


VIRGINIA DEPARTMENT OF FIRE PROGRAMS POLICY AND PROCEDURE

	SUBJECT: Written and Skills Testing		P&P 03.02.03	
				PAGE 1 OF 3
	CATEGORY: Safety and Risk Management	SUBCATEGORY: Accreditation, Testing and Certification		
	APPROVED BY:		EFFECTIVE DATE: July 1, 2019	
			REVISION DATE: 2/4/2020	
Executive Director Michael T. Reilly DEPARTMENT OF FIRE PROGRAMS				
FORMS REQUIRED:				

PURPOSE:

This policy shall serve as a guide for the administration of written and skills testing for certification programs delivered by The Virginia Department of Fire Programs. The Virginia Department of Fire Programs conducts fire training and other programs in The Commonwealth. These certification programs require testing to meet the requirements of third party accrediting entities. Written and practical skill testing is conducted and procedures exist for re-testing in the event a student is unsuccessful. Other types of testing are conducted to meet agency needs as a pre-requisite for participating in certain training programs also.

1. Procedures for Written Testing

- A. In the event a student does not successfully pass a VDFP Certification Written examination with a minimum score of 70%, that student will be eligible for a re-test after waiting a minimum of ten (10) calendar days from the date of re-test notification. The student is required to take the re-test within ninety (90) calendar days from the date of notification.
- B. Students who are not successful on the second attempt will be offered a third attempt only after a request is received from a Chief Officer from the authority having jurisdiction (AHJ) stating that the student has completed 20% remedial training. The AHJ certified remedial training shall be 20% of the total course training hours in length. The Chief Officer from the students department must provide a written response to the VDFP Division Chief certifying that the student completed 20% of the total course training hours prior to the third attempt. Students must wait a minimum of ten (10) calendar days from the date of re-test notification and must complete all required training. The student is required to take the re-test within ninety (90) calendar days from the date of notification from the second attempt.
- C. If a student does not successfully complete the written examination on the third

SUBJECT: Written and Skills Testing	EFFECTIVE DATE: July 1, 2019 REVISION DATE:	P&P 03.02.03
CATEGORY: Safety and Risk Management	SUBCATEGORY: Accreditation, Testing and Certification	Page 2 of 3

attempt, the student will be required to retake the entire course before being allowed any additional attempts at the written examination

2. Procedures for Certification Practical/Skills Testing

- A. In the event a student does not successfully pass the practical/skills testing, the student will be allowed a second attempt at the practical/skills test. Students who fail multiple stations or do not successfully complete the practical/skills retest, they should contact the local Division office to schedule the practical/skills re-test. The second attempt at testing practical/skills must be completed within 90 calendar days from the notification of a re-test.

3. Procedures for Train-the-Trainer Pre-Testing

- A. Pre-testing for T-T-T programs will need to be administered by a full time VDFP staff member in the Division Office or at a given location approved by the Operations Branch Chief. This will allow VDFP to continue to maintain quality control over those who will be instructing our programs so that we put out the best instructors for our programs.
- B. In the event a student does not successfully a VDFP Train-the-Trainer Pre-test examination with a minimum score of 75%, that student will be eligible for a re-test after waiting a minimum of ten (10) calendar days from the date of re-test notification. If a student does not successfully score a minimum of 75% on the second attempt, the student will have to wait for another Train-the-Trainer for Re-testing.

4. Procedures for Challenge Testing for Certification

- A. In the event a student does not successfully pass a VDFP Challenge examination with a minimum score of 70%, the student can no longer challenge the certification and must take the certification course.

5. Procedures for Civilian Entry for VFMA

- A. The Civilian Entry examination is intended to meet the administrative requirements outlined in the NFPA 1031 - *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*. This general administrative requirement ensures that students have gained a basic level of

SUBJECT: Written and Skills Testing	EFFECTIVE DATE: July 1, 2019 REVISION DATE:	P&P 03.02.03
CATEGORY: Safety and Risk Management	SUBCATEGORY: Accreditation, Testing and Certification	Page 3 of 3

fire service and general knowledge prior to the start of the course. The student can meet this requirement in several ways

- B. The student may submit evidence of fire service course work that meets the intent of the 1031 administrative requirements and is approved by the VFMA Chief or designee, or completing the Civilian Entry examination
- C. The VFMA Chief or Designee shall submit a memo to QA Staff or other VDFP staff enrolling students in VFMA Programs affirming they have determined that the student meets the prerequisite requirements of NFPA 1031 - *Standard for Professional Qualifications for Fire Inspector and Plan Examiner.*
- D. The VFMA Chief or Designee shall submit a memo to QA Staff or other VDFP staff enrolling students in VFMA Programs affirming they have determined that the student meets the prerequisite requirements of NFPA 1031 - *Standard for Professional Qualifications for Fire Inspector and Plan Examiner.* **or**
- E. Completing the Civilian Entry Test
- F. In the event a student does not successfully pass a VDFP Civilian Entry Written examination with a minimum score of 70%, that student will be eligible for a re-test after waiting a minimum of ten (10) calendar days between each examination attempt.