

PROVINCE OF NOVA SCOTIA
 VOLUNTARY CERTIFICATION PROGRAM
 ROLES AND RESPONSIBILITIES MANUAL



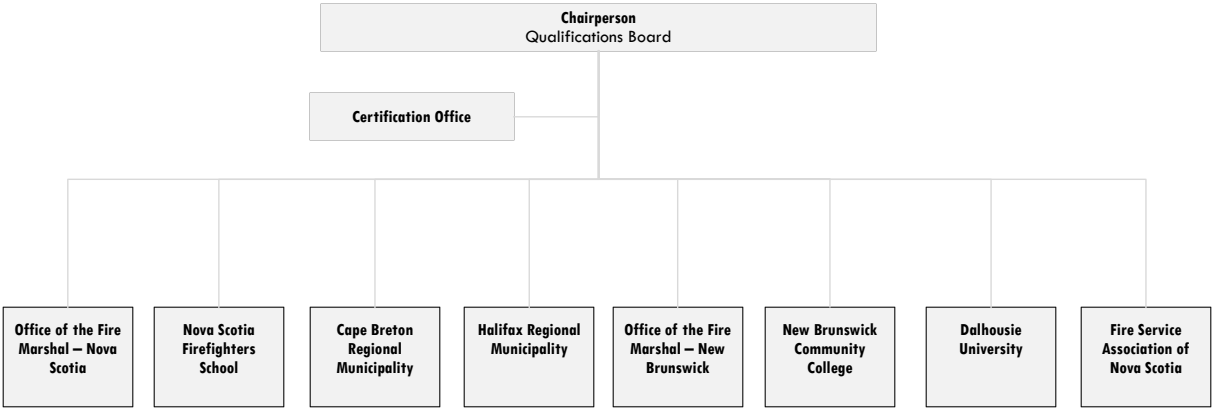
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Organizational Chart

NOVA SCOTIA FIRE SERVICE PROFESSIONAL QUALIFICATIONS BOARD



PART I - ROLES AND RESPONSIBILITIES

Purpose

The purpose of defining the *Roles and Responsibilities* for the Nova Scotia Fire Service Professional Qualifications Board (NSFSPQB) is to maximize our resource base to ensure a timely response to the needs of the Nova Scotia and/or New Brunswick Fire Service.

Board of Directors

The Board has the overall responsibility for the certification process. This includes the selection and maintenance of courses for accreditation; scheduling and administration of testing; record keeping; and providing a meeting place for the Board.

This will be accomplished through the assistance and cooperation of the NSFSPQB; the Certification Office and staff of the partnering agencies as identified herein.

Chair Qualifications Board

The Chair works under the direction of the Board. The Chair acts as a primary liaison between the Board and the accreditation bodies, IFSAC and PROBOARD, and represents the Board on technical committees such as the National Fire Protection Association or likeminded organizations. This may be delegated in whole or in part as the Board deems necessary to another Board member, subject matter expert or the Certification Office.

The Chair is responsible for creating the agenda, scheduling and chairing NSFSPQB meetings.

Certification Office

The Certification Office is responsible to:

- a. Maintain a list of qualified Proctors/Evaluators;
- b. Schedule testing and assign qualified Proctors/Evaluators in conjunction with the agency;
- c. Generate and provide examinations;
- d. Receive and correct examinations;
- e. Maintain records of activities;
- f. Provide exam results to sponsoring agency; and
- g. Provide to the board, a test analysis indicating the number of students, distribution of test scores, and number of incorrect answers by question.
- h. Submit records to IFSAC/ProBoard registry
- i. Process applications
- j. Verify prerequisites
- k. Ensure validity and reliability of the "Test Banks
- l. Maintain Test Banks and written examinations with the highest level of security.
- m. Development of courses for accreditation including the development and adoption of skill sheets.
- n. Maintain old exam development materials, discs etc.
- o. Provide Proctor/Evaluator training

- p. Maintain Roles & responsibilities
- q. Maintain website
- r. Take minutes of meetings
- s. Perform duties of Treasurer
- t. Maintain test specifications
- u. Act as the primary liaison between the Board and the accreditation bodies, IFSAC and ProBoard
- v. Coordinate site visits
- w. Provide written activity report to the board
- x. Work with the Chairperson to create the agenda and scheduling of NSFSPQB meetings.
- y. Advise Board of any appeals
- z. Notify the applicant of appeal decisions, in writing.

Member Entities

Member entities for the purposes of the *Roles and Responsibilities* are the members of the NSFSPQB. Member entities are responsible to ensure compliance with the “Mission and Goals” of the NSFSPQB Policies and Procedures manual. The member entities shall contribute to the development of courses for accreditation, and this shall include the development and adoption of skill sheets for the examination of manipulative skills.

Training Divisions

Training divisions are those bodies contained within the Member entities, which provide for the training, testing and certification of firefighters. In the case of the Fire Service Association of Nova Scotia (*FSANS*) Training Division shall mean the person or persons appointed by FSANS to carry out the advisory function.

Training divisions shall provide through their Board Member, names of personnel qualified and willing to act as Proctors and Evaluators. These names shall be forwarded to the Certification Office for review.

Training divisions are responsible for the development of course material including manipulative skill test sheets/data. This material will be vetted through the NSFSPQB for final adoption. The board must approve entity Proctors.

Prior to the commencement of training the Member Entities shall inform the Certification Office in writing of the date of testing for both theoretical and manipulative skills.

PART II - POLICIES AND PROCEDURES

Section 1 General

1.1 In 1997 the Nova Scotia Fire Service Professional Qualifications Board (NSFSPQB) was formed under the auspices of the Nova Scotia department of Business and Consumer Services, Registry of Joint Stock Companies. This Board is governed by and reports to the Office of the Fire Marshal, Province of Nova Scotia.

1.2 The policies and procedures to certify in the Nova Scotia Fire Service Voluntary Certification System are contained in the following guidelines. Questions, clarification, or interpretation of these guidelines should be addressed in writing to:

**Nova Scotia Fire Service Professional Qualifications Board
C/o Nova Scotia Firefighters School
48 Powder Mill Rd.
Waverley, NS B2R1E9**

Section 2 Definitions

2.1 The following definitions apply only to Boards Policies and Procedures and **DO NOT** in any way apply to the rules, regulations, practices, or procedures of a local Fire Service Unit or other Participating Agencies.

2.2 **Administrator**--shall mean the head of an organization, public or private.

2.3 **Annulment**--an act, approved by the Board to annul the certification of a certified participant.

2.4 **Advisory Committee** - shall mean members of the Nova Scotia Fire Service Professional Qualifications Board.

2.5 **Applicant** - refers to a member of a Fire Service Unit or Member entity who has satisfied training requirements to be examined for certification.

2.6 **Approved Proctor** - The Authority Having Jurisdiction (AHJ) shall make application to the Board to register "Approved Proctor". All approved Proctors must meet and maintain the necessary skill sets for the appropriate level of written evaluation.

2.7 **Board** - shall mean the members of the Nova Scotia Fire Service Professional Qualifications Board.

2.8 **Candidate** - individual who has made application to be certified.

2.9 **Certified** - shall mean candidates who have met cognitive and psychomotor behavioural objectives of the Certification Program and who have applied and been granted certification by the Board

2.10 **Certification Office**- Person(s) appointed by the Board to handle correspondence, records and routine duties of the Board. The Nova Scotia Office of the Fire Marshal would normally carry out these duties.

2.11 **Certifying Agency** - refers to the Nova Scotia Fire Service Professional Qualifications Board.

2.12 **Chairperson** - is the presiding officer of the Nova Scotia Fire Service Professional Qualifications Board

2.13 **Chief/Commissioner/Director** - shall mean the head of a Fire Service Unit.

2.14 **Cognitive Objective** - pertinent questions, lists, or problems relative to the level at which an applicant is being tested

2.15 **Course** - any grouping of classes or series of lessons or lectures combined to attain particular education objectives or fire service training.

2.16 **Decertified** - shall mean a candidate who does not possess a valid certification certificate recognized by the Board

- 2.17 **Demonstrate** - is to show by actual use, illustration, simulation, or explanation.
- 2.18 **Denial** - an act, approved by the Board, to deny certification to a Candidate.
- 2.19 **Department** - is a Fire Service unit, defined in 2.22 of this section.
- 2.20 **Employed**--shall mean active participation, either paid or volunteer, in Fire Prevention, Fire Investigation, Fire control, or Suppression, and on the membership roll of a public or private Fire Service Unit
- 2.21 **Proctor** - means an individual recognized by the Board to perform an examination of written skills.
- 2.22 **Firefighter** - a member of a Fire Service Unit.
- 2.23 **Fire Service Unit** - is a public or private Fire Department/Brigade or organization of the Province, City, County, special District, or Federal government whose primary duty is Fire Prevention/Suppression.
- 2.24 **Identify** - is to physically select, indicate, or explain verbally or in writing, using the standard terms recognized by the Fire Service.
- 2.25 **IFSTA Manual** - shall mean the appropriate International Fire Service Training Association publication.
- 2.26 **NFPA** - shall mean the National Fire Protection Association.
- 2.27 **Participant** - shall mean any individual participating in the Nova Scotia Fire Service Certification system.
- 2.28 **Member entity**- any agency, public or private, who has been accepted by the Board to participate in the Certification System
- 2.29 **Prerequisite Requirements** - necessary psychomotor (manipulative) and/or cognitive (written) skill requirements from preceding certification levels
- 2.30 **Psychomotor Objective**--to accomplish by actual use or performance, safely and efficiently and in accordance with established procedures and standards.
- 2.31 **Revocation** - an act, approved by the Board to revoke the certification of a certified participant.
- 2.32 **Safely**--shall mean to perform the objective without endangering, or injuring oneself, equipment, or others.
- 2.33 **Skills Check**--manipulative skills examination administered by the Board or a Board approved Proctor.

2.34 **Suspension**--an act, approved by the Board to suspend the certification of a Certified Participant.

2.35 **Swiftly**--shall mean the maximum allowable time, as determined by the Board, that it takes to satisfactorily perform the objective defined.

2.36 **With Competence**--shall mean to possess knowledge, skills, and judgment according to an approved standard(s) needed to satisfactorily and safely perform indicated objectives, as determined by the NSFSPQB.

2.37 **Skills Test** – the physical testing of manipulative skills.

2.38 **Written Tests** - Examinations designed to ensure competency in theoretical knowledge.

2.39 **Approved Evaluator** - The Authority Having Jurisdiction (AHJ) shall make application to the Board to register “Approved Evaluator”. All approved Evaluators must meet and maintain the necessary skill sets for the appropriate level of skills evaluation

2.40 **Evaluator** – means an individual recognized by the Board to perform an examination of manipulative skills.

2.41 **Test items** - test items include written questions, manipulative skills and project methodology.

Section 3 Not Allocated

Section 4 Rationale

4.1 It is the objective of the NSFSPQB to provide a forum for firefighters to access a Provincial Certification Program. It is the goal of the NSFSPQB that the combined efforts of the member entities will provide for an effective, efficient, and cost-effective certification program.

4.2 The NSFSPQB will provide a mechanism for the establishment of uniformity in fire service training and testing and promote safety for firefighters and civilians through certification.

Section 5 Mission and Goals

- 5.1 To promote safety and professionalism in Fire and Emergency Services through certification, within the Provinces of Nova Scotia and New Brunswick.
- 5.2 To improve the performance and coordination of all certification efforts through the development of minimum performance requirements.
- 5.3 To assist in the development of competent and reliable Fire and Emergency Service personnel by using minimum fire service-training standards.
- 5.4 To establish and maintain valid procedures that measure specific levels of skills, abilities, and knowledge consistent with standards approved and adopted by the NSFSPQB
- 5.5 To establish and maintain guidelines that assist in the certification of all Candidates.
- 5.6 To ensure candidates satisfactorily fulfill qualification requirements, as adopted by the Board, irrespective of departmental affiliation and in accordance with the Human Rights Act of Nova Scotia and/or New Brunswick.
- 5.7 To ensure complete impartiality and confidentiality and that the program be designed in such a manner that it will safeguard against misuse and abuse.
- 5.7 To establish province-wide uniform testing procedures for a consistent means of evaluation.

Section 6 Certification Requirements

6.1 All participating agencies and their participants shall follow established certification Policies and Procedures.

6.2 Each member entity is responsible to ensure that candidates meet the medical and physical fitness requirements for the testing agency.

6.3 Candidates must be age 18 prior to testing and certification.

6.4 Candidates applying for certification through their department or agency must have the approval of the Chief/Commissioner, Chief Administrator or Director of that agency.

6.5 Experience, training and education credits and/or a combination of these areas may be used to determine eligibility for certification. Candidates may challenge the certification or may follow the formalized courses offered by the entities

6.6 Members of participating agencies meeting Section 6.5 shall be tested on the written and manipulative skills performance behaviour objectives as outlined for each level of certification.

6.7 All candidates must meet established test objectives for each level of certification.

6.8 Candidates may enter the certification process at any level, providing all prerequisite requirements for that level are met, prior to certification. Candidates must show proof of prior certifications/prerequisites before they are issued a certificate. Candidates may take higher levels of certificate training however they will not gain certification until proof of certification has been met.

6.9 Participating agencies shall provide copies of applicable certification standards to their personnel for any level in which they are participating

6.10 All apparatus and equipment shall meet or exceed NFPA standards or their equivalent.

6.11 All candidates entering the certification process must have all prerequisites signed off by the entity, upon application, confirming that all prerequisites have been met.

The Board may accept a Prior Learning Assessment Report (PLAR) for equivalency when an entity is pursuing certification. The PLAR documents must be reviewed and approved by the Board or its designate and a letter of equivalency issued to meet the pre-requisites. To prevent conflict of interest the designate reviewer must be from a different department from the submitting department.

6.12 All candidates will be required to provide the Proctor government approved photo identification at time of examination.

6.13 Candidates who have been diagnosed with a learning disability shall advise the entity at the time of application. The entity shall make all reasonable accommodations to ensure that the candidate is tested using methods which have been recognized as appropriate for the candidate.

Note: Testing shall only be performed at locations which are able to test all levels of the standard in accordance with Occupational Health and Safety and NFPA standards.

Section 7 Examinations

7.1 Written examinations shall be conducted for all certification levels. Oral examinations will not be permitted for written examinations.

7.2 Certification Proctors shall administer written examinations and a time of 1.5 minutes shall be allowed for each question.

7.3 The Board shall be responsible for the validity and reliability of the Test Items. The test items shall be reviewed by subject matter experts for validity and reliability prior to being placed in service.

7.4 Test Items will be taken from reference manuals for each level as approved by the Board.

7.5 Written examinations may be randomly generated from the approved Certification Test Banks. The test bank software is programmed by the Certification Office to select a minimum of one (1) question from each category of the test bank with the remainder of the questions drawing from the entire bank.

7.6 [Not used]

7.7 [Not used]

7.8 Board Certification Test Banks and written examinations shall be maintained with the highest level of security.

7.9 Copies of the written examinations shall be secured in a locked cabinet unless they are in use or under review by personnel approved by the Board.

7.10 Electronic copies of the test banks and/or written examinations shall be locked with a password or other security measure, which will deny unauthorized access.

7.11 Written examinations may only be produced/reproduced at the Certification Office.

7.12 Written examinations shall be graded at the Certification Office.

7.13 Passing scores for all written examinations shall be 70%.

7.14 Candidates shall be given three (3) attempts to meet minimum passing requirements. Rewrites must occur within 365 days of the initial failed examination.

7.15 If candidates fail to pass the written examination after three (3) successive examination attempts, then they have failed the written examination process and may reapply to take the written examination no sooner than 1 year from the date of the last examination date. The minimum time allowed between the initial examination and a retest exam is seven (7) days.

7.16 A. Certification test items shall be analyzed for validity and reliability by subject matter experts prior to being placed in service whenever new versions of test banks are

purchased or applicable NFPA standards are changed. Test item reliability will be conducted through local review and analysis of the testing software reports and spreadsheets containing the examination results.

7.16 B. When a new test bank is purchased, the old test bank is electronically archived by the Certification Office with one copy of the old exam secured in a locked cabinet. Additional old exam materials are destroyed.

7.17 Test Items found to be unreliable shall be corrected or removed from the test bank.

7.18 Written Test Questions removed from certification test banks shall be replaced with the same number of questions, referenced to the appropriate NFPA objective.

7.19 Manipulative skill examinations shall be conducted for all certification levels where applicable. Manipulative skill examinations are not required for awareness level certifications.

7.20 The board through approved Evaluator(s) may administer manipulative "Skills Check" examinations as part of a testing process.

7.21 Manipulative skills examinations shall consist of at least a minimum of 10% of the total skills for the level being tested or not less than two (2) skills, whichever is greater.

7.22 Manipulative skill examinations shall be selected randomly or by manual generation.

7.23 A selection of manipulative skill examinations shall be done for each test site.

7.24 Safety officer(s) shall be assigned to provide for participant safety during manipulative skill examinations.

7.25 Candidates will be scored "Pass" or "Fail", according to Board approved manipulative skills "Performance Competencies".

7.26 Candidates are given three (3) attempts to meet minimum manipulative skill requirements.

7.27 Candidates who fail the manipulative examination, on the first test date, (two attempts), must be re-tested on a manipulative skill from the section(s) in the standard in which they failed, no sooner than Seven (7) days from the date of the failed examination and no later than twelve (12) months. On the third attempt one additional skill will be added in addition to the failed skill. If retesting is not completed within the 12-month period, the candidate will be required to undergo a complete examination of manipulative skills.

7.28 The Board must receive the request for fourth attempt in writing from the candidate's department or agency, signed by the chief or chief administrator of the agency no later than sixty (60) days from the date of the last failed examination. A letter requesting the fourth attempt shall state why the candidate is requesting a fourth attempt,

including all information necessary for the Board to decide. Candidates must pass the manipulative skills examination for those levels requiring a manipulative skills test, prior to requesting a fourth attempt of the written examination.

7.29 The requirements for certification levels may be met through approved assessments during post-secondary education courses, as approved by the Board.

7.30 All written and manipulative skills examinations shall be conducted in accordance with all applicable Occupational Health and Safety Standards of the Province of Nova Scotia and/or New Brunswick.

7.31 Written tests shall be conducted in an area that meets the intent of the applicable Occupational Health and Safety Regulations. Rooms must be appropriately furnished and laid out in examination style. There should be sufficient space between desks to minimize the opportunity for cheating and to allow for safe and organized exit in the event of an emergency.

7.32 Manipulative skills examinations shall be conducted in an area that meets the requirements of NFPA 1403 and has sufficient facilities and equipment to test all areas of the respective certification level being tested.

7.33 The Board shall be prepared to permit a representative designated by the IFSAC or ProBoard to observe any testing process upon receiving notice of intent to observe the test at least forty-eight (48) hours prior to the test.

7.34 The Certification Office shall maintain an electronic database of individual student records. This database will be maintained indefinitely or until the program is no longer provided.

7.35 The Certification Office will maintain hard copies of examination materials for a period of 5 years. Electronic copies will be maintained indefinitely or until the program is no longer provided.

7.36 The Certification Office shall maintain old exam development materials, discs etc. These items shall be maintained indefinitely or until the program is no longer provided.

7.37 Fire Officer III and IV examinations may be graded at the approved test site using a marking rubric.

Section 8 Examination Scheduling

8.1 Entities will submit requests for examinations to the Certification Office for each attempt of the written or manipulative skills examinations.

8.2 Manipulative skills examinations and written examinations shall be requested using the appropriate form.

8.3 A separate application must be submitted for each examination attempt.

8.4 The Chief or Administrator of the member entity shall submit a request to the Certification Office not less than fourteen (14) days in advance of the scheduled examination date.

8.5 The Board will not charge a fee for an individual who belongs to a member organization for each level of Certification Examinations. Member Entities may charge a fee based on local criteria to provide the examination.

8.6 A fee as determined and promulgated by the Board shall be charged for an individual who belongs to a non-member organization for each level of Certification Examinations. The fee covers the application cost and is over and above the cost charged by the entity providing for the examination

8.7 [not used]

8.8 The candidates' agency will provide and bear any cost of equipment, apparatus and suitable facilities necessary to conduct the examinations.

8.9 [not used]

8.10 An approved Proctor will be assigned to the member entity to administer written examinations. An approved Evaluator will be assigned to the member entity to administer manipulative skills testing.

8.11 Proctors will follow all written examination procedures defined by the Board. Evaluators will follow all manipulative skills testing procedures defined by the Board.

8.12 On receipt of a schedule for examinations from participating agencies the Certification Office will within seven (7) days confirm and provide the appropriate exams.

Section 9 Proctor/Evaluator

9.1 A member entity shall have Board approved Proctor(s) to administer certification examinations and approved Evaluator(s) to administer manipulative skills examinations.

9.2 Proctors are authorized by the Board to administer their departments' written examinations, but it is recommended that at least one (1) outside Proctor be used. Evaluators are authorized by the Board to administer their departments' manipulative skills examinations, but it is recommended that at least one (1) outside Evaluator be used.

9.3 Proctors and Evaluators must follow NSFSPQB policies and procedures as specified in the Roles and Responsibilities Manual.

9.4 Participating agency's Evaluators may work with other participating agency's Evaluators when administering manipulative skills examinations, as needed and approved by the Board.

9.5 Proctors and Evaluators shall meet or exceed all qualifications set by the Board before Proctor/Evaluator status will be issued.

9.6 Evaluators must be certified as Instructor I to conduct manipulative skills testing.

9.7 Evaluators (manipulative skills testing) shall be certified to at least the standard to which the Evaluator is assessing. On recommendation of a member entity, the Chairperson may approve an evaluator who does not meet this criteria if the certification is for a newly obtained level of certification.

9.8 Evaluators (manipulative skills testing) shall make application to the Board showing that the prerequisites for Evaluator approval have been met.

9.9 Proctors and Evaluators shall successfully complete Proctor/Evaluator training or update training as provided by or required by the Board

9.10 Approved Proctors must follow all steps in administering certification examinations as outlined in the certification "Proctors Instructions for Written Exams". Similarly, Evaluators must follow all steps as outlined in "Evaluators Instructions for Manipulative Skills Testing."

9.11 Approved Proctors/Evaluators must coordinate all activities through the respective member entity.

9.12 Approved Proctors/Evaluators must send in all forms and reports for each examination.

9.13 The Nova Scotia Fire Service Professional Qualifications Board reserves the right to audit unannounced the certification testing, in progress, by Proctors or Evaluators.

9.14 The Board for violation of Policies and Procedures may revoke Proctor/Evaluators approvals.

Section 10 Examinations Grading/Scoring/Appeals

10.1 The Certification Office shall grade all written examinations. Written examinations will not be graded in the field.

10.2 The Entity will be mailed a copy of examination results within thirty (30) days after the examination.

10.3-[**Not used**]

10.4 Examination results will not be given to any individual, other than the candidate or the candidates' chief or administrator unless the candidate has filed a written request with the Board and the Board has approved the written request.

10.5 Examinations, individual questions, skills, policies, and procedures may be appealed.

10.6 An official appeal to the NSFSPQB must be in writing identifying:

10.6.1 Candidate with student identification number

10.6.2 Examination date

10.6.3 Item being appealed (question, manipulative skills, policies, test outcomes, etc.)

10.6.4 Basis for appeal

10.7 Issues with written examination questions must be brought to the attention of the proctor by the candidate on the date the examination is given. The proctor is to record the question(s) of concern on the Proctor examination sheet.

10.8 Appeals of written and/or manipulative skills examinations must be submitted by the Candidate in writing within sixty (60) days from the date the examination results were sent to the department.

10.9 Only the most recent examination may be appealed.

10.10 The Board must act on the appeal at its next scheduled meeting.

10.11 The decision of the Board is final.

10.12 The Board must notify the applicant of their decision, in writing.

10.13 Written test analysis will be conducted upon appeal or challenge as approved by the Board. The Certification Office shall follow procedures for analysis as outlined in Section 7.

10.14 A statistical review is provided to the Board every six (6) months to review statistical reliability.

10.15 Fire Officer III and IV examinations may be graded at the approved test site using a marking rubric.

10.16 The Board may use product(project) assessments to assess psychomotor (skills) for JPRs that require the application of knowledge to produce a work product. Product(project) assessments are assessed by a Board approved evaluator using an approved scoring rubric with expected responses evaluating how the task is completed (after submission).

10.17 The Board will create product (project) assessments which are correlated to appropriate JPR(s) and/or each requisite skill area identified in the standard. Each Product (Project) is correlated on each accrediting agency's correlation matrices.

10.18 *The Board may accept a Prior Learning Assessment Report (PLAR) for equivalency when an entity is pursuing certification. The PLAR documents must be reviewed and approved by the Board or its designate and a letter of equivalency issued to meet the pre-requisites. To prevent conflict of interest the designate reviewer must be from a different department from the submitting department.*

Section 11 Issuing Certification

11.1 Candidates meeting or exceeding standards of written and manipulative skills and behavioural performance objectives will be issued certificates, identifying them as certified at the level being requested.

11.2 The Board will forward the appropriate certificate with seal affixed to the member agency who will in turn distribute the certificates within thirty (30) days of receipt.

11.3 [Not used]

11.4 Upon obtaining accreditation for a new certification level, the Board will provide seals to all candidates who have completed their certification under the same methodology and curriculum in which the accreditation was granted for a period not to exceed one year prior.

Section 12 Re-certification

12.1 At this time the Board does not subscribe to a format of recertification for certification levels offered.

12.2 Participants in the certification program must be aware that some entities offering reciprocity may require a form of recertification be completed before acknowledging their certification for reciprocity.

Section 13 Revocation/Suspension/Annulment/Denial of Certification

13.1 The Board may revoke, suspend, annul, or deny the certification of any certified candidate after providing written notice of the violation of policy and procedures, and a hearing by the Board.

13.2 The Board may Revoke, Suspend, Annul, or Deny the certification of anyone who:

- a. Makes any intentional material misstatement on the application for certification.
- b. Falsifies training records, signatures, or other intentional misrepresentations or violations of policy, etc.

Section 14 Procedures for Evocation/Suspension/Annulment /Denial of Certification

14.1 If the Board, in accordance with Section 13 believes that grounds exist for the Revocation, Suspension, Annulment, or Denial of certification of any candidate, upon its own motion or by the filing with the Board of a written complaint, the Board shall give written notification of its intention to consider Revocation, Suspension, Annulment, or Denial of the certification. The notice of the hearing shall include a statement of the basis for considering Revocation, Suspension, Annulment, or Denial. Written notification shall be by "Certified Mail" to the last address furnished to the Board by the participating agency.

14.2 The Revocation, Suspension, Annulment, or Denial of certification shall require a majority vote of a quorum of Board members.

14.3 Any person who has had their certification revoked, suspended, annulled or denied pursuant to Section 14 may reapply for certification one (1) year after the date of the order of the Board which revoked, suspended, annulled or denied the certification, unless otherwise specified by the Board.

14.4 Persons who have had certification revoked, suspended, annulled or denied may appeal the decision of the Board to the NSFSPQB.

Section 15 Reciprocity

15.1 The Board may elect to give credit for training or certifications received in other provinces, territories, or countries provided such training has been approved and certified by the Authority Having Jurisdiction over certification where the training was received.

15.2 Certifications received in other provinces, territories, or countries must meet the minimum requirements for the Nova Scotia Fire Service Professional Qualifications Board certification as set forth by the Board.

15.3 The Board may enter into standing reciprocity pacts or agreements with provinces, territories or countries that by law regulate and supervise the quality of fire service training and firefighter certification.

15.4 Adoption of any standard or program shall not render invalid any participant's prior certification.

15.5 Certifications received from other jurisdictions which are expired will be reviewed on a case-by-case basis. The review may involve confirmation of currency with the issuing jurisdiction and/or IFSAC and Preboard seal registry.

Section 16 Special Certificate and Awards

16.1 The Board may present certificates and awards for the purpose of raising the level of competence of fire service personnel and to foster cooperation among other agencies, groups, organizations, jurisdictions, and individuals, i.e., Honourary Certified firefighter awards.

APPENDIX A

Proctors

Selection Criteria for Proctors and Evaluators

1. Evaluators shall not have instructed the topics of the certification process to the students being examined. On recommendation of a member entity, the Chairperson may approve an evaluator who does not meet this criteria if the certification is for a newly obtained level of certification.
2. Proctors and Evaluators shall be recommended by the training agency.
3. Proctors for the purpose of administering written exams are not required to be certified to the level being tested.
3. Evaluators administering manipulative skills must be certified at least to the level they are testing.
4. Product or project-based assessments may be graded by the instructor using the approved scoring rubric.
5. Proctors and Evaluators must strictly abide by the policies and procedures of the Board.

Proctor Instructions for Computer Based Exam

Proctors:

Proctor Key:

Proctor:

Please check:

- I administered the examination according to the instructions provided.
- I evaluated the room as an appropriate and secure testing environment. It was quiet,
comfortable, free from distractions and extraneous materials.
- I verified the student's eligibility to test from the official NSFSPQB testing roster.
- I verified each student's identity by positive (photo) ID.
- I ensured that all cell phones and electronic devices were turned off and secured until after the exam.
- I monitored for cheating and am reporting no incidences.
- I maintained the confidentiality of student ID, passwords, etc.
- I ensured that all necessary technologies were available and working correctly.
- I supervised the student(s) during the entire duration of the exam and verify that the exam was be completed in one sitting. No visitors were allowed in test room
- I notified the student(s) prior to start of exam of the appropriate time limit restrictions and recorded these on this Form.
- I verify the student(s) adhered to the test time limit.
- I did not interpret questions during testing or comment on student's performance. I only provided guidance as it pertained to the exam instructions
- I did not allow talking during the exam.
- I protected the security and confidentiality of the examination in all phases of the process.

Student Questions (regarding test items)

I, the NSFSPQB approved proctor, hereby verify that I have supervised the administration of this particular examination. The above-named student(s) completed this examination following all regulations as outlined in the NSFSPQB Test Proctor Orientation.

Proctor Name: (print) _____

Proctor Signature: _____

Proctor Email: _____

Phone: _____

Proctor Name: (print) _____

Proctor Signature: _____

Proctor Email: _____

Phone: _____

Exam Location: _____

Date of Examination: _____

Exam 1: Start Time: _____ End
Time: _____

Exam 2: Start Time: _____ End
Time: _____

Please notify the NSFS Registrar immediately if you are unable to proctor the exam. Thank you!

Please return this form to the NSFS office

**NOVA SCOTIA FIRE SERVICE
PROFESSIONAL QUALIFICATIONS BOARD
Nova Scotia Firefighters School
48 Powder Mill Rd.
Waverley, N.S. B2R1E9**

Procedures for Practical Skills Examiner/Evaluator

*To provide secure staging for students to ensure unevaluated students cannot observe candidates being tested, candidates are to be placed in an area out of sight of the skills being tested and monitored by an assistant Evaluator.

*Timing of exams for the skill tests will be adjusted to suit the number of students and the facility being used to allow for a reasonable time frame for the students to complete the task.

*The locations will meet the applicable NFPA requirements (1403)

INSTRUCTIONS:

1. **Evaluators** shall verify the identification of each student by reviewing their government approved photo identification.
2. **Evaluators** evaluating skills on fire ground shall be dressed in full protective clothing as required of candidates.
3. **Evaluators** shall ensure they take the most beneficial position to assess the displayed skill of the candidate (i.e.: if it is the Proctors responsibility to assess the candidate's ability to conduct a proper fire attack then he shall don all necessary protective clothing and equipment and enter into the involved fire area with the candidate, or even ahead of the candidate, so as to be in the most beneficial position to evaluate the candidate's performance in that specific skill).
4. **Evaluators** should not interrupt a procedure once in progress but may ask verbal questions to candidates once the procedure is completed.

SAFETY NOTE:

Evaluators may interrupt or stop a procedure if he (they) considers the process unnecessarily life threatening to the candidate.

1. **Evaluators** shall follow instructions for manipulative skill test sheets (copy attached).
2. Evaluators when responding to a candidate challenging instructions for a particular skill, may repeat the instructions but shall not reword the instructions or provide a definition, or in any other way comprise the skill being examined.

Manipulative Skill Test Grading Policy

This policy will assist Evaluators in evaluating each particular criterion found on the manipulative skill test sheets based on a competency scale. The competency scale is determined as follows:

Full Points - The student completes all criteria accurately, safely and without hesitation.

Zero Points - The student completed the task in an unsafe manner or improperly to the point of being ineffective.

Instructions for Completing Manipulative Skill Test Sheet

1. Evaluators may only grade those skills within their assigned skill area Skill test rated as failed must be documented below and on the back of the manipulative skill test sheet.
2. Proctors should assign scores for individual student performance upon completion of the skill test.
3. The lead Evaluators must review the pass/fail skill test sheets and complete a skill summary form for each participating student
4. An overall passing score requires the student to pass each manipulative skill test set out in any skill set.

Scoring explanation:

The Evaluator shall award points for each particular criterion based on a competency scale found in the grading policy as follows:

Full Points - The student completes all criteria accurately, safely and without hesitation

Zero Points - The student completed tile task in an unsafe manner or improperly to the point of being ineffective

Comments: (Required for any failing score or unusual circumstances)

Evaluators Signature: _____

Student Signature: _____

Date: _____

**NOVA SCOTIA FIRE SERVICE
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48 Powder Mill Rd.
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**NOTE: Cellular phones, personal audio equipment,
and other electronic communication devices
must be turned off and out of sight
for the duration of this examination**

Proctors Instructions for Written Exam

Name of Exam: _____ Test Date: _____

As proctor of this exam, **YOU** are representing the Nova Scotia Fire Services Professional Qualifications Board. You will need to follow the following instructions and sign that you have done so.

* These exams will not be reproduced! Doing so will invalidate this exam and all persons taking this exam will receive a failure. Exams have been provided for the students listed on the attendance roster. Any person whose name does not appear on the list is not eligible to write.

* Proctors are responsible for test security. You must secure these tests in accordance with NSFSPQB test security procedures. Failure to do so is a direct violation of Policy.

Before the start of the exam, the Proctor will ensure that there is adequate spacing between desks to minimize the opportunity for cheating and to allow for safe and organized exit in the event of an emergency. The Proctor shall ensure the restrooms are checked to ensure there are no items present that could be used to cheat on the exam. The Proctor shall point out the exits, restroom facilities, ensure the lighting and ventilation of the room is appropriate for the candidates.

* While administering the exam, you should remain in the room at all times.

INSTRUCTIONS:

1. Before students sign the examination attendance roster, ensure that students review the spelling of their names (first and last), and their student Identification is correct. **The Proctor shall verify the identification of each student by reviewing their government approved photo identification.**

1. Ensure that any changes are printed and are legible. Have students place all materials (book, purses, etc.) on the floor.

2. Explain to the students that it is extremely important that all information and answers on the scan sheet be within the circles and dark. If they change an answer, they need to erase the circle completely. Marks that are too light or not completely erased may result in that answer being wrong.
 - a. Use a no. 2 pencil only.
 - b. Make dark heavy marks that fill the oval completely.
 - c. Erase unwanted marks cleanly.
 - d. Make no stray marks on the answer sheet.
 - e. Failure to mark the appropriate answer in the correct location may result in a zero score for that question.
 - f. Multiple marks on a given question will result in a zero score for that question.
 - g. For true or false questions: A = true B = false

4. Provide each student with:
 - a. No. 2 pencil
 - b. Sealed envelope, which contains an answer sheet(s), exam booklet, unsealed envelope
 - c. A copy of an MSDS Sheet (if applicable)
 - d. Scratch paper

5. After everyone has the above material instruct the candidates to open the envelope and check the following:
 - a. Once this is done have them turn the exam booklet face down and instruct them not to turn it over until told to do so.
 - b. On the answer sheet, have the students fill in the following information using a no. 2 pencil:
 1. Exam number (found on envelope and roster sheet) first four letters of last name and last four digits of Social Insurance No. (See ID Number)
 2. Last name, first name, middle initial

3. Exam date (optional)
4. Version Number (found in the heading of the exam booklet)
(see Special Code)

Note: It is very important to have all this information filled in completely. If it is not completed correctly, the test may be void.

Provide candidates with the following information:

- c. Number of exam questions _____
 - d. Allotted time for completion of the exam is _____
 - e. Minimum passing score – 70%
1. After completion of candidate information on the answer sheets, instruct the candidates to turn the test booklet over.
 2. Candidates must raise their hand to receive permission from the Proctor to take a washroom break. Only one (1) person at a time may take a break and a maximum of five (5) minutes will be allowed. No test materials or electronic devices, such as cell phones or MP3 players, may be taken from the room.
 3. The candidate is not allowed to go to his/her stored personal belongings, unless supervised. Anything retrieved from his/her belongings must be shown to the Proctor to verify it has no relationship to the examination.
 4. In the case of a personal emergency of any sort (e.g., illness), students are to inform the proctor of their circumstances and request assistance or permission to leave the examination room, as circumstances warrant.
 5. Announce when time has begun and post the time in a place that the students can see.\
 6. **The students can now begin the test**
 7. When the candidate has finished the examination, please put the exam booklet, answer sheet and scrap paper used inside the new envelope and seal it and return it to you. Failure to follow these instructions could result in a failure of the exam.
 8. List any problems or comments below (i.e., missing tests, unusual activities, no-shows, etc.). Complete the following information about yourself for our records.
 9. Sample Question

Note: Proctors when responding to a candidate challenging an examination question, proctors shall not reword the question or provide a definition, or in any other way comprise the examination question.

1. The knot used to join two ropes of unequal diameters is:
 - A. half hitch.
 - B. clove hitch.
 - C. becket bend.
 - D. bowline knot.

Proctor's Name: (PRINT) _____

Exam Title _____

Assigned Proctor Number: _____

Comments: _____

Read and sign:

As proctor, I have followed the above guidelines in administering this test. I have maintained security and integrity of the testing process.

_____/_____
(Signature) (Date)

Procedure for Test Item Development

When available, the NSFSPQB will use the Test Items provided by the publisher or third-party vendor. All test items shall be reviewed by a Subject Matter Expert (SME) to ensure they meet the intent of the standard.

The SME shall create a test item when:

- a. it has been determined that a test item does not meet the intent of the standard, or
- b. a test item is not provided.

To create a test item, the SME, shall use the job performance requirement found in the standard.

The test item shall be reviewed by a second SME and where necessary field tested for example skills, to ensure compliance with the standard.

Test item development and field testing shall be done in compliance with all applicable occupational health and safety requirements.

Guideline Standards

1. The NSFSPQB has elected to use the following NFPA standards and corresponding IFSTA manuals and other approved reference manuals as guides as amended for developing certification standards.
 1. NFPA 1001 Standard for Fire Fighter Professional Qualifications 2019 Edition
 2. NFPA 1002 Standard on Fire Apparatus Driver/Operator Professional Qualifications 2017 Edition
 3. NFPA 1003 Standard for Airport Fire Fighter Professional Qualifications 2019 Edition
 4. NFPA 1021 Standard for Fire Officer Professional Qualifications 2014 Edition
 5. NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner 2014 Edition
 6. NFPA 1033 Standard for Professional Qualifications for Fire Investigator 2014 Edition
 7. NFPA 1035 Standard for Professional Qualifications for Public Fire and Life Safety Educator 2015 Edition
 8. NFPA 1041 Standard for Fire Service Instructor Professional Qualifications 2019 Edition
 9. NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications 2017 Edition
 10. NFPA 1521 Standard for Fire Department Safety Officer 2015 Edition
 11. NFPA 1081 Standard for Facility Fire Brigade Member Professional Qualifications
2. The Board shall endeavor to complete transition to the newest standard within one (1) year of release, but not later than two (2) years.

Test Specifications

Stand ard	Level	Total Questio ns	Exam Size	Total Skills	Skills Tested	Reference Manual	Referen ce Manual	Prerequisite s	
1001	Firefighter 1	452	100	145	15	Essentials of Fire Fighting, 7th Edition		Hazmat Operations (5, 6.2, 6.6)	
1001	Firefighter 2	243	100	23	8	Essentials of Fire Fighting, 7th Edition		Firefighter 1	
1072	Hazmat Awareness	168	50	6	2	<i>Hazardous Materials for First Responders, 5th Edition</i>			
1072	Hazmat Operations (5, 6.2, 6.6)	846	100	18	4	Hazardous Materials for First Responders, 5th Edition		Hazmat Awareness	
1072	Hazmat Operations (5, 6.3	862	100	1	1	Hazardous Materials for First Responders, 5th Edition		Hazmat Awareness	
1072	Hazmat Operations (5, 6.4	883	100	3	1	Hazardous Materials for First Responders, 5th Edition		Hazmat Awareness	
1072	Hazmat Operations (5, 6.5	891	100	3	1	Hazardous Materials for First Responders, 5th Edition		Hazmat Awareness	
1072	Hazmat Operations (5, 6.7	909	100	5	2	Hazardous Materials for First Responders, 5th Edition		Hazmat Awareness	
1072	Hazmat Operations (5, 6.8	879	100	6	2	Hazardous Materials for First Responders, 5th Edition		Hazmat Awareness	
1072	Hazmat Operations (5, 6.9	899	100	1	1	Hazardous Materials for First Responders, 5th Edition		Hazmat Awareness	
1072	Hazmat Technician	899	100	51	12	Hazardous Materials Technician 2nd Edition		Hazmat Operations (5, 6.2, 6.6)	
1021	Fire Officer 1	300	100	15	13	Fire & Emergency Company Officer 6th Edition		Firefighter 2	Instructor 1
1021	Fire Officer 2	195	75	12	12	Fire & Emergency Company Officer 6th Edition		Fire Officer 1	
1021	Fire Officer 3							Fire Officer 2	

1021	Fire Officer 3	Project						Fire Officer 2	
1021	Fire Officer 4							Fire Officer 3	
1021	Fire Officer 4	Project						Fire Officer 3	
1041	Fire Instructor 1	173	50	9	4	Fire & Emergency Services Instructor 9th Edition			
1041	Fire Instructor 2	148	50	10	8	Fire & Emergency Services Instructor 9th Edition		Fire Instructor 1	
1041	Fire Instructor 3	92	25	14	3	Fire & Emergency Services Instructor 9th Edition		Fire Instructor 2	
1041	Live Fire Instructor	73	25	6	2	Live Fire Instructor 1st Edition		Fire Instructor 1	Firefighter 2
1041	Live Fire Instructor in Charge	101	25	9	3	Live Fire Instructor 1st Edition		Fire Instructor 2	
1031	Fire Inspector 1	862	100	24	12	Fire Inspection and Code Enforcement 8th Edition		Hazmat Awareness	
1033	Fire Investigator	350	100	24	12	Fire Investigator 2nd Edition	NFPA 921		
1081	Industrial Incipient	150	75	26	8	INDUSTRIAL Emergency Services Training: Incipient Level 2nd Edition		Hazmat Awareness	
1081	Industrial Advanced Exterior	199	75	36	8	Facility Fire Brigades 2nd Edition		Industrial Incipient	Hazmat Operations (5, 6.2, 6.6)
1081	Industrial Interior	200	50	40	8	Facility Fire Brigades 2nd Edition		Industrial Incipient	Hazmat Operations (5, 6.2, 6.6)
1035	Fire & Life Safety Educator 1	168	50	10	3	Fire & Life Safety Educator 3rd Edition			
1035	Fire & Life Safety Educator 2	146	50	15	3	Fire & Life Safety Educator 3rd Edition			

Fire Officer III

Fire Officer III Requirements

Prerequisite

- Fire Officer I and II (from somewhere else)
- Fire Service Instructor II (from somewhere else)

Required courses from our program

- Station Officer Dealing with People
- Station Officer Dealing with New Operations
- Environment of the Fire Station
- Fire Prevention Management
- Human Resources Management I
- Human Resources Management II
- Municipal Finance
- Strategic Planning I
- Organizational Behavior
- Fire Suppression Management
- Disaster Management or Incident Command courses

Fire Officer IV

Fire Officer IV Requirement

Prerequisite

- Fire Officer I
- Fire Officer II
- Fire Officer III (from Dalhousie University)

Required courses

- Municipal Government and Service Delivery
- Strategic Planning I
- Human Resources I
- Human Resources II
- Program Evaluation and Statics
- Incident Command
- Emergency Medical Services Management and the Fire Department