

**AFSSAC** EPI & II

**Fire Safety Division**



**FIRE FIGHTER  
I & II**

**NFPA 1001 - 2013**

**CERTIFICATION  
PROGRAM**



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## MISSION

**The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.**



## **CERTIFICATION PROCESS**

The guidelines for AFSSAC certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of fire fighters in the Arab Countries.

### **Goals of the Certification Program:**

1. To raise the level of fire protection for the Arab Countries.
2. To improve training and education for the fire service of Arab Countries.
3. Establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required AFSSAC examinations.
5. To maintain records of persons who have attained AFSSAC certification.

Fire Fighter Certification is provided through the Arab Fire Safety & Security Academy, Division of Fire Safety. The AFSSAC Division of Fire Safety shall certify fire fighters based on a combination of requirements and qualifications.

The AFSSAC Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

**Fire Fighter Certification**

Fire Fighter I & II training and certification is intended to be the basis of all future fire fighter certification programs. No fire fighter shall attain higher fire fighter academy certification without first completing an approved Fire Fighter I course. Applicant seeking certification as a Fire Fighter II, must first show documentation of having met the requirements for Fire Fighter I certification according to NFPA Standard 1001-2013.

Certification is granted to those individuals who meet the required qualifications and successfully pass the certification examination. The requirements for Fire Fighter I & II are based on the *Standard for Fire Fighter Professional Qualification*, NFPA 1001-2013. All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the examination. **Applicants have one year from the time of course completion to complete the certification process.**



***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

**I. Applicants General Requirements for Fire Fighter I Certification**

Certification as Fire Fighter I will be issued to those individuals who have met the following guidelines and **provided documentation verifying:**

- A. Applicants born after June 1, 1972 must possess a high school diploma or a G.E.D. certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of their department in place of a high school diploma or G.E.D. certificate.
- B. Applicant must be a current resident of Arab countries or employed with a fire department within the Arab countries.
- C. Be at least 18 years of age.
- D. Possess a valid drivers license or a valid identification.
- E. Have successfully completed an approved Fire Fighter I training program and provided verification of completion.
- F. Have successfully completed the Hazardous Materials Awareness and Operations Classes and be certified to the Awareness and Operations levels. The classes must be approved by the Division of Fire Safety and meet the requirements of NFPA 472-2013, *Standard on Professional Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*.
- F. The candidate must meet the medical and physical fitness requirements to perform the task of fire fighter as determined by the authority having jurisdiction.
- G. Attain a minimum score of 70% on the AFSSAC certification written examination and must successfully complete all practical skills tested on the AFSSAC practical skills examination.



## ***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

### **II. Applicants General Requirements for Fire Fighter II Certification**

Certification as Fire Fighter II will be issued to those individuals who have met the following guidelines and **provided documentation verifying:**

- A. Applicants born after June 1, 1972 must possess a high school diploma or a G.E.D. certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of their department in place of a high school diploma or G.E.D. certificate.
- B. Applicant must be a current resident of Arab countries, or employed with a fire department within the Arab countries.
- C. Be at least 18 years of age.
- D. Possess a valid drivers license or a valid identification.
- E. Documentation of certification as AFSSAC Fire Fighter I to NFPA 1001-2013 Standard. (Documentation is not necessary if attending a combined Fire Fighter I & II course)
- F. Have successfully completed an approved Fire Fighter II training program and provided verification of completion.
- G. Hold certifications to the Hazardous Materials Awareness and Operations levels which meet NFPA 472-2013, *Standard on Professional Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.*
- H. The candidate must meet the medical and physical fitness requirements to perform the task of fire fighter as determined by the authority having jurisdiction.
- I. Attain a minimum score of 70% on the AFSSAC certification written examination and must successfully complete all practical skills tested on the AFSSAC practical skills examination.



### III. Application for Practical Skills

The course host agency must apply for a practical skills test date by submitting an "Application for Practical Skills Test Date" form at least 30 days prior to the requested test date. All course and individual student documentation must be received by the Division of Fire Safety at least 14 days prior to the requested test date.

**IMPORTANT:** Individuals arriving at the practical skill certification test with facial hair that comes into contact with the SCBA face piece will not be allowed to test. Exam evaluators have the authority to deny testing (and the Division expects them to do so) to these individuals. Ref: NFPA 1500.

### IV. Application for Written Testing for Fire Fighter I Certification

The following information must be **attached** to the candidate's application for testing:

- A. A fully completed "Application for Testing and Certification"
  1. Completed by Applicant - Stating name and personal information.
  2. Completed by the Lead Instructor - Indicate current attendance of Fire Fighter I course.
  3. Completed by Chief of the Department or academy representative - attesting that the candidate meets the medical and physical fitness requirements to perform the tasks of a fire fighter as determined by the authority having jurisdiction.
- B. Copy of diploma, G.E.D. certificate or a letter of competency (if applicable).
- C. Possess a valid drivers license or a valid identification.
- D. Complete an "Authorization for Release of Information" form.
- E. Individuals may apply for testing and in turn will be notified of the next test date and the location by the Division of Fire Safety.





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***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

**V. Application for Written Testing for Fire Fighter II Certification**

The following information must be **attached** to the candidate's application for testing:

- A. A fully completed "Application for Testing and Certification"
  - 1. Completed by Applicant - Stating name and personal information.
  - 2. Completed by the Lead Instructor -  
Indicating current attendance of Fire Fighter II course.
  - 3. Completed by Chief of the Department or academy representative -  
attesting that the candidate meets the medical and physical fitness requirements to perform the tasks of a fire fighter as determined by the authority having jurisdiction.
- B. Copy of diploma, G.E.D. certificate or a letter of competency.
- C. Possess a valid drivers license or a valid identification.
- D. Complete an "Authorization for Release of Information" form.
- E. Individuals may apply for testing and in turn will be notified of the next test date and the location by the Division of Fire Safety.



## **VI. Practical Skills & Written Certification Test Requirements**

- A. Successful completion of all practical skills listed in the student's Practical Skills Booklet.
- B. Successful completion of an approved course with a minimum score of 70% on each quiz.
- C. Candidate must score 70% or better on AFSSAC written examination. The exam consists of 100 multiple-choice questions for each level of certification. Each question is referenced to one or more of the following sources: NFPA 1001-2013; AFSSAC Division of Fire Safety Fire Fighter I & II curriculum; IFSTA's *Essentials of Firefighting and Fire Department Operations*, 6th Edition.

### **Sample Test Question**

1. The clove hitch is essentially:
  - a. a half-hitch
  - b. two half hitches
  - c. three loops like half-hitches
  - d. a half hitch with a safety.

- D. Must successfully demonstrate all practical skills tested on AFSSAC practical exam. All of the practical skills required to meet NFPA 1001-2013 are eligible to be tested during the Practical Skills exam. Practical Skills will be tested in a sequence format chosen from a sealed envelope. A student is allowed two attempts to successfully demonstrate a given skill. If a student fails one particular skill, after having two attempts, he or she fails the entire practical skills exam.



***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

E. In the event of failure:

1. A candidate who has failed the written exam may retest at a later date. Candidate failing a written exam may schedule a retest 14 days after receipt of notification of the failure. A candidate may schedule a retest by submitting an "Application for Retesting and Certification". Candidates may retest during a scheduled regional exam or at the Division of Fire Safety's Office. A different version of the exam will be administered. **Application for testing must be made within one year of course completion.**
2. Should the candidate fail the written test a second time, he or she will be required to take an approved Fire Fighter I and/or Fire Fighter II course before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.
3. Should the candidate fail the practical exam, he or she will be required to take an approved Fire Fighter I and/or Fire Fighter II course before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.



***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

**VII. Applying for Fire Fighter I and/or Fire Fighter II Equivalency/ Reciprocity**

For both Equivalency and Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. The Division of Fire Safety will not accept any faxed or emailed applications.

Equivalency

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSSAC) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. The candidate must be a member of a Fire Department and must have the signature of the Fire Chief in order to request reciprocity.
- C. Candidate must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for desired level of certification. Documentation must be dated within the last 5 years.
- D. Candidate must successfully pass the Division of Fire Safety's written exam with a minimum score of 70% for desired level of certification and practical skills exam, where applicable.
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

Reciprocity

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSSAC) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. Certificates must clearly indicate IFSSAC Accreditation for the level of certification.
- C. Provide the Division with written verification from the non-IFSSAC certifying authority that the applicant's certification is current, valid and in good standing.
- D. The candidate must be a member of a Fire Department and must have signature of the Fire Chief in order to request reciprocity
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

The Division of Fire Safety Training Division will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.



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***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

**VIII. Saving Clause**

The qualifications developed in this program shall not be used to render invalid any rank, qualification or appointment acquired prior to the adoption of this program.

**IX. Suspension, Revocation, or Denial**

The Director of the Division of Fire Safety may suspend, revoke, or deny certification to anyone when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification at any level offered by the Division of Fire Safety.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the Division of Fire Safety certification exam or pass all of the required practical skills.

All certifications currently held by the individual will be reviewed.



## **X. Appeal Process**

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board may elect to:

1. Deny the appeal without action
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
3. Hold an informal appeal hearing with the individual revoked or denied certification

The Appeal Board shall notify the Director of the Division of Fire Safety and the individual submitting appeal within 90 day of receipt of the appeal.

Failure of any AFSSAC certification exam **SHALL NOT** be grounds for an appeal.

Date Received	 <h2 style="text-align: center;">Arab Fire Safety &amp; Security Academy</h2> <h3 style="text-align: center;">Fire Safety Division</h3> <p style="text-align: center;">Website: <a href="http://www.afssac.edu.sa">www.afssac.edu.sa</a></p> 	Date Approved To Test
Received By		Approved By
<b>Application for Testing and Certification</b>		

<b>Location for Testing:(see website for testing locations and dates)</b>	<b>Date of Testing</b>

<b>Personal Information:</b>					
<b>Social Security #</b>	<b>Last Name</b>	<b>Suffix</b>	<b>First Name</b>	<b>M.I.</b>	
<b>Mailing Address of Applicant</b>			<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Driver's License #</b>	<b>D.L. State</b>	<b>Personal Phone #</b> <input type="checkbox"/> Home <input type="checkbox"/> Cell		<b>Email Address</b>	
<b>Date of Birth</b>	<b>Sex</b>	<b>High School Diploma?</b>	<b>GED?</b>	<b>County of Residence</b>	
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Current Agency Information:</b>					
<b>FDID No.</b>	<b>Agency Name</b>	<b>Phone #</b>	<b>Yrs of Serv.</b>	<b>County</b>	
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	

<b>Agency Type</b>
<input type="checkbox"/> Volunteer FD <input type="checkbox"/> Paid FD <input type="checkbox"/> Academy Student <input type="checkbox"/> Private <input type="checkbox"/> Other Local, State or Federal Agencies

<b>Check the Certification Test(s) Applying For:</b>					
<b>Fire Protection</b>	<input type="checkbox"/> Firefighter I	<input type="checkbox"/> Firefighter II	<b>Was Firefighter II taken online?</b>		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Hazardous Materials</b>	<input type="checkbox"/> Awareness	<input type="checkbox"/> Operations	<b>Was Haz-Mat Awareness taken online?</b>		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Fire Officer</b>	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II			
<b>Fire Service Instructor</b>	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II			
<b>Driver/Operator</b>	<input type="checkbox"/> Pumper				
<b>Fire Inspector</b>	<input type="checkbox"/>				
<b>Fire Investigator</b>	<input type="checkbox"/>				

**Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?**

Yes  No **If yes, explanation** regarding the date of conviction, original charge, jurisdiction, disposition, and circumstances surrounding the offense **MUST BE SUBMITTED**. Attach additional pages if necessary.

**Authorization for Release of Information**

I, (Print Full Name) \_\_\_\_\_ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, and/or Local government agencies to furnish the AFSSAC Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the AFSSAC Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed by the Lead Instructor of a Division of Fire Safety Registered and Approved Course**

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Hazardous Materials Levels & Fire Fighter I and II ONLY**  
**To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor**

I certify that the above applicant meets the physical and medical requirements set down by the \_\_\_\_\_ to perform the duties of the applicable NFPA standard. (Authority Having Jurisdiction)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING**