipment from neighboring departments.

## 19.12

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~~k.~~ An invoice for the testing fee will be sent and must be paid at the time of the test or before.

## 19.13

~~m.~~ Firefighter's who are testing, must bring proof of completion of all prerequisites for the level of certification testing to with them to the test site unless previously verified by the NDFA office. The testers must see the certificates and mark them on the roster form. If certificates have not been received prior to the test date/time, a copy of the student roster signed by the instructor will be accepted.

## 19.14

~~o.~~ After the test is completed, the testers will gather all the test materials and return them to the Association office. Staff will correct the test and mail to the firefighters a letter with their results.

## 19.15

~~q.~~ Certificates will be prepared in the office and signed by the Training Director and sent to the Executive Board President for his signature. When they are returned to the office, the patches will be added and the certificates and patches will be mailed to the designated departments.

## 19.16



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s. In the event it is necessary, there is a re-test fee of \$20/test. Firefighters who do not pass the written test may come to the Association office to re-sit the test or contact a tester to make arrangements to re-sit the test.

## 19.17

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t. \_\_\_\_\_

19.18 The testing scheduling procedures and fees are the same for all levels of certification.

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~~18.6~~ Pre-registration shall include an **affidavit** from the Fire Chief or the Head of the Department requesting the testing and verifying that the candidate(s) meet minimum educational and physical ability requirements established by the AHJ; and that the candidate meets the medical requirements of NFPA 1582.

19.19 ~~18.7~~ Pre-registration will also, required training records (**skill sheets**) completed and signed by instructors (for new candidates), proof that pre-requisites for the standard being tested have been fulfilled.

19.20 ~~18.6~~ Upon receipt of 19.19 requirements, all items will be reviewed to determine if all **pre-requisites for the standard being tested have been met**. The student will be informed of acceptance or denial, and reason why denied by letter and/or a telephone call.





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19.21 ~~18.7~~ Cancellations must be made a minimum of two days prior to date of testing for a refund of the testing fees.

19.22 ~~18.8~~ Walk in registration for testing is not allowed due to the inability to verify that pre-requisites have been met before the actual testing.

## 20 Evaluation Tool Management and Security Policy

20.1 The North Dakota Firefighter's Association Certification program shall maintain a test bank for each of the certification levels offered.

~~11.6~~20.2 NDFA has purchased the Performance Training Systems (PTS) test bank which are based on National Fire Protection Association Standards (NFPA).

20.3 In the event that purchased test banks don't meet the NFPA standard the North Dakota Firefighter's Association program will generate questions to cover the standard.

~~11.7~~20.4 NDFA creates the cognitive (written) test utilizing the Logic Extension Resources (LXR) Software.

20.5 Written examinations will be randomly generated by the NFPA objective reference. Test banks are revised within two (2) years after each change to the appropriate NFPA standard.

~~11.8~~20.6 All test banks are reviewed by subject matter experts to determine accuracy and validity of each test item and to ensure complete coverage of the applicable standard. A test bank validation will be accomplished each time a test bank update occurs.

~~11.9~~20.7 During test question validation, in order to strengthen the security of the test items during local validation and allow for concurrent review by multiple SMEs selected validators will meet in one location and review all the questions as a team. No question will be released outside of this controlled environment.



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20.8 If it is determined that a question is unreliable, it shall be corrected or removed from the test bank and replaced with a question referencing the same NFPA objective.

~~11.10~~20.9 Annually a cognitive (written) test for each reference material listed in section 1.2 will be created and stored electronically. When a test is requested, an authorized test administrator will print out the required number of test versions for the site.

~~11.11~~20.10 The manipulative skills test is created per test site. NDFA utilizes an Access Database to randomly select skills and/or fireground evolutions from the MANIPULATIVE SKILLS OBJECTIVES located in the NDFA Certification Standard. No prior notification of the skills or the evolution being tested will be given to the candidates.

~~11.12~~20.11 Annually the NDFA Training Director will perform a test result analysis utilizing the LXR Testing Software to analyze pass/fail percentages as they pertain to each question. Reliability is determined after a test item has been given at least twenty times. Any question with greater than 50% failure rate will be submitted to the Certification Advisory Committee for review.

~~11.13~~20.12 All testing materials to include, but not limited to, the PTS Test Bank, LXR Test Software, certification tests, completed manipulative skill sheets, filled in answer sheets, validation review checklists and reports will be secured either electronically by password or physically by the test administrators. No unauthorized access to these materials is permitted. Only authorized test administrators will have access to the testing materials.

~~11.14~~20.13 Once a test site is scheduled all testing material will be mailed to the lead tester. The lead tester will ensure test material security throughout the testing process. Upon completion of the test all testing material will be returned to the NDFA office for processing.



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## 21 Written Examination Testing Procedures:

421.1 Dates for written exams will be posted on the North Dakota Firefighters Association ([www.NDFA.net](http://www.NDFA.net)) website calendar when scheduled.

~~11.15~~21.2 Proctors for the initial written test will be a minimum approved Tester according to the North Dakota Firefighter's Association Certification program.

21.3 Proctors for retakes of the written test must be pre-approved by the NDFA Training Director.

21.4 Testing locations will be selected based on the lighting, space and the ability to control the environment.

21.5 All testing will begin at the scheduled time so candidates will need to be at the exam site prior to the scheduled examination time.

21.6 All candidates will sign-in at the examination site and show a valid photo ID.

21.7 The participants must appear on the test roster in order to be admitted to the test.

21.8 Once registration has been completed and the proctor instructions given (see "Instructions for Firefighter Written Test"), the exam site will be closed and no one will be admitted.

21.9 Participants will be given sufficient time to complete the test.

21.10 During the testing, candidates will be separated from each other and held to the highest standards. Observed cheating will be dealt with as specified under Section 16 of this document.

21.11 Written tests will not be copied or graded at the test site.

21.12 All tests will be numbered and accounted for by the Training Director.

~~5~~21.13 All tests and any scratch paper will be collected from the candidates and placed in a sealed envelope and returned to the Training Director or designee.



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## 22 Manipulative Skills Testing Procedures:

22.1 Manipulative skills examinations shall be administered to evaluate the practical skill objective of a certification level.

22.2 Manipulative skill examinations will be graded on a pass/fail basis.

22.3 Testers participating in the evaluation process must be certified to the level of certification they are evaluating.

22.4 Testers who have assisted in the teaching of a course will not be able to evaluate the students that they have taught.

22.5 Prior to conducting the manipulative skills evaluations, the Training Director or Tester will ensure that all equipment that will be used for the testing process is in safe, working condition.

22.6 There will be two testers at a skill station. One is the lead tester the other is a safety officer. The lead tester will evaluate the first attempt by the candidate. If the candidate fails that attempt, the safety person would evaluate the second attempt and the first lead tester would become the safety officer for that attempt.

22.7 During the evaluation process, candidates will conduct themselves in a safe and professional manner at all times.

22.8 If a tester or safety officer observes any conduct that is unsafe or hazardous, the testing process will be stopped immediately and may result in a fail notice for that attempt.

22.9 Candidates will be kept in an area separate and out of view from the testing area with a proctor to ensure that there is no discussion between candidates about the testing stations. Any observed cheating will be dealt with as specified in Section 16 of this document.



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22.10 Candidates may only leave the holding area with permission from the proctor.

22.11 All manipulative skills testing will be conducted following all procedures contained on the manipulative skills tester instruction sheet and the policies and procedures set forth by the North Dakota Firefighter's Association Certification program.

12.122.12 Upon completion of an exam a station skill sheet will be completed and maintained by the lead tester. The sheet will include signatures of tester(s), candidate and the date.

## ~~Section 19 Manipulative Skills Testing Procedures~~

~~19.1 Manipulative skills examinations shall be administered to evaluate the practical skill objective of a certification level.~~

~~19.2 Manipulative skill examinations will be graded on a pass/fail basis.~~

~~19.3~~

~~19.4 Testers participating in the evaluation process must be certified to the level of certification they are evaluating.~~

~~19.5 Testers who have assisted in the teaching of a course will not be able to evaluate the students they taught.~~

~~19.6 Prior to conducting the manipulative skills evaluations, the Training Director or Tester will ensure that all equipment that will be used for the testing process is in safe, working condition.~~

~~19.7 There will be two testers at a skill station. One is the lead tester the other is a safety officer. The lead tester will evaluate the first attempt by the candidate. If the candidate fails that attempt, the safety person would evaluate the second attempt and the first lead tester would become the safety officer for that attempt.~~



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- ~~— 19.8 During the evaluation process, candidates will conduct themselves in a safe and professional manner at all times.~~
- ~~— 19.9 If a tester or safety officer observes any conduct that is unsafe or hazardous, the testing process will be stopped immediately and may result in a fail for that attempt.~~
- ~~— 19.10 Candidates will be kept in an area separate and out of view from the testing area with a proctor to ensure that there is no discussion between candidates about the testing stations. Any observed cheating will be dealt with as specified in Section 14 of this document.~~
- ~~— 19.11 Candidates may only leave the holding area with permission from the proctor.~~
- ~~— 19.12 All manipulative skills testing will be conducted following all procedures contained on the manipulative skills tester instruction sheet and the policies and procedures set forth by the North Dakota Firefighters Association Certification program.~~
- ~~— 19.13 Upon completion of an exam a station skill sheet will be completed and maintained by the lead tester. The sheet will include signatures of tester(s), candidate and the date. Sheets will be put in a sealed envelope and returned to the Training Director or designee.~~
- ~~— **Section 20 Written Examination Testing Procedures**~~
- ~~— 20.1 Dates for written exams will be posted on the North Dakota Firefighters Association (NDFA.net) website under Certifications.~~
- ~~— 20.2 Proctors for the test will be a minimum approved Tester according to the North Dakota Firefighters Association Certification program.~~
- ~~— 20.3 Testing locations will be selected based on the lighting, space and the ability to control the environment.~~
- ~~— 20.4 All testing will begin at the scheduled time so candidates will need to be at the exam site prior to the scheduled examination time.~~



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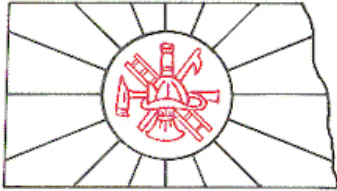
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- ~~— 20.5 All candidates will sign in at the examination site and show a valid photo ID.~~
- ~~— 20.6 The participants must appear on the test roster in order to be admitted to the test.~~
- ~~— 20.7 Once registration has been completed and the proctor instructions given, the exam site will be closed and no one will be admitted.~~
- ~~— 20.8 Participants will be given sufficient time to complete the test.~~
- ~~— 20.9 During the testing, candidates will be separated from each other and held to the highest standards. There will be no more than two candidates at a six foot table or three candidates at an eight foot table with as much space between them as possible. Observed cheating will be dealt with as specified under Section 14 of this document.~~
- ~~— 20.10 Written tests will not be copied or graded at the test site.~~
- ~~— 20.11 All tests will be numbered and accounted for.~~
- ~~— 20.12 All tests and any scratch paper will be collected from the candidates and placed in a sealed envelope and returned to the Training Director or designee.~~

## 23 ~~Section 21~~ Certification Process:

- 23.1 ~~21.1~~ Once a candidate has completed the written and skills examinations, the Certification Office has two weeks to grade and release the results to the candidate and the chief of the department.
- 23.2 ~~21.2~~ A letter will be generated indicating the scores (pass/fail) and the breakdown of the test.
- 23.3 ~~21.3~~ Exam results will not be given over the phone due to the inability to verify who is asking for the test results.
- 23.4 ~~21.4~~ Students will sign a roster at the beginning of each examination site, which contains the following statement:

“I attest that I have met all requirements for certification, and I have given my permission for the North Dakota Firefighter’s Association Certification



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program to release my certification status to Chief Officer or his/her designee.” No records will be released without candidate consent or as may be required by subpoena, court order or [other](#) applicable law [enforcement](#).

23.5 ~~21.5~~ If a candidate has received a final grade of 70% or better on the written test and passed the skills testing, they will be awarded a North Dakota Firefighter’s Association certificate.

23.6 ~~21.6~~ It shall be the North Dakota Firefighter’s Association Certification program policy to maintain a computerized copy of record for each person certified by the program with the following information:

- Name of certified candidate
- Last four digits of social security number (This is a Pro Board identifier).
- Candidates last mailing address.
- Test date and certification

~~a. Name of certified candidate~~

~~b. Last four digits of social security number. This is a Pro Board identifier.~~

~~c. Candidates last mailing address.~~

~~d. Test date and certification~~

23.7 ~~21.7~~ It shall be the policy of the North Dakota Firefighters Association Certification program to maintain a record keeping system that insures the [retrievability](#) and preservation of all certification records for candidates certified by the program.

23.8 ~~21.8~~ It shall be the policy of the North Dakota Firefighters Association Certification program to maintain a security system on all certification records with secured files and a password secured data base.





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## **Section 22**

### **24 Training and Training Records:**

24.1 The Fire Chief/Head of the Department shall designate the type of training required.

24.2 The Fire Chief/Head of the Department has the ultimate responsibility to ensure the citizens, of his/her jurisdiction, that the firefighters are properly trained.

24.3 The Fire Chief/Head of Department is responsible for the credibility of the certification program as it relates to their Department.

24.4 Training levels for the various levels of certification are those listed in the NFPA Standards for Professional Qualifications.

24.5 The Fire Chief/Head of the Department or Training Officer has the responsibility for anyone certifying to the North Dakota Firefighters Association Certification program that the candidates applying for certification are adequately trained (including all live fire training required in NFPA 1001) and qualified for the requested level of certification.

24.6 The individual fire department is responsible to oversee the completion of each portion of the certification standard in house training record.

24.7 The Fire Chief/Head of the Department or Training Officer must sign and date each portion of the certification standard in house training record.

24.8 The Fire Chief/Head of the Department or Training Officer must keep the candidates in house training record on file.

24.9 All records of certification are maintained by the North Dakota Firefighters Association Certification program.

24.10 All firefighter certification records are confidential. Only the firefighter and the Fire Chief/Head of the Department may request individual records.

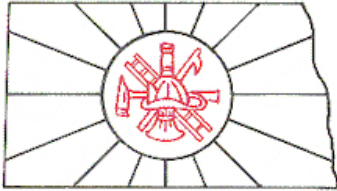
### **Evaluation Tool Management Policy**



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- ~~22.1 The North Dakota Firefighters Association Certification program shall maintain a test bank for each of the certification levels offered. Written examinations will be randomly generated by the NFPA objective reference.~~
- ~~22.2 Test banks are revised within two (2) years after each change to the appropriate NFPA standard.~~
- ~~22.3 In the event that purchased test banks don't meet the NFPA standard the North Dakota Firefighters Association program will generate questions to cover the standard.~~
- ~~22.4 All test banks are reviewed by subject matter experts to determine accuracy and validity of each test item. Reliability is determined after a test item has been given at least twenty times. If more than 50% of the questions are have an incorrect response the question will be referred to the Training Director/Advisory Committee for review. If it is determined that a question is unreliable, it shall be corrected or removed from the test bank and replaced with a question referencing the same NFPA objective.~~
- ~~22.5 Security of the test banks is assured by a computer password for entry into the program and copies of the test booklets are maintained in a locked filing cabinet until used. Only the Training Director or designee would have access to the testing materials.~~
- ~~22.6 Written tests will be generated annually, or if an exam is compromised.~~
- ~~Section 23 Training and Training Records~~
- ~~23.1 The Fire Chief/Head of the Department shall designate the type of training required.~~
- ~~23.2 The Fire Chief/Head of the Department has the ultimate responsibility to ensure the citizens, of his/her jurisdiction, that the firefighters are properly trained.~~
- ~~23.3 The Fire Chief/Head of Department is responsible for the credibility of the certification program as it relates to their Department.~~
- ~~23.4 Training levels for the various levels of certification are those listed in the NFPA Standards for professional Qualifications.~~



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- ~~— 23.5 The Fire Chief/Head of the Department or Training Officer has the responsibility for anyone certifying to the North Dakota Firefighters Association Certification program that the candidates applying for certification are adequately trained (including all live fire training required in NFPA 1001) and qualified for the requested level of certification.~~
- ~~— 23.6 The individual fire department is responsible to oversee the completion of each portion of the certification standard in house training record.~~
- ~~— 23.7 The Fire Chief/Head of the Department or Training Officer must sign and date each portion of the certification standard in house training record.~~
- ~~— 23.8 The Fire Chief/Head of the Department or Training Officer must keep the candidates in house training record on file. 23~~
- ~~— 23.9 All records of certification are maintained by the North Dakota Firefighters Association Certification program.~~
- ~~— 23.10 All firefighter certification records are confidential. Only the firefighter and the Fire Chief/Head of the Department may request individual records.~~
- ~~— Section 24 Tester Conduct~~
- ~~— 24.1 As representatives of the North Dakota Firefighter's Association and the Firefighter Certification Program, all NDFA certified testers should be committed to honorable behavior, even at the sacrifice of personal advantage. Furthermore, they should:~~
  - ~~▪ Demonstrate sensitivity and professionalism in all activities with clients, colleagues, and the public at large;~~
  - ~~▪ Perform all professional responsibilities with the highest sense of integrity;~~
  - ~~▪ Maintain objectivity and be free of conflicts of interest, real and apparent, in discharging professional responsibilities;~~
  - ~~▪ Continually improve their competency and quality of services.~~
- ~~— 24.2 Testers are encouraged to display their certification credentials such as patches or badges while conducting teaching events and/or certifications~~



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~~24.3 Testers shall always request specific individual consent of their students before making physical contact with them.~~

~~24.4 Testers will refrain from talking in a negative way about other members.~~

~~24.5 Testers will refrain from the use of racist, sexist, vulgar or obscene language.~~

~~24.6 Except as noted below, testers may not conduct certifications for any friend or anyone with whom they have a business relationship. Testers shall use their best judgment in discerning friends from mere acquaintances.~~

~~24.7 Testers who are called upon to conduct certifications for someone whom they have coached to pass the certification test must wait at least six months before testing that person and must test them in the presence of a Witness. However, under no circumstances may Testers test someone who has paid them for coaching to pass the test.~~

~~24.8 If a Tester is called upon to certify someone who is a friend or anyone with whom they have a business relationship, the Tester may proceed in the presence of a Witness, to alleviate or minimize any appearance of impropriety or lack of objectivity. Even if all members of the testing team are more than acquaintances of the applicant, only one Witness is required to assure an impartial test.~~

~~24.9 Only those persons who are directly involved in the testing, as testers or witnesses should be in attendance. Any other persons who would wish to attend must have the explicit permission of the candidate being tested, and all testing members.~~

~~24.10 Testers are encouraged to make themselves available to groups, departments or individuals seeking instruction in preparation for certification.~~

## 25 Tester Conduct:



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25.1 As representatives of the North Dakota Firefighter's Association and the Firefighter Certification Program, all NDFA certified testers should be committed to honorable behavior, even at the sacrifice of personal advantage. Furthermore, they should:

- Demonstrate sensitivity and professionalism in all activities with clients, colleagues, and the public at large;
- Perform all professional responsibilities with the highest sense of integrity and confidentiality;
- Maintain objectivity and be free of conflicts of interest, real and apparent, in discharging professional responsibilities;
- Continually improve their competency and quality of services.

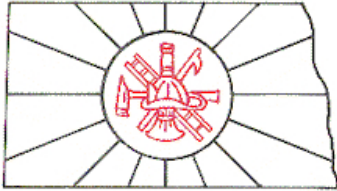
25.2 Testers shall always request specific individual consent of their students before making physical contact with them.

25.3 Testers will refrain from talking in a negative way about other members.

25.4 Testers will refrain from the use of racist, sexist, vulgar or obscene language.

25.5 Except as noted below, testers may not conduct certifications for any friend or anyone with whom they have a business relationship. Testers shall use their best judgment in discerning friends from mere acquaintances.

25.6 If a Tester is called upon to certify someone who is a friend or anyone with whom they have a business relationship, the Tester may proceed in the presence of a Witness, to alleviate or minimize any appearance of impropriety or lack of objectivity. Even if all members of the testing team are more than acquaintances of the applicant, only one Witness is required to assure an impartial test.



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25.7 Only those persons who are directly involved in the testing, as testers or witnesses should be in attendance. Any other persons who would wish to attend must have the explicit permission of the candidate being tested, and all testing members.

25.8 Testers are encouraged to assist departments by notification that they will be make themselves available to groups, departments or individuals seeking instruction in preparation for certification.

## 26 ~~Section 25~~ Sanctions for Violations of Tester Regulations:

### 26.1

~~25.1~~ Reports of violations can come from any one person, providing that person can supply a clear description of what that violation is who committed the violation, a date, time, and names of any corroborating witnesses. One who alleges a violation need not be an NDFA member.

26.2 ~~25.2~~ Violations will be reviewed by a three person review committee appointed by the Certification Advisory Committee chair. The committee may consist of NDFA testers, Certification Advisory Committee members, and/or any NDFA member(s) as selected by the Committee chair. This review will include a direct conversation with the individual(s) reporting the violation.

26.3 ~~25.3~~ Reviewers should seek corroborating information and be sensitive to personal vendettas against a tester. This review may be conducted through e-mail, phone calls or regular mail as needed. All information dealing with the review will be treated as sensitive information and handled accordingly.

26.4 ~~25.4~~ A member of the review committee will contact the accused tester to get first hand feedback on the alleged violating event(s).



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26.5 ~~25.5~~ If a simple majority of the review committee finds the violation(s) to be credible the committee chair will recommend to the NDFA Training Director that one or more of the following actions be taken.

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- No action, but the tester will be advised.
- A verbal caution. Verbal cautions will be administered and documented in writing by the NDFA Training Director without action by the Certification Advisory Committee.
- A letter of caution. Letters of caution will be administered and documented by the NDFA Training Director without action by the Certification Advisory Committee.
- A letter of probation with a specific time period. Letters of probation will be administered and signed by NDFA Training Director without action by the Certification Advisory Committee.
- Temporary revocation of tester certification with a specific time period. Temporary revocation will require a simple majority vote of a quorum of the Certification Advisory Committee. Temporary revocation letters will be signed by the Chair of the Certification Advisory Committee.
- Permanent revocation of tester certification. Permanent revocation will require a simple majority vote of a quorum of the Certification Advisory Committee. Revocation letters will be signed by the Chair of the Certification Advisory Committee.