

AFSSAC
Fire Safety Division



**DRIVER-
OPERATOR
CERTIFICATION
PROGRAM**



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Arab Fire Safety & Security Academy

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 the Academy certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of Arab fire fighters.

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 Apparatus Driver/Operator Certification is provided through the Arab Fire Safety and 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.



Fire Apparatus Driver/Operator Certification

Certification is granted to those individuals who meet the required qualifications and successfully pass the appropriate Fire Apparatus Driver/Operator certification examination. The requirements for Fire Apparatus Driver/Operator are based on the Standard for Fire Apparatus Driver/Operator Professional Qualifications, NFPA 1002-2014. 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.**

I. General Requirements for Driver/Operator Certification

Certification as Fire Apparatus Driver/Operator will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Applicant must provide verification the applicant has three years of active service within the fire service or a letter of recommendation from the Fire Chief of his or her department.
- B. Applicant must provide a copy of a valid driver's license from his Country.
- C. Applicant must provide verification of completion of Fire Fighter I certification.
- D. Applicant must have completed an approved Driver/Operator training program according to NFPA 1002-2014, and provided verification of successful completion of the course and all required practical skills.
- E. Applicant must attain a minimum score of 60% on the appropriate level of the Division of Fire Safety Driver/Operator certification examination.



II. Driver/Operator Guidelines for Course Approval

- A. The course must be approved by the Division of Fire Safety as meeting or exceeding the appropriate level of NFPA 1002 -2014.
- B. The Lead Course Instructor will verify that the candidate has successfully completed the course and all required practical skills.
- C. Training records for the course shall be maintained by the department and/or Lead Course Instructor.
- D. The Lead Course Instructor and/or department shall agree to inspection of course records during regular business hours if deemed necessary by the Division of Fire Safety.
- E. Courses will be approved only for departments that have completed the Country requirement of annual registration with the Division of Fire Safety.

III. Approved Courses & Test Eligibility

The candidate for Academy certification must have attended the Fire Apparatus Driver/Operator course administered by the Arab Fire Safety and Security Academy in order to be eligible to take the Division of Fire Safety Certification Exam.

Other courses must be submitted and reviewed for approval by the Division of Fire Safety prior to acceptance for the certification exam.



IV. Procedure for Course Approval

- A. If you are wanting to conduct a Fire Apparatus Driver/Operator Course within your department or agency, and you are using the approved curriculum listed above, you must submit an "Approval Request for Course Delivery" form (enclosed) detailing when and where the course is to be delivered, course completion date, Lead Course Instructor, and the department/agency responsible for record keeping.
- B. If you are submitting a **new** course for approval, you will need to submit the following for review:
1. Instructor's Guide
 2. Text
 3. Student Workbook
 4. Tests

IMPORTANT: The Division of Fire Safety's Fire Apparatus Driver/Operator practical skills must be used for ALL courses. The Division of Fire Safety will keep all material submitted on file after approval has been granted. The Division shall be notified of any change or revision in course content or support materials.



V. Requirements of Lead Course Instructor

The Lead Course Instructor is defined as the individual responsible for course scheduling, arrangement of assistant instructors, and documentation for the course.

- A. Certification by the Division of Fire Safety at the Driver/Operator level to be taught. The Driver/Operator certification requirement may be waived at the request of the Chief Officer of the authority having jurisdiction in the event no one on the department meets this requirement. It is then suggested that the instructor take the appropriate Fire Apparatus Driver/Operator certification exam with the class.
- B. Five years of experience with the fire service.
- C. Certification as a Fire Service Instructor I (or higher) with the Division of Fire Safety.
- D. Responsible for all training records, course applications and practical skills.
- E. Lead Course Instructor must meet all requirements listed in Section I of this booklet.



VI. Applying for Testing and Certification

- A. Applicants may apply for testing and certification by completing the enclosed "Fire Apparatus Driver/Operator Application for Testing and Certification" form. All parts must be completed for certification consideration.
1. Part I - to be completed by Applicant, stating name and personal information
 2. Part II - to be completed by the Lead Instructor, indicating successful Driver/Operator course completion.
 3. Part III - to be completed by the Fire Chief, attesting that the applicant has met the criteria established by the Division of Fire Safety and NFPA 1002-2014
- B. Applicant must complete an "Authorization for Release of Information" form (enclosed).
- C. Applicant must submit a copy of a certificate/training record verifying their successful completion of an approved Fire Apparatus Driver/Operator program. Documentation of successful completion of all practical skills must be submitted prior to certification being issued. Division of Fire Safety forms must be used for documentation.
- D. Applicant must provide verification of Fire Fighter I certification.



VII. Administration of Fire Apparatus Driver/Operator Certification Examination

Fire Apparatus Driver/Operator Certification Examinations will be generated and administered at least 4 times annually by the Division of Fire Safety. For information regarding the scheduling of exams, please contact the Division of Fire Safety at info@afssac.edu.sa.

SAMPLE TEST QUESTION

A fire apparatus with a primary purpose of transporting 1,000 gallons or more of water is considered to be a/an:

- a. attack pumper.
- b. aerial device.
- c. mini-pumper.
- d. tanker/tender.

Applicants will have two hours to complete the 100 question, multiple-choice test for each level. Approximately two weeks following the exam, applicants will be notified by the Division as to whether they passed or failed the exam. The applicant must achieve a score of 60% on the exam in order to qualify for certification.

In the event that an applicant fails the examination, the applicant may apply to retake the examination within one year from original test date. Should an applicant fail the exam a second time, he or she will be required to attend 30-hours of approved driver/operator training and submit documentation of which to the Division of Fire Safety prior to taking the exam a third time.

Applicants must successfully pass all of the Division of Fire Safety's practical skills during the completion of an approved course.

Written certification exam dates and locations are listed on the Academy website at <http://www.afssac.edu.sa/>.



DRIVER/OPERATOR CERTIFICATION PROGRAM

VIII. Applying for Driver/Operator 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 (IFSAC) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. The candidate must be a member in 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 60% 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 (IFSAC) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. Certificates must clearly indicate IFSAC Accreditation for the level of certification.
- C. Provide the Division with written verification from the non-Academy 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.



IX. 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.

X. 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 60% on the Division of Fire Safety certification exam or pass all of the required practical skills.



XI. 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:

- A. Deny the appeal without action
- B. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
- C. 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	 Arab Fire Safety & Security Academy Division of Fire Safety	Date Approved
Received By		Approved By
Application for Driver/Operator Course Delivery		

Location for Course		Start Date	Expected End Date
Street Address	City	Zip Code	Number of Students
Location of Course Records:		Person Responsible for Records:	
Lead Instructor Information:			
Social Security #	Last Name	First Name	Middle Name or Initial
Home Address of Instructor		City	State Zip Code
Email Address		Phone Number	

Fire Department / Agency Information:			
FDID No.	Department Name	Department Phone # (non-emergency)	
Street Address	City	State	Zip Code
Signature			Date

Division of Fire Safety Use Only									
	Yes	No	Date	Initials		Yes	No	Date	Initials
Approval Granted					Course Schedule Recvd				
Approval Letter Sent									
Copy to:					Data Entry Date: Initials:				

Date Received	 Arab Fire Safety & Security Academy Division of Fire Safety	Date Approved
Received By		Approved By
Application for Testing and Certification		

Location for Testing	Date

Personal Information:					
Social Security #	Last Name	Suffix	First Name	Middle Name or Initial	
Home Address of Applicant			City	State	Zip Code

Current Fire Department Information:				
FDID No.	Department Name	Department Phone Number (non-emergency)		
Street Address		City	State	Zip Code

Please supply the following information:			
Driver's License #	D.L. State	Personal Phone #	Email Address
Date of Birth	Sex	High School Diploma?	GED?
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Fire Department Type				
<input type="checkbox"/> Volunteer FD	<input type="checkbox"/> Paid FD	<input type="checkbox"/> Academy Student	<input type="checkbox"/> Private	<input type="checkbox"/> Other State or Federal Agencies
Have you ever been convicted of any criminal offense (other than minor traffic offenses)?				
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation regarding the date of conviction, original charge, jurisdiction, disposition, and circumstances surrounding the offense.				

Division of Fire Safety Use Only									
Received	Yes	No	Date	Initials		Yes	No	Date	Initials
Driver's License					Passed Written Exam				
Course Records					Copy of Skills				
Supporting Documentation					NFPA Standard Certified to:				
Certificate Issued					Explain:				

Certification Applied For:			
Structure Fire Protection	<input type="checkbox"/> Firefighter I	<input type="checkbox"/> Firefighter II	Was Firefighter II taken online?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazardous Materials	<input type="checkbox"/> Awareness	<input type="checkbox"/> Operations	Was Haz-Mat Awareness taken online?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Officer	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II	
Fire Service Instructor	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	
Driver/Operator	<input type="checkbox"/> Pumper		
Fire Inspector	<input type="checkbox"/>		
Fire Investigator	<input type="checkbox"/>		

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 Arab Fire Safety and Security Acsdemy, the 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: _____

<p><u>To be completed by Lead Instructor</u></p> <p>It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.</p> <p>Location: _____</p> <p>Signature: _____ Date: _____</p>
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<p align="center">FOR FIRE SERVICE USE ONLY</p> <p><u>To be completed by applicants Fire Chief or Academy Representative</u></p> <p>I certify that the above applicant meets the physical requirements set down by the _____ (Authority Having Jurisdiction) to perform the duties of fire fighter.</p> <p>Signature: _____ Date: _____</p>

COMPLETED APPLICATION AND SUPPORT DOCUMENTATION MUST BE RECEIVED NO LATER THAN 14 DAYS PRIOR TO TEST DATE