



**TENNESSEE COMMISSION ON  
FIRE FIGHTING PERSONNEL STANDARDS AND EDUCATION**



**IN HOUSE PRACTICAL EXAMINATIONS  
Fire Safety Compliance Officer  
FOR FIRE DEPARTMENTS**

Department of Commerce and Insurance, Authorization No. 335388, 450 copies,  
February 2010. This public document was promulgated at a cost of \$4.04 per copy.

Contained in this booklet are the practical examinations to be utilized by fire departments in Tennessee for in-house practical examinations for the following levels of certification:

- Fire Safety Compliance Officer I \*
- Fire Safety Compliance Officer II \*

These examinations have been developed from the latest editions of the NFPA Standards applicable to each level of certification.

*\* This does not meet T.C.A. 68-120-113 nor does it meet the J.P.R.s for NFPA 1031*

In order to qualify to challenge the written examination for one of these levels of certifications, a candidate must first be administered the practical examination as defined in the following pages. **All Skill Sheets for a level must be passed in order to successfully complete the practical examination.** All skills must be accomplished in accordance with applicable NFPA Standards and your fire department's SOPs/SOGs.

**All candidates shall be in full personal protective equipment (no SCBA) when conducting aerial ladder operations (outriggers, ladder raising and retracting) and pumper operations (setting pressures, working with charged lines) and or master streams.**

The completed Skill Sheets are to be kept on file in the fire department for each applicant for a period of at least 3 years from the date the applicant receives certification for that level. It is permissible for the completed skill sheets to be scanned into a pdf file for easier storage. These practicals are subject to audit by the Commission.

Please note that on skill sheets where the skill calls for a scenario to be utilized, it the responsibility of the Training Officer to develop the scenario to be used for that practical examination. The scenarios should be changed periodically to ensure security of the practical examinations being administered.

The "In House Practical Sign-off Sheet" must also be completed and must be attached to the "Application for Written Examination". A copy of this sheet should be maintained on file in the fire department as it must be attached to the application for any retests for that level of certification.

In accordance with the Commission's Rules and Regulations, this practical will be good from one year from the date the candidate first takes a written examination. Should the applicant have not passed the written examination after one year, the candidate will be required to take a new practical examination.

If a fire department would like to develop their own practical examination for any of these levels of certification, the practical must be submitted to the Commission for approval. Along with the practical, the department must submit a correlation sheet showing how all of the skills objectives outlined in the appropriate NFPA Standard are testing in the practical developed. The information submitted will be reviewed by the Commission at its next regularly scheduled meeting. In this instance, a statement signed by both the applicant and Training Officer must be attached to the "Application for Written Examination" certifying to the Commission that the practical examination approved by the Commission was completed and noting the date(s) of completion. The skill sheets must be kept on file and are subject to audit by the Commission.

**IMPORTANT:** When standards change a grace period will be allowed, after that, no old practicals will be accepted. All applicants must complete a new practical in accordance with the latest NFPA Standards and these guidelines in order to be eligible to challenge a written examination.



**This work book has been prepared to help the student meet the practical requirements for Fire Safety Compliance Officer I. This work book is to remain on file and is subject to audit by the Commission.**

**It is to be completed before testing for certification at the State Level you will have one (1) year from the date you first test to attain certification or you will have to complete a new work book.**

**All items must be completed and printed legible.  
All items must be signed by the  
**CERTIFIED Inspector in the space provided****

*This does not meet T.C.A. 68-120-113 nor does it meet the J.P.R.s for NFPA 1031*



**The applicant shall accompany a certified inspector on the following inspections.**

**2 Inspections in an industrial setting**  
**Inspection sheets must be attached \_\_\_\_\_**

**2 Inspections in an educational setting**  
**Inspection sheets must be attached \_\_\_\_\_**

**2 Inspections in a business setting**  
**Inspection sheets must be attached \_\_\_\_\_**

**2 Inspections in an institutional setting**  
**Inspection sheets must be attached \_\_\_\_\_**

Date of Completion \_\_\_\_\_

Name of CERTIFIED Inspector conducting exam

Print \_\_\_\_\_

Certification # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Applicant Name

Print \_\_\_\_\_

I confirm that I \_\_\_\_\_ have completed this practical exam.

Signature of Inspector \_\_\_\_\_



**This work book has been prepared to help the student meet the practical requirements for Fire Safety Compliance Officer II. This work book is to remain on file and is subject to audit by the Commission.**

**It is to be completed before testing for certification at the State Level you will have one (1) year from the date you first test to attain certification or you will have to complete a new work book.**

**All items must be completed and printed legible.  
All items must be signed by the  
**CERTIFIED Inspector in the space provided****

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**The applicant shall conduct inspections in the following locations under the supervision of a certified inspector.**

**2 Inspections in an industrial setting**  
**Inspection sheets must be attached \_\_\_\_**

**2 Inspections in an educational setting**  
**Inspection sheets must be attached \_\_\_\_**

**2 Inspections in a business setting**  
**Inspection sheets must be attached \_\_\_\_**

**2 Inspections in an institutional setting**  
**Inspection sheets must be attached \_\_\_\_**

Date of Completion \_\_\_\_\_

Name of CERTIFIED Inspector conducting exam

Print \_\_\_\_\_

Certification # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Applicant Name

Print \_\_\_\_\_

I confirm that I \_\_\_\_\_ have completed this practical exam.

Signature of Inspector \_\_\_\_\_