

**RULES
OF
THE TENNESSEE COMMISSION ON FIRE FIGHTING
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-04-01
EXAMINATIONS**

TABLE OF CONTENTS

0360-04-01-.01	General	0360-04-01-.06	Examination Form
0360-04-01-.02	Applications	0360-04-01-.07	Repealed
0360-04-01-.03	Character of Examinations	0360-04-01-.08	Written Examinations
0360-04-01-.04	Grading	0360-04-01-.09	Practical Examinations
0360-04-01-.05	Retesting		

0360-04-01-.01 GENERAL.

- (1) All training, practicals and examinations will be based on the performance standards for the appropriate progression level as set forth in these rules and regulations and meet or exceed all applicable NFPA standards, including NFPA 1500. All tests will be given at a location reasonably proximate to local departments in an effort to make it as convenient as possible for applicants.
- (2) An applicant must be at least eighteen (18) years of age in order to take an examination.
- (3) Applicants must present a valid state or federally issued photo identification card prior to being admitted to any examination.
- (4) Field Representatives may only test personnel from their own fire department in a regional test setting if a majority of the applicants come from other departments. In all other circumstances, Field Representatives are prohibited from testing personnel from their own fire department.
- (5) Commission members and Field Representatives who wish to challenge a Commission practical or written examination shall do so only under the proctoring of the Director who shall create an examination that is used only once.
- (6) Any individual found cheating on a Commission examination will be prohibited from participating in the Certification program for a period of two (2) years and will be required to restart the certification level upon the expiration of the two (2) years. An individual found cheating a second time will be barred from participating in the Certification program.
- (7) Applicants who do not successfully complete all examinations for a level of certification within one (1) year of the date they first challenge that level of certification's written examination will be required to successfully complete another practical/performance examination for that level of certification prior to retaking the written examination. Individuals called to active military duty shall have the time for which their practical examinations are valid towards a written examination be extended for the amount of time the applicant was on active military duty. Furthermore, if the applicant is on active military duty for a period greater than six (6) months, the clock will restart on the time allowed for the practical examinations to be valid; the applicant will have one (1) year to complete that level of certification. A letter from the Fire Chief or Training Officer certifying this leave must accompany the application for written examination. If the Commission has adopted a new standard, the applicant will be required to complete a new practical/performance examination which complies with the latest standard adopted by the Commission.

(Rule 0360-04-01-.01, continued)

- (8) An applicant may request accommodation for a disability in taking a written examination offered by the Commission. The request for accommodation must be made on the form provided by the Commission and submitted in advance of the examination. Any documentation regarding an applicant's disability and his/her need for accommodation in testing will be considered strictly confidential.

Authority: T.C.A. §§ 4-24-101, 4-24-106(2), 4-24-107 and 4-24-107(3). **Administrative History:** Original rule filed August 27, 1979; effective October 10, 1979. Amendment filed November 8, 1990; effective December 23, 1990. Amendment filed December 14, 2009; effective March 14, 2010.

0360-04-01-.02 APPLICATIONS.

- (1) Any department electing to host an examination shall contact the Commission office or its representative to schedule an examination date. At the time of the examination, each individual fire fighter must have a completed application signed by him/her certified by the TC with original signatures. The application will be that provided by the Commission upon entering into the Certification Program. All testing must be requested by the Fire Chief or the Training Officer of the department and will not be considered when requested by individual members of the fire department.
 - (a) Applications must be received by the Commission a minimum of two (2) weeks before any anticipated examination date. The "Application for Examination" form must be completed in its entirety with original signatures.
 - (b) The department and the Field Representative will schedule the examination date.
 - (c) This test date shall be open to other applicants unless a specific reason exists to have a closed examination. Approval of the Director must be obtained in order to have a closed examination.
 - (d) The Field Representative will administer the examination on the examination date. At the end of the examination, the Field Representative will collect all examinations and answer sheets and send them to the Commission for grading.
- (2) In the event a fire fighter is a member of a fire department which is not participating in the certification program and said fire fighter desires to apply for certification, he/she may attend an approved recruit training academy or identify a sponsoring department for the purpose of meeting application requirements, and the following provisions would apply:
 - (a) The sponsoring fire department must accept the responsibility to sponsor the applicant, and provide proof of same to the Commission.
 - (b) The applicant will meet the performance requirements of the sponsoring fire department, which shall be the authority having jurisdiction where applicable.
- (3) The Tennessee Fire Service and Codes Academy shall only sponsor fire fighters who are from a fire department that is not enrolled in the Commission's program.
- (4) The Tennessee Fire Service and Codes Academy may complete and submit applications for Commission testing on behalf of, and with the approval of, departments who have students enrolled in classes where Commission testing is desired.

Authority: T.C.A. §§ 4-24-101, 4-24-106(2), 4-24-107 and 4-24-107(3). **Administrative History:** Original rule filed August 27, 1979; effective October 10, 1979. Amendment filed November 8, 1990; effective December 23, 1990. Amendment filed December 14, 2009; effective March 14, 2010.

0360-04-01-.03 CHARACTER OF EXAMINATIONS.

- (1) Written - shall include a written demonstration of each applicant's knowledge and skill in the progression level tested.
 - (a) The Commission shall validate written examination test banks in the following manner:
 1. A Commission member shall chair a committee of fire service personnel certified at or above the level of certification being validated;
 2. The committee will ensure that:
 - (i) each test question is appropriately referenced to the NFPA Standard;
 - (ii) each test question is properly referenced to the reference manual(s) cited by the Commission;
 - (iii) terminology used in the question is appropriate for all manuals cited;
 - (iv) the answer indicated is correct for all manuals cited;
 - (v) the question is job relevant to Tennessee; and
 - (vi) there is only one correct answer.
 3. The Commission shall review and approve the work of the committee.
- (2) Oral - may be used to supplement the written examination to obtain information regarding the abilities of the applicant that are not readily determined in a written examination at a particular progression level.
- (3) Performance - shall include such tests of performance as shall determine the ability, manual skills, and leadership of each applicant to perform the work at the appropriate level.

Authority: T.C.A. §§ 4-24-101, 4-24-106(2), 4-24-107 and 4-24-107(3). **Administrative History:** Original rule filed August 27, 1979; effective October 10, 1979. Amendment filed November 8, 1990; effective December 23, 1990. Amendment filed December 14, 2009; effective March 14, 2010.

0360-04-01-.04 GRADING.

- (1) Written - The Commission will prepare a list with the correct answer to each question. The executive director will be responsible for the actual grading of each examination. The passing grade shall be seventy percent (70%) of the total point value of the examination. Any questions concerning the examination or grading thereof must be resolved by the Commission.
 - (a) Disputes over the validity of any test question(s) on the Commission's written examinations must be submitted to the local Training Committee. The Training Committee, upon determination that the challenge is justified, shall forward, in writing, the dispute and proper documentation (International Fire Service Training Association (IFSTA) Referencing) supporting the dispute to the Commission within sixty (60) calendar days of the examination. The Commission shall review the dispute and render a decision on the dispute. The decision of the Commission shall be forwarded to the local Training Committee via the Training Officer.
 - (b) Individuals wanting to review their tests:

(Rule 0360-04-01-.04, continued)

1. must submit to the Commission a written request, signed by the Chairman of the Training Committee, within thirty (30) days of receipt of the test score which includes the applicant's name, social security number, phone number and test date;
 2. must make an appointment with the Commission Office, for no more than twenty (20) minutes, after submittal of the written request;
 3. must score at least sixty percent (60%) on the test; and
 4. will not be allowed to take notes when reviewing the test.
- (c) Test scores will not be released over the telephone.
- (2) Oral - The Commission or its designee will conduct the oral examination where applicable. This portion of the examination will be graded on a pass-or-fail basis.
- (3) Performance - The Commission will designate a qualified individual or the TC to conduct the performance examinations. The Commission will require that each examinee perform these activities and grade that performance on a pass-or-fail basis.
- (a) Disputes over the grading/validity of any written practical must be submitted to the local Training Officer. The Training Officer, upon determination that the dispute is justified, shall forward, in writing, the dispute and proper documentation (IFSTA Referencing) supporting the dispute to the Commission within sixty (60) calendar days of the examination. A three (3) member Appeals Committee of the Commission shall review the dispute, determine the merit of the dispute and determine the appropriate corrective action to be taken, if any is needed within thirty (30) day of receipt of a dispute. The decision of the Appeals Committee shall be forwarded to the local Training Officer.

Authority: T.C.A. §§ 4-24-101, 4-24-106(2), 4-24-107 and 4-24-107(3). **Administrative History:** Original rule filed August 27, 1979; effective October 10, 1979. Amendment filed November 8, 1990; effective December 23, 1990. Amendment filed December 14, 2009; effective March 14, 2010.

0360-04-01-.05 RETESTING. An applicant failing any examination may retake such examination, after 30 days, at the next regularly scheduled examination or any other examination thereafter.

Authority: T.C.A. §§ 4-24-106 and 4-24-107. **Administrative History:** Original rule filed August 27, 1979; effective October 10, 1990. Amendment filed November 8, 1990; effective December 23, 1990. Repeal and new rule filed April 25, 2005; effective July 9, 2005.

0360-04-01-.06 EXAMINATION FORM.

- (1) The examination for Fire Fighter I shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Fighter I as adopted in standards in Chapter 0360-06-01.
 - (a) The performance examination requirements for Fire Fighter I shall consist of all of the following:
 1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on and meeting the standards in NFPA 1001.

(Rule 0360-04-01-.06, continued)

2. A live fire practical must be completed. One of the following options must be completed:
 - (i) Completion of the Tennessee Fire Service and Codes Enforcement Academy's Firefighter I Live Burn course or Firefighter I and II Live Burn course. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination".
 - (ii) Completion of the live fire objectives in NFPA 1001 for Fire Fighter I during a live fire training. ALL of the exercises listed on the Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local fire department's training program. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination". The department must provide the Commission with a minimum of fifteen (15) working days notice by submitting an Application for Live Fire Training by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a fire department. This option must be completed during a training exercise; no working fires can be utilized for this option.
- (2) The examination for Fire Fighter II shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Fighter II as adopted in standards in Chapter 0360-06-01.
 - (a) The performance examination requirements for Fire Fighter II shall consist of all the following:
 1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on and meeting the standards in NFPA 1001.
 2. A live fire practical must be completed. One of the following options must be completed:
 - (i) Completion of the Tennessee Fire Service and Codes Enforcement Academy's Firefighter II Live Burn course or Firefighter I and II Live Burn course. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination".
 - (ii) Completion of the live fire objectives in NFPA 1001 for Fire Fighter II during a live fire training. All of the exercises listed on the Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local fire department's training program. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination". The department must provide the Commission with a minimum of fifteen (15) working days notice by submitting an Application for Live Fire Training by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a fire department. This option must be completed during a training exercise; no working fires can be utilized for this option.
- (3) The examination for Fire Department Instructor I shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor I as set forth in Chapter 0360-06-01.

(Rule 0360-04-01-.06, continued)

- (a) Any applicant challenging the Fire Department Instructor I written examination must complete the Fire Department Instructor I Practical Skills Checklist provided by the Commission. This practical is to be graded by an individual certified by the Tennessee Commission on Fire Fighting as either a Fire Department Instructor I or a Vocational and Higher Education Instructor. A completed copy of the checklist must be attached to the "Application for Written Examination."
- (4) The examination for Fire Department Instructor II shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor II as set forth in Chapter 0360-06-01.
 - (a) The performance examination for the Fire Department Instructor II shall consist of completing a lesson plan for the fire service related subject assigned to him/her at random by the Commission.
 - (b) After completion of this lesson plan, the applicant shall return it to the Commission Office for grading on a pass/fail basis and will be notified of his/her results in writing. If the applicant is successful, he/she may apply for the written examination through established procedures; should the applicant be unsuccessful, the applicant will be notified of which areas need improvement and the lesson plan returned for revision.
- (5) The examination for Fire Department Instructor III shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor III as set forth in Chapter 0360-06-01.
- (6) The examination for Fire Officer I shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer I as set forth in Chapter 0360-06-01.
 - (a) The performance examination for Fire Officer I shall be administered by the Commission in conjunction with written examinations. The practical requirement shall be completion of two projects assigned to the applicant at random which are derived from NFPA 1021. These projects will be graded by a committee of the Commission.
- (7) The examination for Fire Officer II shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer II as set forth in Chapter 0360-06-01.
 - (a) The performance examination for the Fire Officer II shall consist of completing a workbook based on NFPA 1021 for Fire Officer II. The workbook may be obtained from the Commission.
- (8) The examination for Fire Officer III shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer III as set forth in Chapter 0360-06-01.
 - (a) The performance examination for the Fire Officer III shall consist of completing a workbook based on NFPA 1021 for Fire Officer III. The workbook may be obtained from the Commission.
- (9) The examination for Fire Officer IV shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer IV as set forth in Chapter 0360-06-01.

(Rule 0360-04-01-.06, continued)

- (10) The examination for Hazardous Materials Awareness shall consist of a written examination. The subjects tested shall be substantially derived from the performance standards for Hazardous Materials Awareness as set forth in Chapter 0360-06-01.
- (11) The examination for Hazardous Materials Operations shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Hazardous Materials Operations as set forth in Chapter 0360-06-01.
 - (a) The performance examination for Hazardous Materials Operations Level Certification shall be part of the Fire Fighter I hands-on practical or administered individually. A minimum of one evolution shall be selected from NFPA 472 Hazardous Materials Operations level.
 - (b) The written examination for Hazardous Materials Operations level will be administered in conjunction with the Hazardous Materials Awareness written examination or administered individually.
- (12) The examination for Airport Firefighter shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Airport Firefighter as set forth in Chapter 0360-06-01.
 - (a) The performance examination requirements for Airport Firefighter shall consist of all the following:
 1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on the standards in NFPA 1003.
 2. A live fire practical must be completed. One of the following options must be completed:
 - (i) Completion of a Federal Aviation Administration training course where, at minimum, all requirements of the Commission's Airport Live Fire Verification Sheet are accomplished.
 - (ii) All of the exercises listed on the Airport Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local airport fire department's training program. An Airport Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination". The department must provide the Commission with a minimum of seventy two (72) hours prior notification of live fire exercises, either by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a fire department. This option must be completed during a training exercise; no working fires can be utilized for this option.
 - (b) Guidelines for Hands-On Practical and Live Burn Practical Examinations:
 1. No fee will be charged by the Commission for these examinations.
 2. Hands-on Practical regional test sites are to be established in each field representative's territory, on an as needed basis in order to meet the needs of the airport fire departments within their territories.
 3. Live Fire Practical Tests sites are to be established by the field representatives in conjunction with fire departments able to host this type of practical.

(Rule 0360-04-01-.06, continued)

4. Applicants may travel out of their region to test at other test sites.
5. The Field Representative is to conduct a training seminar for evaluators prior to each practical examination to ensure the evaluator's understanding of testing procedures, grading procedures, performance criteria, and instructions on completing required paperwork. The Commission will provide the field representative with documents to be utilized during this training. Any evaluator who fails to attend this training will not be allowed to serve as an evaluator.
6. Applications to challenge the practical examination must be submitted to the Commission a minimum of two (2) weeks prior to the examination date. A minimum of fifteen (15) applicants must be scheduled in order to conduct the practical examinations; a maximum of thirty five (35) applicants can be tested per day. The Director may waive this requirement if justification exists.
7. An applicant who fails any evolution shall be notified immediately of his/her failure and will be allowed to leave the practical immediately.
8. Copies of the entire practical examination will be provided to all fire departments. A copy may also be requested by individuals from the Commission Office either by e-mail or US mail.
9. Applicants who complete the examination must remain at the host facility until the end of the day to assist in cleaning and restoring the host facility to original condition prior to receiving test results. Leaving early will result in automatic failure unless the applicant is given permission to leave by the field representative.
10. Persons who have completed their practical must remain separate from those waiting to challenge.
11. Persons waiting to challenge the practical examination must be secluded from the actual practical. Under no circumstances should an applicant waiting to challenge the practical examination be allowed to see the practicals being administered or be in contact with any individual who has completed the practical.
12. The applicant's home department must send with their personnel at least one SCBA and mask; and each applicant must bring a mask which has been fit tested to them.
13. The applicant's home department shall inspect each applicant's equipment to ensure it meets current additions of applicable safety standards. These standards include:
 - (i) NFPA 1981
 - (ii) NFPA 1971
 - (iii) NFPA 1976
 - (iv) NFPA 1977
 - (v) NFPA 1982

(Rule 0360-04-01-.06, continued)

14. Each applicant must bring his/her own turn-out gear.
 15. The host department shall provide the equipment to be used for testing, e.g. ladders, hose, etc.
 16. The applicant's home department must assume liability in case of injury. A statement to this effect is included on the application which must be signed by the chief of the applicant's department.
 17. The Commission will solicit individuals who are Airport Firefighter certified or individuals deemed by the Commission to be subject matter experts in the area of airport firefighting and interested in serving as evaluators, who will be required to submit their names and qualifications. This list of names will be maintained by the field representative who will rotate through the names for each examination. Individuals may add their names at any time.
 18. An applicant must perform the evolutions provided. An applicant cannot discard an evolution because their department does not have the equipment specified.
 19. The Commission Representative shall have the authority to adapt these guidelines to address specific life safety problems as they arise.
- (13) The examination for Wildland Firefighter I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Wildland Firefighter I as set forth in Chapter 0360-06-01.
- (a) The performance examination for Wildland Firefighter I shall consist of one (1) of the following:
 - (i) Completion of a performance examination based upon NFPA 1051 which has been submitted to the Commission for approval, or
 - (ii) Completion of the "Task Book for the Position of Firefighter Type 2" offered by the Tennessee Division of Forestry.
- (14) The examination for Wildland Firefighter II shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Wildland Firefighter II as set forth in Chapter 0360-06-01.
- (a) The performance examination for Wildland Firefighter II shall consist of one (1) of the following:
 1. Completion of a performance examination based upon NFPA 1051 which has been submitted to the Commission for approval, or
 2. Completion of the "Task Book for the Position of Advanced Firefighter/Squad Boss" offered by the Tennessee Division of Forestry.
- (15) The examination for Fire and Life Educator I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire and Life Safety Educator I as set forth in Chapter 0360-06-01.
- (a) The performance examination for Fire and Life Safety Educator I shall consist of completing a workbook based upon NFPA 1035 for the appropriate level and returning it to the Commission for grading. Once the performance examination has been passed, the applicant can submit his/her application for written examination. An

(Rule 0360-04-01-.06, continued)

applicant has one year from the completion of the workbook to pass the written examination or must redo the workbook. The workbook can be obtained upon request from the Commission.

- (16) The examination for Fire and Life Educator II shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire and Life Safety Educator II as set forth in Chapter 0360-06-01.
- (a) The performance examination for Fire and Life Safety Educator II shall consist of completing a workbook based upon NFPA 1035 for the appropriate level and returning it to the Commission for grading. Once the performance examination has been passed, the applicant can submit his/her application for written examination. An applicant has one (1) year from the completion of the workbook to pass the written examination or must redo the workbook. The workbook can be obtained upon request from the Commission.
- (17) The examination for Fire Safety Compliance Officer I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Safety Compliance Officer I as set forth in Chapter 0360-06-01.
- (a) The performance examination for personnel assigned to fire suppression shall consist of:
1. the applicant monitoring a minimum of eight (8) fire safety inspections conducted by a Fire Safety Compliance Officer II or an individual certified by the State Fire Marshal's Office in accordance with T.C.A. 68-120-113 utilizing Standards outlined in NFPA 101 and 1031. Two (2) fire safety inspections of each of the four (4) occupancies, industrial, educational, general business, and institutional, as defined in the NFPA 101 Life Safety Code, are to be conducted; or
 2. becoming certified by the State Fire Marshal's Office in accordance with T.C.A. 68-120-113.
- (18) The examination for Fire Safety Compliance Officer II shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Safety Compliance Officer II as set forth in Chapter 0360-06-01.
- (a) The performance examination for personnel assigned to fire suppression shall consist of:
1. the applicant conducting a minimum of eight (8) fire safety inspections under the supervision of a Fire Safety Compliance Officer II or an individual certified by the State Fire Marshal's Office in accordance with T.C.A. 68-120-113 utilizing Standards outlined in NFPA 101 and 1031. Two (2) inspections of each of the four (4) occupancies, industrial, educational, general business, and institutional, as defined in the NFPA 101 Life Safety Code, are to be conducted. The evaluator shall evaluate each inspection on a pass/fail basis determining whether the applicant conducted a thorough and complete inspection ensuring compliance with NFPA Standards and any applicable local ordinances. In order to successfully complete the performance examination, the applicant must receive a passing grade for each of the inspections on each of the four (4) occupancies; or
 2. becoming certified by the State Fire Marshal's Office in accordance with T.C.A. 68-120-113.

(Rule 0360-04-01-.06, continued)

- (19) The examination for Fire Apparatus Operator shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Apparatus Operator as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1002, Chapters 4, 5, and 6. In order to challenge this level, the applicant must be able to perform the evolutions on both pumper and aerial apparatus equipment.
- (20) The examination for Pumper Driver/Operator shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Pumper Driver/Operator as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1002, Chapters 4 and 5.
- (21) The examination for Aerial Apparatus Driver/Operator shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Aerial Apparatus Driver/Operator as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1002, Chapters 4 and 6.
- (22) The examination for Safety Officer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Safety Officer as set forth in Chapter 0360-06-01.
- (a) The performance examination for Safety Officer shall be the completion of a written outline of the Safety Officer's role, duties, and responsibilities in accordance with NFPA 1521, OSHA, and other standards given an incident scenario provided by the Commission. The applicant will be provided the incident scenario in a written examination setting. This outline will be evaluated by a Committee of the Commission which will meet in conjunction with a regularly scheduled Commission meeting on an as-needed basis. Successful completion of this outline will qualify the applicant to challenge the written examination for Safety Officer.

Authority: T.C.A. §§ 4-24-101, 4-24-106(4), 4-24-107, 4-24-107(3), 4-24-110 and 68-1-102.
Administrative History: Original rule filed August 27, 1979; effective October 10, 1979. Amendment filed November 8, 1990; effective December 23, 1990. Repeal and new rule filed October 14, 1994; effective February 28, 1995. Repeal and new rule filed April 25, 2005; effective July 9, 2005. Amendment filed December 14, 2009; effective March 14, 2010. Amendments filed October 5, 2010; effective March 31, 2011. Amendments filed August 2, 2011; effective January 29, 2012.

0360-04-01-.07 REPEALED.

Authority: T.C.A. § 4-2407. **Administrative History:** Original rule filed August 27, 1979; effective October 10, 1979. Repeal filed November 8, 1990; effective December 23, 1990.

0360-04-01-.08 WRITTEN EXAMINATIONS.

- (1) Written examinations cannot be scheduled unless a minimum of six (6) applicants are scheduled for the examination.

(Rule 0360-04-01-.08, continued)

- (a) If fewer than six (6) applicants are at the test site when the examination is scheduled to be administered, the examination may still be administered.
 - (b) If a fire department requests a written examination to be conducted within the fire department and the minimum of number of applicants is not present for two examinations within a one (1) calendar year period, the fire department will not be allowed to host written examinations for a period of one (1) calendar year. After the first instance, the chief of the fire department will be notified in writing of the event and the rules of this part.
- (2) A test site for a written examination must:
- (a) have sufficient space with tables/desks and chairs for the applicants;
 - (b) have sufficient lighting;
 - (c) be sufficiently free of outside noise or other distractions which could interfere with the examination;
 - (d) be reasonably comfortable with respect to the environment so as to not provide a distraction from the examination; and
 - (e) meet all ADA requirements.
- (3) The field representative shall ensure that the test site meets these requirements prior to the start of the written examination.

Authority: T.C.A. §§ 4-24-101, 4-24-106(2) and 4-24-107(3). **Administrative History:** Original rule filed December 14, 2009; effective March 14, 2010.

0360-04-01-.09 PRACTICAL EXAMINATIONS.

- (1) One department may administer a performance/practical examination to another participating department and/or may enroll students from another department in an approved Recruit Training Program provided the following conditions are met:
 - (a) The administering department's practical/performance examination and/or Recruit Training Program have been approved by the Commission;
 - (b) Both departments have agreed to allow the applicant(s) to utilize the administering department's practical examination; and
 - (c) Proof of successful completion of the practical is sent to the applicant(s)' fire department and placed on file.
- (2) The application for examination shall be submitted by the fire department of which the applicant is a member and the examination results will be forwarded to that department.
- (3) (a) For hands-on or live burn practical examinations, compliance with 29 CFR 1910.134, Respiratory Protection Standard, is required. An applicant is required to have been SCBA fit tested within twelve (12) months of the examination and a SCBA Fit Testing Verification form is to be completed and signed by the Fire Chief or Training Officer from the applicant's sponsoring fire department. No one will be allowed to participate in the hands-on or live burn practical examination in which a SCBA is used unless their fit testing is documented.

(Rule 0360-04-01-.09, continued)

- (b) Candidates for Tennessee State Fire Commission Certification in Fire Fighter I or II hands-on or live burn practicals, who have beards or facial hair in the area of the SCBA face piece seal (examples may include full-face beards, muttonchops, goatees, sideburns, mustaches, or even a few days growth of stubble etc.) will not be allowed to participate in the skills exam. Facial hair between the wearer's skin and the sealing surfaces of the face piece will prevent a good seal. A fire fighter shall not enter an area in which it has been determined that respiratory protection is necessary when conditions prevent a good seal of the respirator facepiece to the face. This will be enforced regardless of the live fire skills being tested at any site. No exceptions to this policy will be granted. This is in conjunction with 29 CFR 1910.134 Respiratory Protection Standard.
 - (c) Ordinary eyeglasses shall not be used with full-facepiece respirators. Eye glasses with temple bars or straps that pass between the sealing surface of a full-facepiece and the fire fighter's face will prevent a good seal. Special spectacle kits can be ordered and mounted inside a full-facepiece respirator.
 - (d) An academy or fire department which sponsors a non-firefighter recruit shall be responsible for fit testing the candidate in accordance with Commission rules and applicable national standards prior to the candidate challenging a written or hands-on practical. The academy or fire department shall sign and submit the applications for written and practical examinations for non-firefighter recruits. The practical examination must be completed at the host academy's or fire department's test site and they shall assume liability for the candidate who is not a member of a fire department.
- (4)
- (a) For Regional Practical Examinations, a fire department is required to furnish a minimum of one (1) evaluator for every two (2) applicants that the department submits for examination. If a department submits less than two applicants, that department will not be required to provide an evaluator but is strongly encouraged to do so. Failure to meet this requirement may result in personnel from the department not being allowed to test.
 - (b) Evaluators must be certified by the Commission at a minimum of Fire Fighter-II level (Fire Fighter-III for 1987 NFPA Standard or earlier) and are encouraged to be certified at the Fire Department Instructor-I level.
 - (c) For fire departments which participate in the Educational Incentive Pay Program, an evaluator must have participated in this program within the past year, as this ensures training and evaluation have occurred.
 - (d) For departments that do not participate in the Educational Incentive Pay Program, a resume must be submitted of training completed by any person who wishes to serve as an evaluator and must be approved by the Commission prior to that person serving as an evaluator. The Commission shall maintain a list of approved evaluators who utilize this option. Updated resumes will be required each time the Commission adopts a revised edition of NFPA 1001 standard.
 - (e) Should a fire department send an unqualified evaluator, the department will be requested to appear before the Commission at the next regularly scheduled Commission meeting to explain its actions. It is noted that mistakes do occur which would definitely be taken into consideration at the meeting.
- (5) Regional Practical Examination Site Requirements. The department hosting a regional practical exam must be able to meet the following conditions:
- (a) have adequate space to conduct the practical examinations;

(Rule 0360-04-01-.09, continued)

- (b) be able to provide all equipment required for the examination, excluding the equipment each applicant must provide in accordance with Commission rules;
 - (c) a member of the host department must have attended a regional practical examination before hosting one within the department;
 - (d) provide a minimum of three (3) evaluators who are certified by the Commission at a minimum of Fire Fighter-II level (Fire Fighter-III for 1987 NFPA Standard or earlier) and are encouraged to be certified at the Fire Department Instructor-I level;
 - (e) the proposed test site was inspected by the field representative in order to ensure it meets the requirements of the program; and
 - (f) provide for their firefighters and for practical examinations equipment which has been inspected and meets all applicable NFPA safety standards.
- (6) A host fire department for a practical examination must provide the field representative on the day of the practical examination a letter addressed to the Commission and signed by the Fire Chief or Training Chief certifying that all equipment used in the practical examination meets all applicable NFPA, OSHA and other applicable Standards for safety and required inspections. Included in the letter shall be a certification statement that all equipment that is required to be tested according to said Standard (e.g., ladders, hose, pumps, SCBA, etc) has been tested according to the Standard. Failure to provide this letter will result in cancelation of the practical examination for that day.
- (7) Any individual who participates in a live fire practical must meet the requirements of Section 4.1 of NFPA 1403. Written documentation of completion of this training must be kept on file by the fire department and will be subject to audit by the Commission. All requirements listed in the Live Fire Training Requirements Book must be completed.
- (8) Hands-on practical skill sheets shall be available to all applicants. The Commission shall provide each fire department with at least one copy of the skill sheets. It shall be the responsibility of the Training Officer to provide each applicant a copy of the skill sheets prior to the applicant challenging the practical examination for Fire Fighter I/II. Additional copies are available in paper or electronic format from the Commission upon request.
- (9) Practical examination sites must have adequate space to safely hold the examination. The test site should have an isolated holding area for the applicants waiting to take the examination and a separate area for applicants who have completed the examination. The field representative shall ensure that the test site meets these requirements prior to the start of the examination.

Authority: T.C.A. §§ 4-24-101, 4-24-106(2) and 4-24-107(3). **Administrative History:** Original rule filed December 14, 2009; effective March 14, 2010.