

**CerTest Computer-Based Testing
Procedural Guide and Policy Guidance**



August 2003

CerTest Computer-Based Testing Procedural Guide and Policy Guidance

This document has been accredited by the International Fire Service Accreditation Congress, (IFSAC) operated by Oklahoma State University. It provides the authority and directive requirements to all DoD fire fighters, Air Force Readiness personnel, and all external customers participating in the DoD Fire Fighter Certification System's Hazardous Materials Training and Certification Program. This procedural guide interfaces with Department of Defense Instruction (DODI) 6055.6, *Department of Defense Fire and Emergency Services Program*, Department of Defense Manual (DoDM) 6055.6-M, *The DoD Fire Fighter Certification System*, Air Force Policy Directive (AFPD) 32-20, *Fire Protection Policy Directive*, Air Force Instruction (AFI) 32-2001, *Instructions for the Fire Protection Operations and Prevention Program*. A indicates revisions from the previous edition.

SUMMARY OF CHANGES

This revision includes the following changes: Added hotlinks to the table of contents that take you directly to that Chapter, updated applicable web site addresses, clarified procedures throughout, added Chapter 8; *How to become DoD Certified in Emergency First Aid and Cardio-Pulmonary Resuscitation using the DoD First Aid/First Responder Multimedia Courseware*; and updated the test information and training area locations in Attachment 6.

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GENERAL INFORMATION

CHAPTER ONE

1. Purpose: This chapter outlines the policies and procedures for the CerTest computer-based testing program as it applies to general program management and use.

2. General Information: CerTest is a DoD computer-based testing program designed to test, evaluate, and certify a student's knowledge of principles and procedures on various job-related subjects. CerTest uses a variety of training materials and a computer program that randomly selects test questions based on the instruction. CerTest *does not* replace hands-on training.

2.1. Users Guide Information. With the exception of a new "How Do I Guide," all program documentation and help for the WindowsTM version of CerTest is on-line. The "How Do I Guide" provides step-by-step instructions on some of the most common procedures and is available from the Help pull-down menu in CerTest. It is also available as a Word document (How Do I.doc) on the CerTest CD. For help performing more advanced functions, use the Help pull-down menu in CerTest to access information or instructions on the topic you need help with.

2.2. Procedural and Policy Guide. The CerTest Computer-Based Testing Procedural and Policy Guide is also on-line. When you load the CerTest program an icon will be created for this document. This document can be viewed on-line or printed locally. Each base must print at least one complete copy of this document. All CerTest program managers and test proctors are responsible for adhering to the guidelines contained in this document.

2.3. Disabling a Question. CerTest has a disable question feature that allows the DoD Administration Center (with the help of CerTest program managers in the field) to disable a question that is invalid without having to replace the entire test. See the "Disable a DoD Wide Question" topic under the CerTest Help menu for specific procedures.

2.4. Future Updates and Test Revisions. Between major CerTest distributions, we plan to disable test questions and provide new or revised tests via the Internet. CerTest program managers will be required to access this new information via the AFCESA web site at <http://www.afcesa.af.mil/Directorate/CEX/Certest/fire.html>. After reaching the AFCESA web site select Products, Readiness, Fire Protection Division, and then Training and Certification Program.

3. Program Management: CerTest may be installed on more than one computer; however, computers loaded with CerTest must be located so a program manager can control their use. It is recommended that these computers be located in a centralized "test control facility." CerTest can also be installed on computers that have other programs loaded on the hard drive.

3.1. To maintain accreditation and to prevent test compromise, each fire department and readiness flight will assign no more than three individuals as CerTest program managers with lock/unlock test privileges. You may assign additional program managers to perform other management functions, such as view/print student records, collect statistical data, print reports, etc. The CerTest program should be maintained like other official testing programs. (See your service component regulations for specific requirements).

3.2. CerTest program managers are responsible for proctoring tests, test administration, program security, and compliance with these instructions.

3.3. The DoD Administration Center and International Fire Service Accreditation Congress will periodically visit and inspect test sites to ensure compliance.

4. Program Manager Responsibilities:

- 4.1. Ensure procedures are followed as outlined in this guide.
- 4.2. Monitor and proctor student testing, as required.
- 4.3. Perform required program maintenance.
- 4.4. Evaluate performance records.
- 4.5. Provide OJT trainers access to CerTest to create site-specific tests.
- 4.6. Import/export student files between sites.
- 4.7. Download and send question challenges to the DoD Administration Center at CDCHelp@tyndall.af.mil.
- 4.8. Disable applicable test bank questions as required.
- 4.9. Back-up student records and site specific tests at least weekly.
- 4.10. If your base or installation is closing, return the CerTest CD to the DoD Administration Center NLT 90 days prior to closure.

5. Test Proctor Responsibilities: There may be instances when someone besides a CerTest Program Manager is required to proctor a test. A CerTest proctor's responsibilities occur during and immediately after each test administration. However, a proctor's responsibilities are no less important than the program manager's responsibilities.

- 5.1. A person selected to be a test proctor must be trustworthy and also certified at or higher than the level being tested. For example, someone certified at the HazMat Operations or Fire Officer I level can proctor HazMat Operations or Fire Officer I computer-based CerTest exams.
- 5.2. Not only is a test proctor responsible for monitoring students taking all HazMat certification tests, he/she must also ensure that these tests are not compromised in any way. This means making sure students:
 - 5.2.1. Do not have access to reference material during the test.
 - 5.2.2. Do not receive any assistance during the test.
 - 5.2.3. Are given enough time to take a test.
 - 5.2.4. Do not copy or duplicate test material.

6. Program Maintenance and Security: To enhance program maintenance, and most importantly test security, several software changes have been made.

- 6.1. In February 1996, CerTest was shipped to each base on CD-ROM only. The WindowsTM version of CerTest can be run by loading the program in one of three ways (directly onto your hard drive, on a network, or by using the CD). After installing or using the program the CD must be secured. If a program compromise is suspected, contact the DoD Administration Center.
- 6.2. No more than three program managers will have access to locking/unlocking tests students in CerTest. If more than three managers exist in your DOS version of CerTest, only the first three (alphabetically by last name) will be able to lock/unlock tests in the WindowsTM version. All other managers may log-on to CerTest and view student records, but will not be allowed to lock/unlock tests.
- 6.3. If you require access to the Hazardous Materials Certification tests and **DO NOT** have them on your system(s), complete the installation process, then enter the CerTest program and select the Enable Secure Tests option which is available under the File pull down menu. You will have

to call or email the point-of-contact indicated on the Enable Secure Test Group screen to obtain the appropriate Enable Code(s). All locations are allowed to e-mail their site codes to the DoD Administration Center. However, a designated CerTest Program Manager must send the e-mail message. Once received, the DoD Administration Center will reply and send the proper enable codes back to the sender. If you have not complied with paragraph 6.5, the Enable Code(s) will not be provided to you. There are no exceptions to this policy.

6.4. HazMat Tests. For security purposes, you can only unlock one HazMat test at a time. Additionally, once a student completes the test, the test will automatically relock, regardless of whether or not the student passes or fails the test.

6.5. All CerTest Program Managers with the lock/unlock test privilege must be designated in writing. This appointment letter must include a statement that states all managers have read and understand all program requirements listed in this procedural guide. A copy of this letter must be forwarded to the DoD Administration Center and an info copy must be forwarded to your command or service component representative. Bases failing to comply with this requirement will not be sent future updates or be provided the appropriate HazMat Enable Code(s). A sample appointment letter is provided at Attachment 9. This letter must be current at all times.

7. Equipment and Material Required to Support CerTest 5.0: CerTest 5.0 requires a 486 PC with at least 4 Megabytes of RAM, Windows 95, 98, 2000, NT, or ME. Refer to the ReadMe.txt document found on the CerTest 4.0 CD-ROM for required hard drive space requirements and for specific loading instructions.

7.1. To minimize potential test compromise, loading CerTest on the computer hard drive or a network are the preferred methods.

7.2. Requests for replacement CDs require a memorandum signed by the squadron commander requesting/justify the replacement CD-ROM. The memorandum must state the actions taken to locate the CD-ROM if it is missing. In addition, the memo must list the steps that will be taken to maintain control of the new CD.

8. Test Control Facilities: The space and physical facilities selected for computer-based testing must be conducive to continuous surveillance by a test proctor during testing. Test proctors must ensure conditions are favorable for testing such as proper lighting, temperature, and freedom from distractions. A centralized testing facility is recommended for controlling the CerTest program. The program manager/proctor must be able to monitor all computers at one time while official HazMat or Certification Course Review Exercise (CCRE) testing is in progress.

9. Testing: The interactive computer portion of the program is used for testing only. CerTest contains three types of tests: Pretests, Posttests, and a HazMat Demo Test. Personnel will not compromise any test by discussing or copying test questions (See chapters 2, 3, 4, 5, 7 and 8 for specific requirements).

<p>WARNING: NO ONE IS ALLOWED TO “PRACTICE” TAKING OR REVIEWING TESTS. THERE IS NO SUCH THING AS A PRACTICE TEST.</p>
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- 9.1. Students should be prepared to sit through a test until the test is completed.
- 9.2. Once the student completes a test, the test summary screen should be printed and placed in the student's training record. If a student fails a test, a copy of the test summary showing which areas of instruction require additional study should be provided to the student. See Attachment 8 for further information.
- 9.3. If a copy of the test summary is needed at a later date, it can be recalled by entering into the Student's Record and selecting the "*Detail*" option under the View menu or by double clicking on the Stat, Score, Date, or Attempts block for that test.

10. Test Failures: Test failure procedures are addressed in Chapters 2, 3, 4, 5, 7 and 8 of this guide. See the applicable chapter for specific program requirements.

11. Statistical Data Collection: Each time a CerTest exam is taken, the program automatically collects statistical data, which is used to validate the test. This information must be submitted to the DoD Administration Center when requested or when the CerTest Program Manager receives a "collect statistical data" message on the computer screen. To Collect Statistical Data: Select the "*Statistical Data Utilities*" option found in the File menu of CerTest and follow the directions on the screen.

12. Challenging a Question: CerTest has an on-line question challenge form. While taking a test, a student may find a question that he/she believes to be erroneous or invalid for some reason (i.e. typo, spelling mistake, missing graphic, ambiguous question, etc.). The student may challenge the question by clicking on the hand icon on the toolbar, or by selecting "Challenge this Question" from the Help menu. If a student has a concern about the accuracy or clarity of a question, they must challenge the question during the test session. The student's comments must be as detailed as possible. Because the answers randomize, they must also type in the answers they chose exactly as they appear on the screen. No one is allowed to make a copy of the test question. All question challenges must be downloaded by a CerTest Program Manager and sent electronically as an e-mail attachment to CDCHelp@tyndall.af.mil for action.

13. Transferring Student Records Between Bases: When a person leaves your base, they should "hand carry" a disk copy and a hard copy of their CerTest training records to their new base. The CerTest Program Manager can copy a student's record to a diskette using the "*Copy to Diskette*" option found in the File menu of CerTest. Include any additional records (paper) that show completed training. The base from which the student has departed will maintain the student's record for at least 120 days before deleting it from the computer.

14. CerTest Instructional Materials: Program managers must establish a CerTest library. These instructional materials can be used for group or individual training.

15. Program Errors: If a program error occurs, write down the information exactly as it appears on the computer screen, and then e-mail the information to the DoD CerTest Program Manager for assistance. Before you report your problem, please see if you can duplicate the error and remember the sequence of keystrokes you used when the error occurred.

16. CerTest Points of Contact: Base-level CerTest Program Managers should contact the DoD CerTest program manager if assistance is needed.

The DoD OPR for the Fire Protection/Readiness CerTest Program is:
HQ AFCESA/CEXF
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

DSN: 523-6158 or 6221
FAX: 523-6390
Toll Free: 1-888-232-3721

Commercial (850) 283-6158 or 6221
Commercial (850) 283-6390

17. Reference Material: Attachment 6 lists the tests that have been included in the CerTest program and also identify the videotapes, training manuals, and CDC courses that were used to develop these tests. Although CerTest has a powerful spell checker, a dictionary may be used during the test. Foreign national employees are allowed to use a host nation dictionary.

CHAPTER TWO

HAZARDOUS MATERIALS (HAZMAT) CHALLENGE TEST PROCEDURES

18. Purpose: We recognize that many of our DoD employees have received training and have also gained valuable HazMat knowledge and experience. People who fall into this category are allowed to take a computer-based challenge test if they have valid prior qualification evidence. This chapter explains HazMat Challenge Test policies and procedures.

Note: Challenge testing for all Department of Defense (DoD) fire fighters (including new DoD employees) ended on 30 June 2002. Challenge testing only remains in effect for all DoD non-firefighter personnel.

19. Program Management: To maintain accreditation, provide for system accountability, and to eliminate potential OSHA violations/liability issues, the guidance contained in this chapter is mandatory. Anyone failing to comply with these instructions will not become certified. Please read these instructions carefully and pay strict attention to the sample formats that have been provided. They are designed to help us process your certification request(s) quickly and accurately. Packages submitted that do not follow this guidance will be returned for correction.

20. General Test Bank Information: There are four accredited HazMat Certification Levels: Awareness, Operations, Technician, and Incident Commander. Each HazMat level has an "A" and "B" test. These tests are parallel forms of the same test. Two of the HazMat levels (Operations and Technician) have so many objectives that it was necessary to split these tests into two parts so that the individual tests are reasonable in length. The student must successfully pass parts 1 and 2 of exam A or B to become certified. Since they are parallel tests, it doesn't matter which test the student takes as long as they complete both parts of the test.

21. Test Administration: HazMat challenge tests must be proctored by a designated CerTest Program Manager or proctor. With the exception of a dictionary, absolutely no study materials are allowed in the test room/area during testing.

21.1. Only one HazMat test is allowed to be unlocked per student at a time. In the Windows™ version of CerTest, the software has been modified so that no more than one HazMat test can be unlocked at a time, with the exception of the HazMat Demo test and one additional HazMat test.

21.1.1. The student must provide a copy of their prior qualification evidence (a training certificate) to the CerTest program manager verifying they were once qualified at one or more of the applicable HazMat levels. For example, a copy of a HazMat training certificate, a Fire Fighter I certificate for the Awareness Level, or a Fire Fighter II certificate for Operations Level will satisfy this requirement.

Note: The National Fire Academy's Incident Command System (ICS) certificate is not considered valid qualification evidence for challenging the HazMat Incident Commander certification level. ICS is a fireground management system required to be used during all emergencies and clearly does not meet the intent of NFPA Standard 472.

21.1.2. After receiving a copy of the candidate's prior qualification evidence, the program manager will unlock the applicable test when the student is ready to take the challenge test.

21.1.3. CerTest has a 20 question "HazMat Demo Test" that students are encouraged to take to become familiar with the question types on the official HazMat challenge test. The HazMat Demo Test does not need to be proctored. The student's score on the HazMat Demo Test will not be used for any other purpose.

21.2. Before Administering a Test: The student should study the applicable reference material used to develop the HazMat test bank questions before taking a challenge test. (See Attachment 6 for applicable reference material).

Test Tip: You can effectively prepare for these tests by printing a copy of the test specifications (test specs) for that test before you begin studying. (A sample is provided at Attachment 7)

21.3. You must also verify the identity of the individual taking the HazMat challenge test by examining some form of identification. Acceptable identification includes, but is not limited to, a drivers' license, government ID card, or passport.

22. Record Keeping: If the student passes the required challenge test, print two copies of the "student record." Keep one copy of the "student record" on file locally and send the other copy to the DoD Administration Center as part of the official certification request.

23. Test Failures: If an examinee fails a challenge test, provide the examinee with a hard copy of the "Test Summary" (this shows the learning objective(s) that require further study). Anyone failing a challenge test should restudy the applicable reference material before taking the test a second time. If the examinee fails the challenge test twice, the examinee must:

23.1. Attend a base-level HazMat training course taught by a DoD HazMat Train-the-Trainer course graduate to become certified. The final exam will be administered via CerTest. (See Chapter 3 for further information).

23.2. Or, formally enroll in the HazMat CDC course. CerTest can then be used as a training/measurement device to help the student prepare for the CDC course final exam, which is administered at an ECI test control facility. (See Chapter 4 for further information).

23.3. Or, complete the applicable multimedia training program. (See Chapter 5 for further information).

23.4. People who fall into this category must start over at the Awareness level because this level is a prerequisite for the other HazMat certification levels. For example, if a student has challenged the test at the Technician level and failed twice, to become certified that student would then have to complete the required training using one of the approved methods spelled out in Chapters 3, 4, or 5 of this guide. He/she would have to start at the Awareness Level unless he/she is already DoD certified at that level.

23.5. The following is a list of HazMat emergency response prerequisites.

23.5.1. HazMat Awareness is a prerequisite for HazMat Operations.

23.5.2. HazMat Awareness and Operations are prerequisites for HazMat Technician.

23.5.3. HazMat Awareness and Operations are prerequisites for HazMat Incident Commander.

24. Performance Testing Requirement: If the employer refuses to certify that the student has met the annual refresher-training requirement listed in 29 CFR 1910.120q, the student must complete the required performance testing. The required HazMat performance tests were distributed on the 1998 HazMat Support Material CD-ROM.

24.1. Performance testing must be accomplished IAW DoD Manual 6055.6-M; *DoD Fire and Emergency Services Certification System*.

24.2. The DoD Administration Center must be notified at least 10 days prior to performance testing using the following internet site: <http://www.dodffcert.com/performance/notify.cfm>. When making this notification, include the following information: The location, date of evaluation, the level being tested, the number of candidates being evaluated, a point of contact and his/her phone number. If the web site is down, the required performance test notification can be made by e-mail. We **DO NOT** accept performance test notifications via telephone. Anyone failing to comply with this requirement cannot be certified.

25. Certification Package Requirements and Format: All HazMat certification requests should be mailed directly to the DoD Fire Fighter Certification System's Administration Center. Mailing Address:

HQ AFCESA/CEXF
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

25.1. The following items must be submitted:

25.1.1. A cover letter (See Attachment 1 for required information).

25.1.2. A copy of the prior qualification evidence that was submitted to take the challenge test.

25.1.3. A copy of the CerTest challenge test results (The Student's CerTest Record).

25.1.4. The employer must certify in writing that the annual refresher training requirements have been met. (The sample cover letter has the required verbiage).

25.1.5. If the employer refused to certify that the student has met the annual refresher training requirement, the student must complete the required performance tests and submit the applicable performance test documentation form.

FROM: 37 CES/CEF
1971 Bong Avenue
Lackland AFB TX 78236-5106

SUBJECT: Hazardous Materials Certification Request and Certification Statement

1. (Fill in the name and SSAN of the candidate) has successfully completed the necessary requirements to become certified at the Hazardous Materials (Fill in the applicable level(s), i.e. Awareness, Operations, Technician or Incident Commander).

2. Additionally, acting as the employer, as specified in the Code of Federal Regulations (29 CFR 1910.120q), I certify that (Fill in the name of the candidate) has met all annual refresher training requirements and has been trained/certified to engage in hazardous materials response operations to the level(s) indicated below:

- * 29 CFR 1910.120, para (q)(6)(i) - First Responder Awareness Level
- * 29 CFR 1910.120, para (q)(6)(ii) - First Responder Operations Level
- * 29 CFR 1910.120, para (q)(6)(iii) - First Responder Technician Level
- * 29 CFR 1910.120, para (q)(6)(v) - Incident Commander Level
- * **Only list the applicable level(s) being requested**

3. This training and certification statement is valid from (Fill in the date) to (Fill in the date). At time of expiration, (Fill in the name of the candidate) shall receive annual refresher training of sufficient content and duration to maintain his competency, or shall demonstrate competency in those areas at least annually.

4. I also certify that the required computer-based tests were proctored in accordance with established policies/procedures and that the results are both true and authentic. If you have any questions concerning this package, please contact me by email at (insert the POCs email address), DSN XXX-XXXX or Commercially at (XXX) XXX-XXXX.

**Fire Chief, Readiness Flight Chief, or
BCE's Signature Block and Signature**

Attachments:

1. Copy of Prior Qualification Evidence (HazMat Certificate(s))
2. Copy of CerTest Results
3. Applicable Performance Test Record (If required)

Attachment 1

Student Record

MSgt Sample, Joe

125-65-5768

Test	Title	Stat	Score	Date	Atmpts
8500	HazMat Demo Test	P	90%	18 Aug 03	1
8501	HazMat Awareness (Test A)	P	92%	28 Aug 03	1
8502	HazMat Awareness (Test B)				
8503	HazMat Operations - Part 1 (Test A)				
8504	HazMat Operations - Part 2 (Test A)				
8505	HazMat Operations - Part 1 (Test B)				
8506	HazMat Operations - Part 2 (Test B)				
8507	HazMat Technician - Part 1 (Test A)				
8508	HazMat Technician - Part 2 (Test A)				
8509	HazMat Technician - Part 1 (Test B)				
8510	HazMat Technician - Part 2 (Test B)				
8511	HazMat Incident Commander (Test A)				
8512	HazMat Incident Commander (Test B)				

Note: The “student record” shown above is a sample of the only CerTest results printout we will accept. DO NOT submit copies of the “Test Summary” or “detail record.” Certification requests that do not comply with this request will be returned without action.

P = Passed F = Failed X = Pretest Taken

For official use only. This information is subject to the Privacy Act of 1974.

31 August 2003

CerTest 5.0

Hazardous Materials Awareness Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate's Rank/Name: _____ Date of Evaluation: _____

Evaluator's Rank/Name: _____ Evaluator's SSN: _____

Circle the number missed

0=100% 1=97% 2=95% 3=92% 4=90% 5=87% 6=84% 7=82%

The candidate has **passed/failed** (circle one) the Hazardous Materials - Awareness Performance Test with a score of _____ percent.

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s): _____

Reason(s) for failure: _____

Candidate's Signature: _____

Hazardous Materials - Operations Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate's Rank/Name: _____ Date of Evaluation: _____

Evaluator's Rank/Name: _____ Evaluator's SSN: _____

The candidate has **passed/failed** the Hazardous Materials - Operations Performance Test Evaluations as annotated below:

Performance Test Station	Passed	Failed	Evaluator Initials	Candidate Initials
Hazardous Materials Container Identification				
Hazard and Response Information Identification				
Estimating Potential Harm				
Self-contained Breathing Apparatus				
Hazardous Material Incident Implementation				

If the candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s) Failed: _____

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

Hazardous Materials - Technician Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate's Rank/Name: _____ Date of Evaluation: _____

Evaluator's Rank/Name: _____ Evaluator's SSN: _____

The candidate has **passed/failed** the Hazardous Materials - Technician Performance Test Evaluations as annotated below:

Performance Evaluations	Passed	Failed	Evaluator Initials	Candidate Initials
Identification of Hazardous Materials Containers				
Hazardous Materials Container Capacities and Construction				
Detecting Unknown Materials				
Signs and Symptoms of Exposure				
Domestic Gas Line Breaks				
Determining Protective Clothing				
Plan of Action				
Decontamination				
Inspection and Use of Chemical Protective Clothing				
Containing Leaks on Pressure Vessels				
Containing Leaks on 55 gallon Drums				
Containing Leaks on Cargo Tanks				
Mitigating Hazardous Materials Incidents				

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s): _____

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

Hazardous Materials - Incident Commander Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate Rank/Name: _____ Date of Evaluation: _____

Evaluator Rank/Name: _____ SSN of Evaluator: _____

The candidate has **passed/failed** the Hazardous Materials - Incident Commander Performance Test Evaluations as annotated below:

Performance Evaluations	Passed	Failed	Evaluator Initials	Candidate Initials
Responsibilities of Agencies Listed in a Local Emergency Response Plan				
Directing Resources				
Debriefing, Critiquing, and Reporting a Hazardous Materials Incident				

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s): _____

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

CHAPTER THREE

USING CERTEST FOR HAZMAT KNOWLEDGE TESTING

26. Purpose: This chapter outlines the mandatory policies and procedures for DoD certified HazMat Train-the-Trainer instructors to teach the HazMat emergency response course material and effectively administer the required knowledge and performance tests.

27. General Information: DoD fire fighters, along with Air Force Readiness Flight personnel, are eligible to attend the Goodfellow AFB HazMat Train-the-Trainer course. Visit the following web site for course prerequisites. <http://www.goodfellow.af.mil/%7Etrs312/newfire/index.htm>. These course graduates are the only people authorized to teach the IFSAC accredited course material.

27.1. The primary target audience for fire department HazMat instructors is fire fighters at their home duty station. Additionally, because of the equipment required, fire department instructors are also the primary source for providing all operations and technician level training. Where applicable, we highly encourage fire department instructors to seek the assistance of qualified readiness flight HazMat instructors to team-teach this material or to assist with required performance tests.

27.2 Conversely, readiness flight instructors are responsible for training all other personnel on base who require HazMat Awareness Level training.

28. Program Management: To maintain accreditation and eliminate potential OSHA violations/liability issues, the guidance contained in this chapter is mandatory. Anyone failing to comply with these instructions will not become certified. Please read these instructions carefully and pay strict attention to the sample formats that have been provided in Attachment 2. It is designed to help us process your certification request(s) quickly and accurately. Packages submitted that do not follow this guidance will be returned for correction.

28.1. To effectively and accurately teach the required course material, certified Goodfellow AFB HazMat T-t-T course graduates **must** use the support material provided on the 1998 HazMat Support Material CD-ROM. HazMat instructors can also use the available DoD HazMat multimedia training programs to enhance/augment their classes. Instructors are also encouraged to use the HazMania knowledge test as an innovative way to conduct a course review exercise prior to having their students take the CerTest computer-based final exam.

28.2. Tips for teaching the HazMat course material and achieving maximum results.

28.2.1. Teach the course material.

28.2.2. Allow the students to take the HazMat Demo Test or take it as a group.

28.2.3. Proctor the applicable knowledge test(s) using CerTest. For the Awareness level only this paragraph and paragraph 28.2.4. can be reversed for the reasons mentioned in paragraph 33.

28.2.4. Conduct the required performance test process.

28.2.5. Complete the required paperwork for the student to become certified.

29. General Test Bank Information: There are four accredited HazMat Certification Levels: Awareness, Operations, Technician, and Incident Commander. Each HazMat level has an "A" and "B" test. These tests are parallel forms of the same test. Two of the HazMat levels (Operations and Technician) have so many objectives that it was necessary to split these tests

into two parts so that the individual tests are reasonable in length. The student must successfully pass parts 1 and 2 of exam A or B to become certified. Since they are parallel tests, it doesn't matter which test the student takes as long as they complete both parts of the test.

30. Test Administration: All HazMat knowledge tests must be proctored by a designated CerTest Program Manager or proctor certified at or above the level being tested. With the exception of a dictionary, absolutely no study materials are allowed in the test room/area during testing.

30.1. Only one HazMat test (the level being tested) is allowed to be unlocked per student at a time. In the Windows™ version of CerTest, the software has been modified so that no more than one HazMat test can be unlocked at a time, with the exception of the HazMat Demo test and one other HazMat test.

30.1.1. After completing the required training course, a final exam using CerTest must be scheduled and proctored. As a reminder, all HazMat tests must be administered in a proctored environment and all computers used for testing must be monitored while HazMat testing is in progress. If your base has a centralized testing facility, contact your local training manager to schedule the use of their testing facility.

30.1.2. CerTest has a 20 question "HazMat Demo Test" that students are encouraged to take to become familiar with the question types on the official HazMat challenge test. The HazMat Demo Test does not need to be proctored. The student's score on the HazMat Demo Test will not be used for any other purpose.

30.2. Before Administering a Test: Students should study the applicable reference material used to develop the HazMat test bank questions before taking the test (See Attachment 6 for applicable reference material).

Test Tip: You can effectively prepare for these tests by printing a copy of the test specifications (test specs) for that test before you begin studying. (A sample is provided at Attachment 7)

30.3. You must also verify the identity of the individual taking the HazMat challenge test by examining some form of identification. Acceptable identification includes, but is not limited to, a drivers' license, government ID card, or passport.

31. Record Keeping: If the student passes the required HazMat test(s), print two copies of the "student record." Keep one copy of the "student record" on file locally and send the other copy to the DoD Administration Center as part of the official certification request.

32. Test Failures: If a student fails a test, provide the student with a hard copy of the "Test Summary" (this shows the learning objective(s) that require further study). Anyone failing a test should restudy before taking the test a second time. If the examinee fails a test twice, the examinee must:

32.1. Completely re-attend the base level HazMat training course taught by a DoD HazMat Train-the-Trainer course graduate to become certified. The final exam will then be administered a third and potential fourth time via CerTest.

32.2. Or, formally enroll in the applicable Extension Course Institute (ECI) HazMat Career Development Course (See Chapter 4 for further information).

32.3. Or, complete the applicable multimedia training program (See Chapter 5 for further information).

33. Performance Testing: The training and certification program is a two-part process that requires both knowledge and performance testing. The knowledge test portion of the process is measured using CerTest or at an ECI test control facility.

33.1. Students must successfully pass the required knowledge test(s) before a performance test can be administered. **Exception to Policy:** In the interest of time management, teaching efficiency, and the fact that HazMat Awareness Level performance tests are administered in a classroom, awareness performance tests can be administered prior to completing the required computer-based test(s).

33.2. Performance tests are part of every HazMat course and are administered at the local level. Performance tests have been developed for each objective that is best evaluated by the demonstration of a skill. Performance tests follow specific guidelines, checklists, and procedures. These performance tests are based on NFPA Standard 472; *Professional Competence of Responders to Hazardous Incidents*.

33.3. Performance tests are designed to measure a student's competence completing specific tasks measured against predetermined standards. Each student is individually evaluated based on the materials and guidance provided in the 1998 HazMat Support Material CD-ROM.

33.4. The DoD Administration Center must be notified at least 10 days prior to performance testing using the following internet site: <http://www.dodffcert.com/performance/notify.cfm>. When making this notification, include the following information: The location, date of evaluation, the level being tested, the number of candidates being evaluated, a point of contact and his/her phone number. If the web site is down, the required performance test notification can be made by e-mail. We **DO NOT** accept performance test notifications via telephone. Anyone failing to comply with this requirement cannot be certified.

33.5. Performance testing must be accomplished IAW DoD Manual 6055.6; *DoD Fire and Emergency Services Certification System*.

34. Certification Package Requirements and Format: All HazMat certification requests should be mailed directly to the DoD Fire Fighter Certification System's Administration Center. Mailing Address:

HQ AFCESA/CEXF
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

34.1. The following items must be submitted:

34.1.1. A cover letter.

34.1.2. Attach a copy of the CerTest knowledge test results. (The Student's CerTest Record)

34.1.3. Attach a completed performance test documentation form.

34.1.4. The HazMat instructor who taught the class and the Fire Chief or Readiness Flight Chief must sign the cover letter.

FROM: 17th TRS/DOF
17 Griffin Street Suite A
Goodfellow AFB TX 78236-5106

SUBJECT: Hazardous Materials Emergency Response Certification Package

1. The following students have successfully completed all requirements to become certified at the Hazardous Materials (fill in the applicable level(s), i.e. Awareness, Operations, Technician or Incident Commander) Level in accordance with DoD Manual 6055.6-M, *Fire and Emergency Services Certification Program*, and the CerTest Procedural Guide.

Name	Rank/Grade	SSAN	Requested Level
Moore, Randy L.	GS-11	111-11-1112	Awareness Level
Foster, Steven J.	MSgt	123-45-6789	Awareness Level
Medina, Albert B.	TSgt	987-65-4321	Awareness Level

2. Additionally, I certify that the required computer-based tests and performance tests were proctored in accordance with established policies/procedures and that these results are both true and authentic. If you have any questions concerning this package, please contact me by email at (Insert the POCs email address), DSN XXX-XXXX or Commercially at (XXX) XXX-XXXX.

HazMat T-t-T Instructor's
Signature Block and Signature

Fire Chief or Readiness Flight Chief's
Signature Block and Signature

(No other signatures will be accepted)

Attachments:

1. Copy of CerTest Results
2. Applicable Performance Test Record

Note: Make sure you include the required attachments for each person being certified. Additionally, each attachment must be attached in the order listed in your cover letter.

Attachment 2

Student Record

MSgt Sample, Joe

125-65-5768

Test	Title	Stat	Score	Date	Atmpts
8500	HazMat Demo Test	P	90%	18 Aug 03	1
8501	HazMat Awareness (Test A)	P	92%	28 Aug 03	1
8502	HazMat Awareness (Test B)				
8503	HazMat Operations - Part 1 (Test A)				
8504	HazMat Operations - Part 2 (Test A)				
8505	HazMat Operations - Part 1 (Test B)				
8506	HazMat Operations - Part 2 (Test B)				
8507	HazMat Technician - Part 1 (Test A)				
8508	HazMat Technician - Part 2 (Test A)				
8509	HazMat Technician - Part 1 (Test B)				
8510	HazMat Technician - Part 2 (Test B)				
8511	HazMat Incident Commander (Test A)				
8512	HazMat Incident Commander (Test B)				

Note: The “student record” shown above is a sample of the only CerTest results printout we will accept. DO NOT submit copies of the “Test Summary” or “detail record.” Certification requests that do not comply with this request will be returned without action.

P = Passed F = Failed X = Pretest Taken

For official use only. This information is subject to the Privacy Act of 1974.

31 August 2003

CerTest 5.0

Hazardous Materials Awareness Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate's Rank/Name: _____ Date of Evaluation: _____

Evaluator's Rank/Name: _____ Evaluator's SSN: _____

Circle the number missed

0=100% 1=97% 2=95% 3=92% 4=90% 5=87% 6=84% 7=82%

The candidate has **passed/failed** (circle one) the Hazardous Materials - Awareness Performance Test with a score of _____ percent.

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s): _____

Reason(s) for failure: _____

Candidate's Signature _____

Hazardous Materials - Operations Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate's Rank/Name: _____ Date of Evaluation: _____

Evaluator's Rank/Name: _____ Evaluator's SSN: _____

The candidate has **passed/failed** the Hazardous Materials - Operations Performance Test Evaluations as annotated below:

Performance Test Station	Passed	Failed	Evaluator Initials	Candidate Initials
Hazardous Materials Container Identification				
Hazard and Response Information Identification				
Estimating Potential Harm				
Self-contained Breathing Apparatus				
Hazardous Material Incident Implementation				

If the candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s) Failed: _____

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

Hazardous Materials - Technician Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate's Rank/Name: _____ Date of Evaluation: _____

Evaluator's Rank/Name: _____ Evaluator's SSN: _____

The candidate has **passed/failed** the Hazardous Materials - Technician Performance Test Evaluations as annotated below:

Performance Evaluations	Passed	Failed	Evaluator Initials	Candidate Initials
Identification of Hazardous Materials Containers				
Hazardous Materials Container Capacities and Construction				
Detecting Unknown Materials				
Signs and Symptoms of Exposure				
Domestic Gas Line Breaks				
Determining Protective Clothing				
Plan of Action				
Decontamination				
Inspection and Use of Chemical Protective Clothing				
Containing Leaks on Pressure Vessels				
Containing Leaks on 55 gallon Drums				
Containing Leaks on Cargo Tanks				
Mitigating Hazardous Materials Incidents				

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s): _____

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

Hazardous Materials - Incident Commander Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate Rank/Name: _____ Date of Evaluation: _____

Evaluator Rank/Name: _____ SSN of Evaluator: _____

The candidate has **passed/failed** the Hazardous Materials - Incident Commander Performance Test Evaluations as annotated below:

Performance Evaluations	Passed	Failed	Evaluator Initials	Candidate Initials
Responsibilities of Agencies Listed in a Local Emergency Response Plan				
Directing Resources				
Debriefing, Critiquing, and Reporting a Hazardous Materials Incident				

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s): _____

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

CHAPTER FOUR

USING CERTEST TO PREPARE FOR END OF COURSE EXAMS

35. Purpose: This chapter outlines the policies and procedures for using CerTest in preparation for knowledge (written) testing at an Extension Course Institute (ECI) test control facility. It is applicable to all students formally enrolled in DoD Fire Fighter Certification System Career Development Courses (CDCs).

36. General Information: The Fire Fighter Certification System CDCs do not have traditional volume review exercises to measure a student's knowledge and comprehension of required subject(s). However, CerTest gives us this capability by allowing students to take a series of interactive computer-based tests. CerTest will measure a student's knowledge and build their confidence as they prepare for their ECI final exam.

37. Certification Course Review Exercises (CCRE). The Windows™ version of CerTest includes comprehensive CCREs for all accredited courses. If you are not formally enrolled in a Fire Fighter Certification System CDC, you are not authorized to take any of the CCREs.

38. Program Management: CerTest is used for testing only. Although CDC enrollees are required to take their official end of course exam at an ECI test control facility, an individual certified at or above the level being tested must proctor all CCRE exams.

38.1. CCREs are designed to measure and evaluate a student's knowledge on a specific certification course.

38.1.1. Preparation for CCREs is done by studying the appropriate training materials listed in the applicable certification course Instructor Guide Sheets or by studying the applicable course content using available multimedia training courses.

38.1.2. Although CerTest has a powerful spell checker; a dictionary may be used during the test. Foreign national employees are allowed to use a host nation dictionary. Pencil and paper may also be used during a test to work out math problems, but the program manager must collect and destroy the paper before the student leaves the testing area.

38.2. To achieve maximum results, we offer the following recommendations:

38.2.1. Take all available pretests.

38.2.2. Learn the material required in the certification course Instructor Guide Sheets using the applicable publications and associated videotapes.

Test Tip: You can effectively prepare for these tests by printing a copy of the test specifications (test specs) for that test before you begin studying. (A sample is provided at Attachment 7)

38.2.3. Take the applicable posttest(s).

38.2.4. Conduct follow-up training on the areas requiring further study by printing a copy of the Test Summary (A sample is provided at Attachment 8).

38.2.5. Order the ECI end of course exam and schedule the student to take the test. While waiting for the test to arrive on base, continue to encourage the student to study their weak areas by using the Test Summary to pinpoint their weakest areas.

38.2.6. Take the final exam at an ECI test control facility.

38.2.7. Once you confirm that the student has passed the written exam, the student can be scheduled to complete the required performance test.

38.3. The passing score for all CerTest exams is 80%. If a student successfully passes the applicable posttest(s) the student should be ready to take the ECI course final exam where the score required to pass the ECI written exam is 65%.

39. Test Failures: Anyone failing a CCRE twice must be given supervised, remedial study using the Test Summary printout to pinpoint the areas requiring further study. After remedial training has been completed and the trainee and his/her supervisor have signed the Test Summary indicating review training has been completed, the CerTest program manager can allow the student to retake the test. A copy of the completed student Test Summary must be kept on file.

WARNING: Students enrolled in Fire Fighter Certification System courses or completing the Confined Space Emergency Response Series course are only allowed to take Certification Course Review Exercises (CCRE) or the Confined Space Rescue exam a maximum of four times. Additionally, students are only allowed to take the exam for the course they are enrolled in. If the student is not enrolled, he/she is not allowed to take a CCRE.

40. Other CerTest Exams: There is no limit on how many times tests in the following CerTest Training Areas can be taken: (Infectious Disease Control, Driver Operator, Firefighter Series, and Demo Tests). However, the policy guidance in paragraph 39 must be adhered to.

CHAPTER FIVE

DOD HAZARDOUS MATERIALS (HAZMAT) MULTIMEDIA COURSEWARE USES/PROTOCOLS

41. Purpose: This chapter explains the policies and procedures for using the DoD HazMat Multimedia Training Programs to become a DoD certified HazMat emergency responder. It also provides guidance to HazMat Train-the-Trainer course graduates on using these programs to enhance/supplement the courses they teach and meeting annual HazMat responder refresher training requirements.

42. Program Management: To maintain accreditation and eliminate potential OSHA violations/liability issues, the guidance contained in this chapter is mandatory. Anyone failing to comply with these instructions will not become certified. Please read these instructions carefully and pay strict attention to the sample format at Attachment 3. The sample format is designed to help the DoD Administration Center process your certification request(s) quickly and accurately. Packages that do not follow this guidance will be returned for correction.

43. General Information:

43.1. Over the past few years, industry and the Department of Defense have made remarkable progress developing computer-based testing and multimedia training programs. The DoD HazMat Awareness and Operations courseware are powerful multimedia training programs specifically designed to train and certify emergency responders who participate in HazMat emergency responses. More importantly, these programs prepare responders to safely and successfully perform their emergency response duties.

43.2. **Exceptions.** With the exception of meeting specific state and local requirements, this program complies with Federal Regulations and the 1997 Edition of NFPA 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*.

43.3 **OSHA Ruling on Using Multimedia Training.** On 11 October 1994, the Occupational Safety and Health Administration (OSHA) provided an official interpretation on the acceptability of using computer-based, self-paced training programs to meet Hazardous Waste Operations and Emergency Response (HAZWOPER) training requirements. OSHA's ruling is located at Attachment 4. (OSHA's key points are shown in the *italicized* type followed by how our courseware, process, and policies/procedures avoid these pitfalls).

43.4. **Initial Skills Training.** The law (29 CFR 1910.120q) requires all emergency responders to be trained before they are permitted to take part in actual HazMat emergency response operations. Specifically, employees who participate, or are expected to participate, in emergency response activities, shall be given training. This training shall be based on the duties and functions to be performed by each responder within an emergency response organization.

43.5. **Refresher Training.** HazMat emergency responders also require annual refresher training to comply with the law. They shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

44. Courseware Features, Benefits, and Uses:

44.1. Features. Audio, full motion video, photographs, graphics, animations, and screen text.

44.2. Benefits. Consistent training, interactivity, immediate feedback, automated student record keeping, periodic knowledge checks, and comprehensive module review exercises.

43.2.1. Increases flexibility by providing police (security forces) and medical personnel who work swing shifts, midnight shifts, or can't attend traditional classroom training an alternate way to become certified.

44.2.2. Effectively prepares responders to safely and successfully perform their emergency response duties.

44.3. Uses.

44.3.1. Enhance/augment HazMat Train-the-Trainer (T-t-T) taught courses by allowing T-t-T instructors to bookmark and show specific topics during their classes. Instructors are also encouraged to use the HazMania ultimate knowledge challenge game as an innovative way to conduct a course review prior to having the students take the CerTest computer-based final exam.

44.3.2. Students can conduct self-paced initial knowledge or refresher training. Additionally, if they fail their CerTest computer-based exam they can use the program to review their weak areas prior to re-testing.

44.3.3. Serves as a paperless career development course.

44.3.4. Allows people who complete the course using this methodology to take the CerTest computer-based final exam, complete required performance testing, and then become DoD certified.

45. The Process:

45.1. The student must complete the required multimedia training program courseware and successfully pass each training module. **Critical Note to Comply with Federal Regulations:** *As a student completes the courseware, DoD HazMat Train-the-Trainer course graduates must be available to answer questions and provide student assistance upon request. This availability must be locally advertised to your customers.*

45.2. The student must play the HazMania jeopardy style game to ensure they have mastered the knowledge required to pass the CerTest final exam.

45.3. The student must print and provide a copy of their multimedia program student record to a Readiness or Fire Protection Flight CerTest program manager. The program manager will confirm the student completed all required training modules and then allow or schedule the student to take the official final exam.

45.4. The student takes the applicable CerTest final exam (Two attempts).

45.5. Test Failures: If a student fails the test, provide the student with a hard copy of the "Test Summary" (this shows the learning objective(s) that require further study). Anyone failing the test should restudy before taking the test a second time. If the student fails the test twice, the student must completely re-accomplish the multimedia training modules that require further study. The final exam can then be re-administered a third, and potential fourth time, via CerTest.

45.6. After passing the CerTest final exam, DoD HazMat Train-the-Trainer course graduates are required to provide site-specific training tailored directly towards the emergency responders assigned duties prior to conducting required hands-on performance testing to meet the intent of the law. For example, scenarios developed for the security forces should be specifically tailored to the duties they will be expected to perform (i.e. performing patrol, evacuating people, serving

as a gate guard, or pulling up on a vehicle or facility accident). This training includes addressing Local Emergency Response Plans, their internal standard operating procedures, and the responder's specific roles and responsibilities during HazMat emergencies. **Note:** If your base does not have a DoD HazMat T-t-T course graduate, a DoD employee certified at the level being sought can provide the site-specific training specified above.

45.7. The student must complete the required performance tests. A HazMat Train-the-Trainer Course graduate must proctor these tests and they must be specifically tailored towards the emergency responders assigned duties. **Note:** If your base does not have a DoD HazMat T-t-T course graduate, a DoD employee certified at least one level higher than the level being sought must perform the required performance test evaluations.

45.8. The Readiness or Fire Protection Flight CerTest program manager must finalize the required documentation and send it to the DoD Administration Center for processing. (See the sample format at Attachment 3). The DoD Administration Center will process the request and issue the appropriate certificate.

46. Test Administration: All CerTest HazMat knowledge tests must be proctored by a designated CerTest program manager or proctor certified at or above the level being tested. With the exception of a dictionary, absolutely no study materials are allowed in the test room/area during testing.

47. Performance Testing: The training/certification program is a two-part process that requires both knowledge and performance testing. The knowledge portion of the process is measured using the multimedia training program and the CerTest computer-based testing program.

47.1. Students must successfully pass the required knowledge test(s) before the official performance tests can be administered.

47.2. Performance tests are an integral part of every HazMat course and are administered at the local level. Performance tests have been developed for each learning objective that is best evaluated by the demonstration of a skill.

47.3. Performance tests follow specific guidelines, checklists, and procedures and are designed to measure a student's competence at completing specific tasks that are measured against predetermined standards. Each student is individually evaluated based on the materials and guidance provided in the 1998 HazMat Support Material CD-ROM. These performance tests must be tailored directly towards the emergency responder's assigned/anticipated duties.

47.4. For all Hazardous Materials multimedia courses, the DoD Administrative Center must be notified at least 10 days prior to performance testing. Notifications must be made using the following web site:

<http://www.dodffcert.com/performance/notify.cfm>. When making this notification, include the following information: The location, date of evaluation, the level being tested, the number of candidates being evaluated, a point of contact and his/her phone number. If the web site is down, the required performance test notification can be made by e-mail. We **DO NOT** accept performance test notifications via telephone. Anyone failing to comply with this requirement cannot be certified.

47.5. Performance testing must be accomplished IAW DoD Manual 6055.6; *DoD Fire and Emergency Services Certification System*.

48. Certification Package Requirements and Format:

48.1. The following items must be submitted IAW Attachment 3.

48.1.1. A cover letter.

48.1.2. Attach a copy of the student's multimedia training record.

48.1.3. Attach a copy of the CerTest computer-based test results.

48.1.4. Attach a copy of the applicable performance test record.

48.2. All HazMat certification requests must be mailed directly to the DoD Administration Center. The mailing address is:

HQ AFCESA/CEXF
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

MEMORANDUM FOR HQ AFCESA/CEXF

Fill in applicable date

FROM: 499th CES/CEX
17 Wilson Street Suite A
Anywhere AFB TX 78236-5106

SUBJECT: Hazardous Materials Certification Package (Using the Multimedia Courseware)

1. The following student has successfully completed all requirements to become certified at the Hazardous Materials (fill in the applicable level(s), i.e. Awareness or Operations Level in accordance with the CerTest Procedural Guide.

Name	Rank/Grade	SSAN	Requested Level	AFSC
Herr, Dan	MSgt	125-65-5678	Awareness Level	3P0X1

2. Additionally, we certify that the required computer-based tests and performance tests were proctored in accordance with established policies/procedures and that these results are both true and authentic. We also certify that site-specific training tailored directly towards the emergency responders assigned duties was conducted that meets the intent of the law (29 CFR OSHA 1910.120). If you have any questions concerning this package, please contact us by email at (Insert the POCs email address), DSN XXX-XXXX or Commercially at (XXX) XXX-XXXX.

HazMat T-t-T Instructor or Evaluator's
Signature Block and Signature

Fire Chief or Readiness Flight Chief's
Signature Block and Signature

Attachments:

1. Multimedia Training Program Student Record
2. CerTest Computer-Based Test Results
3. Applicable Performance Test Record

Note: Make sure you include the required attachments for each person being certified. Additionally, each attachment must be attached in the order listed on the cover letter.

Attachment 3

Dan Herr's HazMat Awareness Training Status

28 September 2003

Module Status

- ◆ 1. General Principles
- ◆ 2. Analyzing the Incident - Part I
- ◆ 3. Analyzing the Incident - Part II
- ◆ 4. Planning the Response
- ◆ 5. Implementing the Planned Response
- ◆ 6. HazMania

Total Challenge Review Questions: 51
Total Challenge Review Points: 46.5

Total Time Spent in Course: 6:58

Student Record

MSgt Herr, Dan 125-65-5768

Test	Title	Stat	Score	Date	Atmpts
8500	HazMat Demo Test				
8501	HazMat Awareness (Test A)	P	90%	1 Oct 03	1
8502	HazMat Awareness (Test B)				
8503	HazMat Operations - Part 1 (Test A)				
8504	HazMat Operations - Part 2 (Test A)				
8505	HazMat Operations - Part 1 (Test B)				
8506	HazMat Operations - Part 2 (Test B)				
8507	HazMat Technician - Part 1 (Test A)				
8508	HazMat Technician - Part 2 (Test A)				
8509	HazMat Technician - Part 1 (Test B)				
8510	HazMat Technician - Part 2 (Test B)				
8511	HazMat Incident Commander (Test A)				
8512	HazMat Incident Commander (Test B)				

Note: The “student record” shown above is a sample of the only CerTest results printout we will accept. DO NOT submit copies of the “Test Summary” or “detail record.” Certification requests that do not comply with this request will be returned without action.

P = Passed F = Failed X = Pretest Taken

For official use only. This information is subject to the Privacy Act of 1974.

1 October 2003

CerTest 5.0

Hazardous Materials Awareness Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate's Rank/Name: _____ Date of Evaluation: _____

Evaluator's Rank/Name: _____ Evaluator's SSN: _____

Circle the number missed

0=100% 1=97% 2=95% 3=92% 4=90% 5=87% 6=84% 7=82%

The candidate has **passed/failed** (circle one) the Hazardous Materials - Awareness Performance Test with a score of percent.

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s): _____

Reason(s) for failure: _____

Candidate's Signature _____

Hazardous Materials - Operations Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate's Rank/Name: _____ Date of Evaluation: _____

Evaluator's Rank/Name: _____ Evaluator's SSN: _____

The candidate has **passed/failed** the Hazardous Materials - Operations Performance Test Evaluations as annotated below:

Performance Test Station	Passed	Failed	Evaluator Initials	Candidate Initials
Hazardous Materials Container Identification				
Hazard and Response Information Identification				
Estimating Potential Harm				
Self-contained Breathing Apparatus				
Hazardous Material Incident Implementation				

If the candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s) Failed: _____

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

Hazardous Materials - Technician Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate's Rank/Name: _____ Date of Evaluation: _____

Evaluator's Rank/Name: _____ Evaluator's SSN: _____

The candidate has **passed/failed** the Hazardous Materials - Technician Performance Test Evaluations as annotated below:

Performance Evaluations	Passed	Failed	Evaluator Initials	Candidate Initials
Identification of Hazardous Materials Containers				
Hazardous Materials Container Capacities and Construction				
Detecting Unknown Materials				
Signs and Symptoms of Exposure				
Domestic Gas Line Breaks				
Determining Protective Clothing				
Plan of Action				
Decontamination				
Inspection and Use of Chemical Protective Clothing				
Containing Leaks on Pressure Vessels				
Containing Leaks on 55 gallon Drums				
Containing Leaks on Cargo Tanks				
Mitigating Hazardous Materials Incidents				

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s): _____

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

Hazardous Materials - Incident Commander Performance Test Record

INSTRUCTIONS: A copy of this form must be completed and processed with your certification request. Additionally a copy must be kept on file with the student's performance test worksheet.

Candidate Rank/Name: _____ Date of Evaluation: _____

Evaluator Rank/Name: _____ SSN of Evaluator: _____

The candidate has **passed/failed** the Hazardous Materials - Incident Commander Performance Test Evaluations as annotated below:

Performance Evaluations	Passed	Failed	Evaluator Initials	Candidate Initials
Responsibilities of Agencies Listed in a Local Emergency Response Plan				
Directing Resources				
Debriefing, Critiquing, and Reporting a Hazardous Materials Incident				

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s): _____

Reason(s) for failure:

Candidate's Signature: _____

Evaluator's Signature: _____

DoD's Approach to Avoid Pitfalls Using Computer-Based Training Programs

On 11 October 1994, the Occupational Safety and Health Administration (OSHA) provided an official interpretation on the acceptability of using computer-based, self-paced training programs to meet Hazardous Waste Operations and Emergency Response (HAZWOPER) training requirements. The OSHA interpretation provided specific “pitfalls” that needed to be addressed and avoided. OSHA’s key points are shown in the *italicized* type, followed by how DoD’s courseware, process, and policies/procedures avoid these pitfalls.

“In OSHA’s view, self-paced, interactive computer-based training can serve as a valuable training tool in the context of an overall HAZWOPER training program. However, the use of computer-based training by itself would not be sufficient to meet the intent of the standard’s various training requirements.”

The DoD hazardous materials emergency response training and certification process includes three components: interactive self-paced computer-based training, mandatory computer-based testing, and hands-on performance exercises/testing.

“OSHA urges employers to be wary of relying solely on generic “packaged” training programs in meeting their training requirements.”

The DoD hazardous materials awareness, operations, and technician computer-based training programs were specifically developed for DoD emergency responders (i.e. Police {Security Forces}, Fire Fighters and Medical Personnel) and are not generically packaged programs.

“Training required under HAZWOPER includes site-specific elements and should also to some degree be tailored to workers’ assigned duties.”

Prior to conducting hands-on performance testing, DoD Hazardous Materials Train-the-Trainer course graduates at the local level are required to provide site-specific training tailored directly towards an emergency responder’s assigned duties. This training includes addressing Local Emergency Response Plans, standard operating procedures, and the responder’s specific roles and responsibilities during HazMat emergencies.

“In order for the training to be effective, trainees must have the opportunity to ask questions. This requirement could be met by providing a telephone hotline so that students will have direct access to a qualified trainer.”

Local DoD Hazardous Materials Train-the-Trainer course graduates are available to answer questions and provide trainee assistance. Additionally, as the student completes the courseware, they are required to answer questions, perform tasks and then provided feedback to determine if they’ve mastered the course material.

Attachment 4

“The trainee’s mastery of covered knowledge and skills must also be assessed.”

The trainee’s knowledge is assessed several ways: Periodic knowledge checks, end of module challenge review exercises, and by playing HazMania the ultimate knowledge challenge game. Trainees are also required to successfully complete all training modules and then provide a copy of their student record to an authorized program manager. The program manager then administers the official final exam using the CerTest computer-based testing program. In addition, the trainee’s skills are assessed by completing computer-based performance exercises and then validated during the official performance test portion of the training/certification process.

“It is not clear whether “validation of course work completion” as described in the advertisement you enclosed means that this particular computer-based training program actually assesses whether workers have mastered the covered material.”

As previously stated, trainee’s are required to successfully complete all training modules and then provide a copy of their student record to a program manager prior to taking the CerTest computer-based final exam. The printed student record indicates the completion of each training area.

“Hazardous waste operations can involve many complex and hazardous tasks. It is imperative that employees be able to perform such tasks safely. Thus, auditing of worker performance is required for all types of HAZWOPER training. Traditional, hands-on training is the preferred method. The purpose of hands-on training is twofold: first, to ensure that workers have an opportunity to learn by experience, and second, to assess whether workers have mastered the necessary skills.”

The DoD Fire Fighter Certification Program is also a twofold process that involves comprehensive knowledge and performance testing. The knowledge test portion of the process has been discussed above. Trainee’s learn their required performance skills by completing interactive computer-based performance exercises and are then provided training by DoD Hazardous Materials Train-the-Trainer course graduates. The last phase of the training/certification process is measure their mastery of these skills by conducting hands-on performance tests.

CHAPTER SIX

EMERGENCY RESPONSE TO TERRORISM SUPPORT MATERIAL AND MULTIMEDIA COURSEWARE USES/PROTOCOLS

49. Purpose: This chapter explains the policies and procedures for using the Emergency Response to Terrorism multimedia courseware and two-support material CDs to complete various training courses and also receive a Department of Justice and Federal Emergency Management Agency training certificate.

50. General Information:

50.1. As you know, terrorist activities involving hazardous materials have been on the rise. The Oklahoma City bombing, the Khobar Towers bombing, and the Tokyo chemical incident are just a few examples where hazardous materials were used to destroy property and injure/kill innocent people.

50.2. By partnering with the National Fire Academy, we have produced two Emergency Response to Terrorism Support Material CDs. These CDs include: Lesson Plans, Student Manuals, Appropriate Appendices, Presentation Slides, Glossary of Terms, Bibliography information and Certificate Applications.

50.3. Additionally, we produced one fully interactive multimedia-training course. These courses are explained in greater detail in the following paragraph.

51. Available Emergency Response to Terrorism courses and their purpose/audience.

51.1. ***Emergency Response to Terrorism (Self-Study) Course.*** This home study course is a self-study, self-paced, paper-based document that is designed to provide the basic awareness training that first responders need to increase the chances for successful and safe response to incidents involving terrorism. To master the basics more thoroughly, it is recommended that students complete this course and Emergency Response to Terrorism (Basic Concepts) course described below.

Note: The self-study course can also be taught to a group of students using the PowerPoint slides that have been included on the Self-Study Support Material CD-ROM. An experienced HazMat instructor should be able to complete the required training using this method in 2 hours.

51.1.1. The self-study course provides a basic overview of the following: definition and historical background of terrorism; recognizing suspicious circumstances and identifying key indicators (outward warning signs or cues); implementing self-protective measures (time, distance, and shielding); initial scene control; and making appropriate notification (activating response resources based on local/State emergency plans).

51.1.2. The target audience for the Emergency Response to Terrorism (Self-Study) course includes fire, emergency medical, HazMat, incident commanders, and law enforcement responders.

51.1.3. Who can teach the self-study course material. Any DoD HazMat Train-the-Trainer course graduate is authorized to teach the awareness course material. Additionally, any experienced HazMat emergency responder who is DoD certified at the awareness level is also authorized to teach the self-study course material.

51.2. ***Emergency Response to Terrorism (Basic Concepts) Course.*** This is a two-day course designed to prepare first responders for terrorist-related incidents primarily at the operations level. The key learning objectives focus on life safety and self-preservation.

51.2.1. The basic concepts course provides a basic overview of the following: understanding and recognizing terrorism; implementing self-protective measures; scene control; tactical considerations; and incident management overview.

51.2.2. The primary audience for the Emergency Response to Terrorism (Basic Concepts) course includes fire, emergency medical, HazMat, incident commanders, and law enforcement responders.

51.2.3. Who can teach the basic concepts course material. Only DoD HazMat Train-the-Trainer course graduates are authorized to teach the basic concepts course material. Additionally, graduates of the NFA Emergency Response to Terrorism Basic Concepts Train-the-Trainer course are also authorized to teach the self-study course material.

52.3. ***Emergency Response to Terrorism (Multimedia) Course.*** This course is a self-study, self-paced, fully interactive computer-based training program that is designed to help emergency responders understand their role and increase the chances for successful and safe response to incidents involving terrorism.

52.3.1. The multimedia course combines several learning objectives taught in the Self-Study/Basic Concepts courses and also includes the terrorism competencies listed in NFPA 472, *Standard for Professional Competence of Responders to Hazardous Materials* at the Awareness, Operations, Technician and Incident Commander levels.

52.3.2. The primary audience for the Emergency Response to Terrorism multimedia training program includes fire, emergency medical, HazMat, incident commanders, and law enforcement responders.

52.3.3. Who can teach the multimedia course material. This is a stand-alone course that does not require an instructor to teach the course material. However, students who need assistance may want to ask a DoD HazMat Train-the-Trainer course graduate for assistance.

53. The Process:

53.1. The student must complete the required course material.

53.2. The student must pass the required paper-based or computer-based final exam.

53.3. The student must complete the applicable certificate application/final exam answer sheet.

53.4. Finalize the required documentation and send it to the appropriate agency for processing and issuing of a certificate. (See the sample format at Attachment 5).

54. Performance Testing: There are **no performance test requirements** for any of the Emergency Response to Terrorism courses.

55. Certificate Package Requirements and Format:

55.1. The following items must be submitted IAW Attachment 5.

55.1.1. A cover letter.

55.1.2. Attach the applicable certificate application/answer sheet.

55.1.2. Attach a copy of the student's multimedia training record (if applicable).

55.2. All certificate requests must be mailed directly to the agency responsible for processing.

The applicable mailing addresses are as follows:

Emergency Response to Terrorism (**Multimedia**) Course:

HQ AFCESA/CEXF
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

Emergency Response to Terrorism (**Self-Study**) Course:

EMI Independent Study
Attn: Mr. Jim LaPrade
16825 South Seton Ave
Emmitsburg, MD 21727

Emergency Response to Terrorism (**Basic Concepts**) Course:

National Fire Academy Admissions Office
Attn: Ms Mary Bare
16825 South Seton Ave
Emmitsburg, MD 21727

Fill in applicable date

MEMORANDUM FOR HQ AFCESA/CEXF

FROM: 499th CES/CEX
17 Wilson Street Suite A
Anywhere AFB TX 78236-5106

SUBJECT: Emergency Response to Terrorism Certificate Request Package

1. The attached applicants have successfully completed the Emergency Response to Terrorism Multimedia Course (Self Study and Basic Concept Packages must be mailed to the applicable addresses provided in paragraph 55.2). Additionally, I certify that all training and testing requirements were accomplished IAW established policies and procedures contained in Chapter 6 of the CerTest Procedural Guide.
2. If you have any questions concerning this package, please contact my POC (fill in the name) via email at (fill in the email address) or by phone at DSN XXX-XXXX or Commercially at (XXX) XXX-XXXX.

Fire Chief, or Readiness Flight Chief's
Signature Block and Signature

Attachments:

1. Certificate application/answer sheet.
2. Student's multimedia training record.

Attachment 5

Self-Study Application

FEDERAL EMERGENCY MANAGEMENT AGENCY Emergency Response to Terrorism: Self-Study Application Form and Answer Sheet		For official use only This information is subject to the Privacy Act of 1974.	DoD Certification Program Administration Center
SECTION I: General Information		1. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Place of Birth:	
2. PLEASE PRINT YOUR NAME (As you would like it to appear on your certificate.) Last First Middle Initial	3. DATE OF BIRTH (Mo., Day, Yr.)	4. SOCIAL SECURITY NO.	5. SEX Male <input type="checkbox"/> Female <input type="checkbox"/>
6. HOME ADDRESS (Street, avenue, road no., P.O. Box, city or town/state and zip code)		7. HOME PHONE NO. ()	
8. PLEASE CHECK THE RACE/NATIONAL ORIGIN WHICH BEST APPLIES TO YOU AND YOUR ANCESTRAL HERITAGE (Providing this information is voluntary)			
1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE 3. <input type="checkbox"/> BLACK, not of Hispanic origin 5. <input type="checkbox"/> Hispanic 2. <input type="checkbox"/> ASIAN or PACIFIC ISLANDER 4. <input type="checkbox"/> WHITE, not of Hispanic origin			
SECTION II: EMPLOYMENT INFORMATION			
9. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED		10. CURRENT POSITION AND NUMBER OF YEARS IN POSITION	
11. CHECK THE BOX(ES) THAT BEST DESCRIBE YOUR ORGANIZATION:			
11a. JURISDICTION 1. <input type="checkbox"/> STATEWIDE 4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP 7. <input type="checkbox"/> FOREIGN 2. <input type="checkbox"/> COUNTY GOVERNMENT 5. <input type="checkbox"/> FEDERAL/MILITARY 8. <input type="checkbox"/> FEMA 3. <input type="checkbox"/> CITY/TOWN/VILLAGE 6. <input type="checkbox"/> INDUSTRY/BUSINESS 9. <input type="checkbox"/> NDER/IMA			11b. ORGANIZATION 1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input type="checkbox"/> COMBINATION
12. CURRENT STATUS 1. <input type="checkbox"/> PAID FULL TIME 2. <input type="checkbox"/> PAID PART TIME 3. <input type="checkbox"/> VOLUNTEER			
13. SIGNATURE OF APPLICANT		DATE:	
14. I hereby certify, as chief officer or supervisor of the above individual, that he/she is a member of the named department/agency, and has completed the ERT:SS course and examination according to instructions.			

FINAL EXAM ANSWER SHEET: PLEASE COMPLETELY FILL IN YOUR ANSWER CHOICE:

a b c d	A b c d
1. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	11. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	19. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Basic Concepts Application

FEDERAL EMERGENCY MANAGEMENT AGENCY Emergency Response to Terrorism: Basic Concepts Application Form and Answer Sheet	For official use only This information is subject to the Privacy Act of 1974.	DoD Certification Program Administration Center
SECTION I: General Information		
1. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Place of Birth:		
2. PLEASE PRINT YOUR NAME (As you would like it to appear on your certificate.) Last First Middle Initial	3. DATE OF BIRTH (Mo., Day, Yr.)	4. SOCIAL SECURITY NO. 5. SEX Male <input type="checkbox"/> Female <input type="checkbox"/>
6. HOME ADDRESS (Street, avenue, road no., P.O. Box, city or town/state and zip code)		7. HOME PHONE NO. ()
8. PLEASE CHECK THE RACE/NATIONAL ORIGIN WHICH BEST APPLIES TO YOU AND YOUR ANCESTRAL HERITAGE (Providing this information is voluntary)		
1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE 3. <input type="checkbox"/> BLACK, not of Hispanic origin 5. <input type="checkbox"/> Hispanic 2. <input type="checkbox"/> ASIAN or PACIFIC ISLANDER 4. <input type="checkbox"/> WHITE, not of Hispanic origin		
SECTION II: EMPLOYMENT INFORMATION		
9. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED	10. CURRENT POSITION AND NUMBER OF YEARS IN POSITION	
11. CHECK THE BOX(ES) THAT BEST DESCRIBE YOUR ORGANIZATION:		
11a. JURISDICTION 1. <input type="checkbox"/> STATEWIDE 4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP 7. <input type="checkbox"/> FOREIGN 2. <input type="checkbox"/> COUNTY GOVERNMENT 5. <input type="checkbox"/> FEDERAL/MILITARY 8. <input type="checkbox"/> FEMA 3. <input type="checkbox"/> CITY/TOWN/VILLAGE 6. <input type="checkbox"/> INDUSTRY/BUSINESS 9. <input type="checkbox"/> NDER/IMA		11b. ORGANIZATION 1. <input type="checkbox"/> ALL CAREER 2. <input type="checkbox"/> ALL VOLUNTEER 3. <input type="checkbox"/> COMBINATION
12. CURRENT STATUS 1. <input type="checkbox"/> PAID FULL TIME 2. <input type="checkbox"/> PAID PART TIME 3. <input type="checkbox"/> VOLUNTEER		
13. SIGNATURE OF APPLICANT		DATE:
14. I hereby certify, as chief officer or supervisor of the above individual, that he/she is a member of the named department/agency, and has completed the ERT:SS course and examination according to instructions.		

FINAL EXAM ANSWER SHEET: PLEASE COMPLETELY FILL IN YOUR ANSWER CHOICE:

	a	b	c	d		A	b	c	d
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25.



**James Podolske
036-66-6922**

Emergency Response to Terrorism Courseware Status

31 September 2003

Topic Name	Total Questions	Total Points	Status
◆ Objectives			
◆ Analyzing the Incident	15	14.0	✓
◆ Planning the Response	5	5.0	✓
◆ Implementing the Planned Response	5	5.0	✓
<hr/>			
Challenge Review Total	25	24.0	✓

Total Time Spent in Course: 1:32

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CHAPTER SEVEN

HOW TO BECOME DOD CONFINED SPACE RESCUE CERTIFIED USING THE DOD CONFINED SPACE RESCUE SERIES MULTIMEDIA COURSEWARE

56. Purpose: This chapter explains the policies and procedures for using the DoD Confined Space Rescue Multimedia Courseware and Support Material to become DoD certified at the Confined Space Rescue level.

57. Program Management: To maintain program accreditation and to eliminate potential OSHA violations/liability issues, the guidance contained in this chapter is mandatory. Anyone failing to comply with these instructions will not become certified. Please read these instructions carefully and pay strict attention to the sample format at Attachment 5a. The sample format is designed to help the DoD Administration Center process your certification request(s) quickly and accurately. Packages that do not follow this guidance will be returned for correction.

58. General Information:

58.1. Over the past few years, industry and the Department of Defense have made remarkable progress developing computer-based testing and multimedia training programs. The DoD Confined Space Emergency Response Series CDs and Support Material CD-ROM are powerful multimedia training programs specifically designed to train and certify emergency responders who participate in confined space rescue emergency responses. More importantly, these programs prepare responders to safely and successfully perform their emergency response duties.

59. Courseware Features, Benefits, and Uses:

59.1. Features. Audio, full motion video, photographs, graphics, animation, and screen text.

59.2. Benefits. Consistent training, interactivity, immediate feedback, automated student record keeping, periodic knowledge checks, and comprehensive module review exercises.

59.2.1. Increases flexibility by providing an alternate way to become certified.

59.2.2. Effectively prepares responders to safely and successfully perform their emergency response duties.

59.3. Uses.

59.3.1. Serves as a paperless certification course.

59.3.2. Enhance/augment locally taught classes.

59.3.3. Students can conduct self-paced initial skills or refresher training. Additionally, if they fail their CerTest computer-based exam they can use the program to review their weak areas prior to re-testing.

59.3.4. Allows people who complete the course using this methodology to take the CerTest computer-based final exam, complete required performance testing, and then become DoD certified.

60. The Process:

60.1. The student must complete the Confined Space Emergency Response Series courseware at the Awareness, Operations, and Technician levels and successfully pass each training module.

60.2. The student must print and provide a copy of their multimedia training program student records at the Confined Space Awareness, Operations, and Technician levels to a CerTest program manager. The program manager will confirm that the student completed all of the

required training modules and then allow or schedule the student to take the official final exam.

60.4. The student takes the applicable 100 question CerTest final exam. The test number in CerTest 5.0 is 8600.

60.5. Test Failures: If a student fails the test, provide the student with a hard copy of the "Test Summary" (this shows the learning objective(s) that require further study). Anyone failing the test should restudy before taking the test a second time. If the student fails the test twice, the student must completely re-accomplish the multimedia training modules that require further study. The final exam can then be re-administered a third, and potential fourth time, via CerTest.

60.6. After passing the CerTest final exam, the candidate must complete the required hands-on performance tests to meet the intent of NFPA Standard 1006 and the law. If available at the local level, a Goodfellow AFB Rescue Technician Course graduate should be used to proctor the required performance tests.

60.8. The Training Chief/Officer must finalize the required documentation and mail it to the DoD Administration Center for processing. (See the sample format at Attachment 5a). The DoD Administration Center will process the request and issue the appropriate certificate.

61. Test Administration: All CerTest Confined Space Rescue knowledge tests must be proctored. With the exception of a dictionary, absolutely no study materials are allowed in the test room/area during testing.

62. Performance Testing: The training/certification program is a two-part process that requires both knowledge and performance testing. The knowledge portion of the process is measured using the multimedia training courseware and the CerTest computer-based testing program.

62.1. Students must successfully pass the required knowledge test(s) before the official performance tests can be administered.

62.2. Performance tests are an integral part of every Confined Space Rescue course and are administered at the local level. Performance tests have been developed for each learning objective that is best evaluated by the demonstration of a skill.

62.3. Performance tests follow specific guidelines, checklists, and procedures and are designed to measure a student's competence at completing specific tasks that are measured against predetermined standards. Each student is individually evaluated based on the materials and guidance provided in the 2001 Confined Space Rescue Support Material CD-ROM.

62.4. The DoD Administration Center must be notified at least 10 days prior to performance testing via the Internet <http://www.dodffcert.com/performance/notify.cfm>. When making this notification, include the following information: The location, date of evaluation, the level being tested, the number of candidates being evaluated, a point of contact and his/her phone number. If the web site is down, the required performance test notification can be made by e-mail. We **DO NOT** accept performance test notifications via telephone. Anyone failing to comply with this requirement cannot be certified.

62.5. Performance testing must be accomplished IAW DoD Manual (DoDM) 6055.6; *DoD Fire Fighter Certification System*.

63. Certification Package Requirements and Format:

63.1. The following items must be submitted IAW Attachment 5a.

63.1.1. A cover letter.

63.1.2. Attach a copy of the student's multimedia training records.

- 63.1.3. Attach a copy of the CerTest computer-based test results.
- 63.1.4. Attach a copy of the applicable performance test records.
- 63.2. All Confined Space Rescue certification requests must be mailed directly to the DoD Administration Center. The mailing address is:

HQ AFCESA/CEXF
139 Barnes Drive Suite 1
Tyndall AFB FL 32403-5319

MEMORANDUM FOR HQ AFCESA/CEXF

Fill in applicable date

FROM: 499th CES/CEF (**Provide your Complete Mailing Address**)

17 Wilson Street Suite A
Anywhere AFB TX 78236-5106

SUBJECT: Confined Space Rescue Certification Request (Using the Multimedia Courseware)

1. The following student has successfully completed all requirements to become certified at the DoD Confined Space Rescue level in accordance with NFPA 1006, *Standard for Rescue Technician Professional Qualifications* (2000 Edition) Chapters 3 and 7, and Chapter 7 of the CerTest Procedural Guide.

Name	SSAN	Requested Level
Sample, John B.	125-65-5678	Confined Space Rescue

2. Additionally, we certify that the required computer-based tests and performance tests were proctored in accordance with established policies/procedures and that these results are both true and authentic. If you have any questions concerning this request, please contact my POC XXXXXXXXXXXX at DSN XXX-XXXX or by email at (provide the POC's email address).

CerTest Proctor's
Signature Block and Signature

Fire Chief's
Signature Block and Signature

Attachments:

1. Multimedia Training Program Student Records
2. CerTest Computer-Based Test Results
3. Applicable Performance Test Records

Note: Make sure you include the required attachments for each person being certified. Additionally, each attachment must be attached in the order listed on the cover letter.

Attachment 5a

SAMPLE STUDENT RECORD
CONFINED SPACE SERIES AWARENESS-LEVEL TRAINING
FOR EMERGENCY RESPONDERS

STATUS Report for: John Doe
 Date: Thursday, January 12, 2001

Time In Course Today: 2:13
 Total Time In Course: 6:13

COURSE STATUS

How to Use the System	Complete		
Pre-Course Challenge Review	Complete		
Total Questions: 21	Total Correct: 15		Score: 71%
Introduction	Complete		
Hazards of Confined Spaces	Complete		
Atmospheric Hazards	Complete	Engulfment Hazards	Complete
Stored Energy Hazards	Complete	Toxic Hazards	Complete
Noise Hazards	Complete	Temperature Extremes	Complete
Work Surfaces	Complete	Animal Hazards	Complete
Psychological Hazards	Complete	Biological Hazards	Complete
Challenge Review	86%		
Basic Assessment	Complete		
What is the problem?	Complete	How many victims?	Complete
Are hazardous materials involved?	Complete	Other Hazards	Complete
Access problems	Complete	Rescue or Recovery	Complete
Risk Versus Benefit Analysis	Complete	Non-Entry Rescue	Complete
Challenge Review	100%		
Calling Additional Services	Complete		
Technical Rescue Teams	Complete		
HazMat Teams	Complete		
Additional Manpower and Equipment	Complete		
Challenge Review	100%		
Non-Entry Rescue	Complete		
Looping with a rope	Complete		
Hooking Clothes	Complete		
Hand-Powered Winch	Complete		
Retrieval Line	Complete		
Challenge Review	100%		
Securing the Incident Site	Complete		
Securing the Incident Site	Complete		
Challenge Review	100%		
After-Course Challenge Review	Complete		
Total Questions: 21	Total Correct: 18		Score: 86%

SAMPLE STUDENT RECORD
CONFINED SPACE SERIES OPERATIONS-LEVEL TRAINING
FOR EMERGENCY RESPONDERS

Summary Report for: John Doe
 Date: Thursday, July 21, 2001

Time in course today: 4:17
 Total time in course: 8:27

COURSE STATUS

How to Use the System	Complete		
Pre-Course Challenge Review	Complete		
Total Questions: 15	Total Correct: 10		Score: 67%
Understanding Roles	Complete		
Subject Matter Experts	Complete	Role of Ops Level Responders	Complete
Incident Management System	Complete	Roles of Confined Space Workers	Complete
Challenge Review	66%		
Atmospheric Monitoring	Complete		
Monitoring Basics	Complete		
Monitoring for Common Hazards	Complete		
Rules to Live By	Complete		
Challenge Review	100%		
Personal Protection	Complete		
Respiratory Protection	Complete	Protective Clothing	Complete
Eye and Face Protection	Complete	Head Protection	Complete
Hearing Protection	Complete	Foot Protection	Complete
Hand Protection	Complete	Body Harnesses	Complete
PASS Device	Complete		
Challenge Review	100%		
Isolation Techniques	Complete		
Needs Assessment	Complete	Lockout/Tagout	Complete
Blanking and Blinding	Complete	Double Block and Bleed	Complete
Line Breaking	Complete		
Challenge Review	100%		
Pre-Entry Briefing	Complete		
Briefing Considerations	Complete		
Challenge Review	100%		
Limited Entry Operations	Complete		
Physical and Mental Assessment	Complete		
Size-up Conditions	Complete		
Patient Packaging	Complete		
Transfer to EMS	Complete		
Rope Operations	Complete		
Challenge Review	100%		
After-Course Challenge Review	Complete		

SAMPLE STUDENT RECORD
CONFINED SPACE SERIES TECHNICIAN-LEVEL TRAINING
FOR EMERGENCY RESPONDERS

Summary Report for: John Doe
 Date: Thursday, August 11, 2001

Time in course today: 4:09
 Total time in course: 9:12

COURSE STATUS

How to Use the System	Complete		
Pre-Course Challenge Review	Complete		
Total Questions: 15	Total Correct: 10		Score: 67%
Roles and Responsibilities	Complete		
Course Prerequisites	Complete		
Understanding Your Role	Complete		
Medical Surveillance	Complete		
Challenge Review	66%		
Command and Control	Complete	Pre-Incident Planning	Complete
Incident Management System	Complete	Termination Activities	Complete
Challenge Review	100%		
Hazards of Confined Spaces	Complete		
Physical Properties	Complete	Oxygen Deficient	Complete
Oxygen Enriched	Complete	Flammability	Complete
Toxicity	Complete	Corrosivity	Complete
Multiple Atmospheric Hazards	Complete	Other Hazards	Complete
Challenge Review	100%		
Atmospheric Monitoring	Complete		
Terms and Definitions	Complete	Equipment	Complete
Operational Limitations & Parameters	Complete	Monitoring Procedures	Complete
Rules to Live By	Complete		
Challenge Review	100%		
Ventilation	Complete		
Ventilation Equipment	Complete	Ventilation Techniques	Complete
Atmospheric Conditions	Complete	Ventilation Tactics	Complete
Safety	Complete	Maintenance	Complete
Challenge Review	100%		
Personal Protection	Complete		
Protective Clothing	Complete	Respiratory Protection	Complete
Communication	Complete	Decontamination	Complete
Challenge Review	100%		
Retrieval Systems	Complete		
Retrieval Methods	Complete		
Patient Packaging	Complete		
Challenge Review	100%		
After-Course Challenge Review	Complete		
Total Questions: 15	Total Correct: 14		Score: 93%

Student Record

John B. Sample 125-65-5768

Test Atmpts	Title	Stat	Score	Date	
8600	Confined Space Rescue	P	90%	1 Sep 03	1

Note: The “student record” shown above is a sample of the only CerTest results printout we will accept. DO NOT submit copies of the “Test Summary” or “detail record.” Certification requests that do not comply with this request will be returned without action.

P = Passed F = Failed X = Pretest Taken

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2 September 2003

CerTest 5.0

Confined Space Emergency Response Series Performance Test Requirements

Add copies of the applicable performance test checklists to your package here.

Note: The required Confined Space performance test checklists are found on the Confined Space Support Material CD-ROM.

CHAPTER EIGHT

HOW TO BECOME DOD CERTIFIED IN EMERGENCY FIRST AID AND CARDIO-PULMONARY RESUSCITATION (CPR) USING THE DOD FIRST AID/FIRST RESPONDER MULTIMEDIA COURSEWARE

64. Purpose: This chapter explains the policies and procedures for using the DoD First Aid/First Responder Multimedia Courseware to become DoD certified in Emergency First Aid and CPR. In addition, students who want or need to become nationally certified are eligible to challenge the National Registry exam for Emergency Medical Technician at the “First Responder” level.

65. Program Management: To maintain program integrity and meet National Standard Curriculum requirements, the guidance contained in this chapter is mandatory. Anyone failing to comply with these instructions will not become DoD certified and will not be eligible to challenge the applicable National Registry exam. Please read these instructions carefully and pay strict attention to the sample format at Attachment 5b. The sample format is designed to help the DoD Administration Center process your certification request(s) quickly and accurately. Packages that do not follow this guidance will be returned for correction.

66. General Information:

66.1. This course meets the Department of Transportation (DOT) National Standard Curriculum and the American Heart Association’s (AHA) guidelines for Cardio-Pulmonary Resuscitation (CPR).

66.2. The First Aid/First Responder course is a powerful multimedia-training program that provides users with the knowledge and skills necessary to successfully perform emergency first aid as the first person arriving on the scene. Specifically, this course has seven modules that cover: Preparing to be a First Responder, Assessing the Situation and Patient, Airway and Ventilation, Circulation, Illness and Injury, Emergency Medical Service Operations, and Infants, Children, and Childbirth Emergencies.

67. Courseware Features, Benefits, and Uses:

67.1. Features. Audio, full motion video, photographs, graphics, animation, and screen text.

67.2. Benefits. Standardizes emergency first aid training, interactive scenarios that require rapid decision making, knowledge checks, automated student records, module review exercises, and MediQuiz - the ultimate challenge, where students answer questions against other students or our resident expert “Dr. Know.”

67.2.1. Increases flexibility by providing an alternate way to become DoD certified.

67.2.2. Effectively prepares responders to safely and successfully perform their emergency response duties.

67.3. Uses.

67.3.1. Serves as a paperless certification course.

67.3.2. Enhance/augment locally taught classes.

67.3.3. Students can conduct self-paced initial skills or refresher training. Additionally, if they fail their CerTest computer-based exam they can use the program to review their weak areas prior to re-testing.

67.3.4. Allows people who complete the course using this methodology to take the CerTest computer-based final exam, complete required performance testing, and then become DoD certified in First Aid and CPR.

68. The Process:

Note: The First Aid/First Responder multimedia training course can be completed individually or by using a group-teaching format. If the group format is used only one copy of the student record is required for all of the students who complete the course using this method.

68.1. The student(s) must complete the First Aid/First Responder courseware and successfully pass each training module.

68.2. The student(s) must print and provide a copy of their multimedia courseware student record to a CerTest program manager (Only one copy of the student record is required if the group format method is used). The program manager will confirm that the student(s) completed all of the required training modules and then allow or schedule the student to take the official final exam using CerTest.

68.3. Each student must individually take one of the applicable 100 question CerTest final exams. The test numbers in CerTest Version 5.0 are Test 8601; *First Aid/First Responder and CPR (Test A)* or Test 8602; *First Aid/First Responder and CPR (Test B)*.

68.4. Test Failures: If a student fails the test, provide the student with a hard copy of the "Test Summary" (this shows the learning objective(s) that require further study). Anyone failing the test should restudy before taking the test a second time. If the student fails the test twice, the student must completely re-accomplish the multimedia training modules that require further study. The final exam can then be re-administered a third, and potential fourth time, using CerTest.

68.5. After passing the required CerTest final exam, each candidate must complete the required hands-on performance tests to meet the intent of the DOT National Standard Curriculum and the American Heart Association (AHA) standards. The required performance tests, evaluation criteria/checklists, and performance test summary are located on CD # 1. The applicable file names are: *FA_FR Skills Evaluation Sheets*, *FA_FR PTR*, and *AHA CPR Perf Skills*. Anyone currently certified at the First Aid/First Responder level or above should be used to proctor the required performance tests.

68.6. The Training Chief or Unit Training Manager must finalize the required documentation and mail it to the DoD Administration Center for processing. (See the sample format at Attachment 5b). The DoD Administration Center will process the request and issue the DoD pocket card which is good for two years.

69. Test Administration: All First Aid/First Responder knowledge tests must be proctored. With the exception of a dictionary, absolutely no study materials are allowed in the test room/area during testing.

70. Performance Testing: The training/certification program is a two-part process that requires both knowledge and performance testing. The knowledge portion of the process is measured using the multimedia-training courseware and the CerTest computer-based testing program.

70.1. Students must successfully pass the required knowledge test(s) before the official performance tests can be administered.

70.2. Performance tests are an integral part of the First Aid/First Responder course and are administered at the local level. Performance tests have been developed for each learning objective that is best evaluated by the demonstration of a skill.

70.3. Performance tests follow specific guidelines, checklists, and procedures and are designed to measure a student's competence completing specific tasks that are measured against predetermined standards. Each student is individually evaluated using the materials and guidance provided in paragraph 68.5 above.

70.4. Performance testing must be accomplished IAW this Procedural Guide, the DOT National Standard Curriculum, and the AHA standards for CPR.

71. Certification Package Requirements and Format:

71.1. The following items must be submitted IAW Attachment 5b.

71.1.1. A cover letter.

71.1.2. Attach a copy (individual or group) of the students multimedia training records.

71.1.3. Attach a copy of the CerTest computer-based test results.

71.1.4. Attach a copy of the applicable performance test records.

71.2. All First Aid/First Responder certification requests must be mailed directly to the DoD Administration Center. The mailing address is:

HQ AFCESA/CEXF
139 Barnes Drive, Suite 1
Tyndall AFB, FL 32403-5319

72. Challenging the National Registry – First Responder Level Exam: To challenge the National Registry Emergency Medical Technician – First Responder level exam, an installation must be registered under a site code through the applicable DoD service component and the National Registry. The requirements for establishing an installation as an approved National Registry Exam Site varies between the DoD service components. To request service specific information on establishing an exam site, contact us by e-mail at CDCHelp@tyndall.af.mil.

73. Recertification Requirements: (The DoD pocket card is good for 2 years)

73.1. To obtain a new up-to-date pocket card after the expiration date, the student must re-accomplish the First Aid First Responder multi-media training course, take the applicable CerTest final exam, and complete the required performance tests.

73.2. The paperwork required for recertification follows the same policies/procedures outlined previously in this chapter.

FROM: 499th CES/CEF (**Provide your Complete Mailing Address**)

17 Wilson Street, Suite A
Anywhere AFB, TX 78236-5106

SUBJECT: First Aid/First Responder Certification Request (Using the Multimedia Courseware)

1. The following student has or students have (add the additional names, social security numbers and requested level as required) successfully completed all requirements to become certified at the First Aid/First Responder and CPR levels in accordance with DOT National Standard Curriculum, American Heart Association standards for CPR, and Chapter 8 of the CerTest Procedural Guide.

Name	SSAN	Requested Level
Sample, John B.	125-65-5678	First Aid/First Responder and CPR

2. Additionally, we certify that the required computer-based tests and performance tests were proctored in accordance with established policies/procedures and that these results are both true and authentic. If you have any questions concerning this request, please contact my POC XXXXXXXXXXXX at DSN XXX-XXXX or by email at (provide the POC's email address).

CerTest Proctor's
Signature Block and Signature

Flight Chief's
Signature Block and Signature

Attachments:

1. Multimedia-Training Program Student Record(s)
2. CerTest Computer-Based Test Results
3. Applicable Performance Test Records

Note: Make sure you include the required attachments for each person being certified. Additionally, each attachment must be attached in the order listed on the cover letter.

**SAMPLE STUDENT RECORD
FIRST AID/FIRST RESPONDRE AND CPR TRAINING
FOR EMERGENCY RESPONDERS**

**John B. Sample
125-65-5678**

**First Responder Courseware
Tuesday July 2, 2003**

Module Status	Module Name	Total Questions	Total Score	Mastery Status
◆	Preparing to Become a First Responder	25	25	√
◆	Assessing the Situation and the Patient	25	25	√
◆	Airway and Ventilation	25	25	√
◆	Circulation	25	25	√
◆	Illness and Injury	25	25	√
◆	Infants, Children, and Childbirth	25	25	√
◆	EMS Operations	25	25	√
◆	MediQuiz	51	51	√

Total Time Spent in Course: 31:21

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 = *Module Not Started*

 = *Module Not Mastered*

 = *Module Started*

 = *Module Needs Work*

 = *Module Completed*

 = *Module Mastered*

Student Record

John B. Sample 125-65-5768

Test	Title	Stat	Score	Date	Atmpts
8601	First Aid/First Responder and CPR (Test A)	P	90%	1 Aug 03	1
8602	First Aid/First Responder and CPR (Test B)				

Note: The “student record” shown above is a sample of the only CerTest printout we will accept. DO NOT submit copies of the “Test Summary” or “Detail Record.” Certification requests that do not comply with this request will be returned without action.

P = Passed F = Failed X = Pretest Taken

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1 August 2003

CerTest 5.0

First Aid/First Responder Performance Test Record

INSTRUCTIONS: This form must be completed and kept on file along with copies of the completed performance test checklists.

Date of Evaluation: _____

Candidate Rank/Name: _____ **SSN:** _____

Evaluators Rank/Name: _____ SSN: _____

The candidate has PASSED/FAILED the First Aid/First Responder Performance Tests for the skills stations marked below:

Skills Test Station	Passed	Failed	Evaluator Initials	Candidate Initials
Bleeding Control / Shock Management				
Patient Assessment / Trauma Management				
Upper Airway Adjuncts and Suction				
Mouth-to-Mask Ventilation				
Adult, Child, and Infant CPR				

If candidate has failed the performance evaluation, provide the following information: (Use additional sheets if necessary)

Objective(s):

Reason(s) for failure:

Candidate Signature: _____

Evaluator Signature: _____

Test and Reference Material Information
--

<u>Firefighter Series</u>	<u>Source</u>	<u>Video #</u>
302 Fire Behavior	IFSTA	35626
303 Fire Control I	IFSTA	35627
304 Fire Hose Basics	IFSTA	35629
305 Fire Streams	IFSTA	35630
308 Ladders I	IFSTA	35632
309 Ladders II	IFSTA	35633
319 Advanced Ventilation Techniques	IFSTA	35665
320 Fire Control 2	IFSTA	35652
321 Fire Hose Appliances	IFSTA	35654
322 Foam Fire Streams	IFSTA	35653
323 Overhaul Procedures	IFSTA	35657
324 Power Tool Operation and Safety	IFSTA	35656
325 Rescue	IFSTA	35655
326 Fire Alarm and Communications	IFSTA	35662
327 Building Construction	IFSTA	35659
328 Fire Cause Determination	IFSTA	35664
329 Fire Company Inspections	IFSTA	35661
330 Fire Prevention and Public Fire Education	IFSTA	35663
331 Sprinkler Systems	IFSTA	35660
332 Water Supplies	IFSTA	35658

<u>Applicable Fire Fighter I & II Training Publications</u>	<u>Source</u>	<u>Pub #</u>
Essentials of Fire Fighting (3 rd Edition)	IFSTA	35475
Essentials of Fire Fighting (4 th Edition)	IFSTA	36041

<u>Driver/Operator Series</u>	<u>Source</u>	<u>Video #</u>
333 Aerial Apparatus Maintenance	IFSTA	35452
334 Driving Techniques (Aerial Apparatus)	IFSTA	Title Only
335 Operating Telescoping & Articulating Equipment	IFSTA	Title Only
336 Positioning Aerial Apparatus	IFSTA	Title Only
337 Stabilizing Aerial Apparatus	IFSTA	35450
338 Maintenance & Inspection (Pumping Apparatus)	IFSTA	Title Only
339 Operating Fire Pumps	IFSTA	35410
340 Operating Emergency Vehicles	IFSTA	35408
341 Positioning Apparatus (Pumping Apparatus)	IFSTA	Title Only

Applicable Driver/Operator Training Publications

	<u>Source</u>	<u>Pub #</u>
Fire Department Aerial Apparatus	IFSTA	35422
Pumping Apparatus Driver Operator Handbook	IFSTA	36310

Infectious Disease Control

	<u>Source</u>	<u>Video/Wkbk #</u>
345 Why is Infection Control Necessary?	Silent War	Tape 1/Wkbk
346 Understanding Infection Control	Silent War	Tape 2/Wkbk
347 How to Stay Healthy and Survive	Silent War	Tape 3/Wkbk
348 Pre-arrival and On-Scene Control	Silent War	Tape 4/Wkbk
349 Post-Emergency Infection Control	Silent War	Tape 5/Wkbk
350 Exposure, Follow-Up & Confidentiality	Silent War	Tape 6/Wkbk

HazMat Series

	<u>Source</u>	<u>CDC Course #</u>
8500 HazMat Demo Test	N/A	N/A
8501 HazMat Awareness (Test "A")	ECI	47201
8502 HazMat Awareness (Test "B")	ECI	47201
8503 HazMat Operations Part 1 (Test "A")	ECI	47202
8504 HazMat Operations Part 2 (Test "A")	ECI	47202
8505 HazMat Operations Part 1 (Test "B")	ECI	47202
8506 HazMat Operations Part 2 (Test "B")	ECI	47202
8507 HazMat Technician Part 1 (Test "A")	ECI	47203
8508 HazMat Technician Part 2 (Test "A")	ECI	47203
8509 HazMat Technician Part 1 (Test "B")	ECI	47203
8510 HazMat Technician Part 2 (Test "B")	ECI	47203
8511 HazMat Incident Commander (Test "A")	ECI	47205
8512 HazMat Incident Commander (Test "B")	ECI	47205

Applicable HAZMAT Series Publications

	<u>Source</u>	<u>Pub #</u>
HazMat Awareness Student Study Guide	Support Material CD	N/A
HazMat Operations Student Study Guide	Support Material CD	N/A
HazMat Technician Student Study Guide	Support Material CD	N/A
HazMat Response Handbook (3rd Edition)	NFPA	
Current DOT Emergency Response Guidebook	DOT	P.5800.6
NFPA 1561, Incident Management System (2000 Edition)	NFPA	NFPA 1561

Specialized Training

	<u>Source</u>	<u>Reference</u>
351 Spirolite Breathing Apparatus 612530	AFCESA	Video
352 Liquid Propane Aircraft Fire Training Facility	AFCESA	CD or Video
8600 Confined Space Rescue	AFCESA	CD-ROM
8601 First Aid First Responder and CPR (Test A)	AFCESA	CD-ROM
8602 First Aid First Responder and CPR (Test B)	AFCESA	CD-ROM

<u>Certification Course Review Exercises</u>		<u>Source</u>	<u>CDC Course #s</u>
8518	Firefighter I	ECI	3E731 & G
8519	Firefighter II	ECI	3E751A & G
8522	Public Telecommunicator	ECI	10612 & G
8525	Driver Operator - Pumper	ECI	10023M & S
8526	Driver Operator - Pumper	ECI	10023 & G
8531	Driver Operator - Aerial	ECI	10024 & G
8535	Driver Operator - Tiller	ECI	10025 & G
8538	Driver Operator - ARFF	ECI	10027M & S
8539	Driver Operator - ARFF	ECI	10027 & G
8540	Driver Operator - Water Tender	ECI	10028 & G
8543	Airport Fire Fighter	ECI	3E751E & K
8545	Fire Officer I	ECI	10211 & G
8546	Fire Officer II	ECI	10212 & G
8549	Fire Officer II	ECI	57170E & K
8557	Fire Officer III	ECI	10213 & G
8559	Fire Officer IV	ECI	10214 & G
8550	Fire Service Instructor I	ECI	10411M & S
8551	Fire Service Instructor I	ECI	10411 & G
8553	Fire Service Instructor II	ECI	10412 & G
8555	Fire Service Instructor III	ECI	10413 & G
8561	Inspector I (Edit Code 01)	ECI	10311 & G
8563	Inspector II (Edit Code 01)	ECI	10312 & G
8565	Inspector III (Edit Code 01)	ECI	10313 & G
8568	Inspector I (Edit Code 02)	ECI	10311 & G
8569	Inspector II (Edit Code 02)	ECI	10312 & G
8570	Inspector III (Edit Code 02)	ECI	10313 & G

<u>Tests/Courses To Be Developed</u>		<u>Source</u>	<u>CDC Course #</u>
8571	Wildland Fire Fighter I	ECI	10511
8572	Wildland Fire Fighter II	ECI	10512

TEST SPECIFICATION INFORMATION

To maximize your effectiveness studying CDC course material or available specialized topics, we recommend that you print the Test Specs before you begin studying. This information is available for every test in the CerTest program.

- The **test title** (332-Foam Fire Streams) tells you the test number in CerTest and the topic being tested.
- The **criterion level** tells you the score you must achieve to successfully pass this test.
- The **notes section** provides the student with helpful notes concerning the reference material or videotape that was used to develop this test. For Certification Course Review Exercises, this information is very generic because we cannot tell you specifically where these test questions comes from.
- On the other hand, the **section, title, and presented questions section** provides you some very helpful information. The **section** number identifies the test section within the CerTest program this information pertains to. The **title** section tells you the topic (taken from a videotape or specified publication) or the CDC course-learning objective that is being tested. The **presented questions** section lets you know how many questions will appear on the test for that topic and/or learning objective. The following chart is a sample Test Spec printout.

Sample Test Specs

322 - Foam Fire Streams

Criterion: 80%

Notes: This test was developed from videotape #322, Foam Fire Streams, Essentials of Fire Fighting (3rd Edition) Chapter 10, and Essentials of Fire Fighting (4th Edition) Chapter 13.

Section	Title	Presented Questions
1	Foam Extinguishing and Prevention or LO 001	5
2	Foam Generation or LO 002	12
3	Types of Foam or LO 003 and 004	12
4	Assembling a Foam Fire Stream System or LO 005	4

Total: 33

Attachment 7

TEST SUMMARY INFORMATION

To maintain test security, CerTest does not provide specific test question feedback. However, just like previous CDC courses, CerTest does indicate the Learning Objective(s) (**LO**) that require further study. The following “Test Summary” information is designed to help students pinpoint the areas that require further study. Here's how you would use the following printout: Let's say you missed questions in Sections 2 and 3 of the HazMat Awareness test. To pinpoint the areas requiring further study, you'd refer to the HazMat Awareness CDC LO 002 (Definitions of Hazardous Materials) and LO 003 (Classes & Divisions). The **questions column** tells the student how many questions appeared on the test and the **correct column** tells the student how got correct from that section.

Sample Test Summary

Sample, Joe 125-65-5768
8501 - Awareness (Test A)

Test Date: 1 Jan 2003

Score: 94%

Criterion: 80%

REVIEW TRAINING STARTED _____ DUE COMPLETION _____ COMPLETED _____
REQUIRED _____
NOT REQUIRED _____

SUPERVISOR'S SIGNATURE

TRAINEE'S SIGNATURE

Section	Title	Questions	Correct
1	LO 001 – General	2	2
2	LO 002 - Definitions of Hazardous Materials	2	1
3	LO 003 - Classes & Divisions	10	8
4	LO 004 - HazMat vs., Other Emergencies	2	2
5	LO 005 – Occupancies & Locations	2	2
6	LO 006 - Container Shapes	2	2
7	LO 007 - Markings & Colors	2	2
8	LO 008 - NFPA 704	2	2
9	LO 009 - Where to Find MSDSs	2	2
10	LO 010 - MSDS & Shipping Paper Entries	3	3
11	LO 011 - Shipping Papers	2	2
12	LO 012 - Locations of Shipping Papers	2	2
13	LO 013 - Examples of Clues	2	2
14	LO 014 - Limitations of Using Senses	1	1
15	LO 015 - Criminal or Terrorist Targets	1	1
16	LO 016 - Indicators of Criminal/Terrorist Activity	1	1
17	LO 017 - Difficulties Determining Names	2	2
18	LO 018 - Sources for Obtaining Names in Transport	2	2
19	LO 019 - Sources for Obtaining Names in Facilities	1	1
20	LO 024 - Basic Precautions	2	2
21	LO 025 - Emergency Medical Care	1	1
22	LO 026 - Typical Ignition Sources	1	1
23	LO 027 - Harmful Effects of Hazardous Materials	1	1
24	LO 028 - Routes of Entry	2	2

Totals: 50 47

Attachment 8

SAMPLE CERTEST PROGRAM MANAGER APPOINTMENT LETTER

Fill in Date

MEMORANDUM FOR HQ AFCESA/CEXF

FROM: Provide Complete Mailing Address:

SUBJECT: CerTest Program Manager Appointment Letter

1. The following individuals are designated as CerTest program managers. I certify that all appointed CerTest program managers have read and understand the CerTest Procedural Guide.

Full Name	SSAN	Duty Phone #	Appointees Signature
Herr, Dan	125-65-5678	DSN 523-6321	_____
Smith, John J.	555-76-1234	DSN 523-6221	_____
Phillips, Mark E.	424-55-9876	DSN 523-6201	_____

2. This letter supersedes our previous letter dated (fill in the applicable date). If you have any questions, please contact (provide the POC's e-mail address, DSN and Commercial phone numbers).

Fire Chief or Readiness Flight Chief's
Signature Block and Signature
(No other signatures will be accepted)

Attachment 9

ABBREVIATIONS/TERMS EXPLAINED

DoD Administration Center. HQ AFCESA/CEXF located at Tyndall AFB FL is known as the DoD Administration Center. The Administration Center processes all certification requests is ultimately responsible for managing the entire DoD Fire Fighter Certification Program.

AFIADL. Air Force Institute for Advanced Distributed Learning (formerly, the Extension Course Institute). AFIADL publishes all Fire Fighter Certification Program correspondence courses and proctors/scores required written exams.

Base. Because this document has been written to include all branches of service and the Air Force Readiness Flight (formerly the disaster preparedness career field), the term base refers to a base, post, camp, or any activity participating in the DoD Fire Fighter Certification System.

CDC. Career Development Course. The CDC courses contain instructor guide sheets and a performance test supplement. The guide sheets have been developed for each NFPA objective and outline the NFPA standard objective/content and also provide a list of references for each training objective. The performance test criteria lists the task, condition, and attainment standard for each objective that is best demonstrated by actual performance.

CerTest. CerTest is an interactive computer-based program designed to test, evaluate, and certify a students knowledge of principles and procedures on various job related subjects.

CerTest Test Proctor. Someone who administers required computer-based tests and ensures that the test and its results are not compromised in any way. For tests that require a test proctor the proctor must stay in the testing room or be in a position to monitor/observe computer-based testing at all times.

CerTest Program Manager. The fire department training chief is normally the primary CerTest program manager in the fire station. Additionally, you're allowed to have an alternate representative on each shift for a total of three program managers. The Readiness Flight is also allowed to have up to three program managers.

IFSAC. International Fire Service Accreditation Congress. IFSAC is a peer driven organization that measures the level of professionalism of the fire service by accrediting entities that administer standardized written and/or manipulative examinations. These examinations are based on the national professional qualification standards that are published by the NFPA. IFSAC is located at Oklahoma State University.

IFSTA. International Fire Service Training Association. IFSTA's primary function is to publish and disseminate validated training text. As a secondary function, IFSTA researches, acquires, produces and markets high quality learning and teaching aids.

Attachment 10

NFPA. National Fire Protection Association. The NFPA's purpose is to promote the science and improve the methods of fire protection and prevention, electrical safety, and other related safety goals; to obtain and circulate information on these subjects; and to secure the cooperation of its members and the public in establishing proper safeguards against loss of life and property.

OSHA. Occupational Safety and Health Administration.

Pretests. Pretests are designed to evaluate current knowledge for a particular training area. When new students are logged into the CerTest system, the only tests available to them are pretests. Each pretest (if available) will provide a "training road map" showing an individual's strengths and weaknesses. A pretest can only be taken once and no score is given. Use the pretest results to develop an individualized student-training plan. Once developed, a student can begin learning the required material and prepare to take the posttests.

Posttests. Posttests are designed to measure and evaluate a student's knowledge on a specific topic or course.