

# Fire Fighter II

## Certification Procedure Guide



This Certification Procedure Guide reflects the requirements of:

**NFPA 1001: Standard for Fire Fighter Professional Qualifications, 2019 Edition**

# Introduction to Fire Fighter II Certification

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**FSTB Certification website:** <https://dps.iowa.gov/divisions/state-fire-marshal/fire-service-training/certification-accreditation>

**Certification Program email:** [fstbcert@dps.state.ia.us](mailto:fstbcert@dps.state.ia.us)

**FSTB Certification phone number:** 515-727-3447

Candidates wishing to attain national certification at the Fire Fighter II level through the Iowa Fire Service Training Bureau Certification System must start the process by submitting an Examination Registration Form along with the Registration Fee of \$50 due at the time of registration.

The form is available on the certification page of the FSTB website (link provided above) or you can click on the following links to go directly to the forms:

[Written Examination Registration Form](#)

[Practical Skills Examination Registration Form](#)

Each Registration Form (Written and Practical Skills) lists the designated regional sites where examinations are offered with the current schedule of examination locations and dates. Candidates are given twelve (12) months to complete each certification process. This time limit starts when the candidate takes their FIRST examination (written or practical skills) in this level.

Starting July 1, 2019 the initial Registration Fee of \$50 allows the candidate one (1) attempt to pass each component, written and practical skills, of the examination. If the candidate fails both the written and practical skills exams, they are charged \$50 to retake **EACH** examination again (i.e., must pay \$100 to take both exams again). If the candidate fails only one of the examinations (either written or practical skills), they are charged \$50 to retake the failed exam.

The FSTB stopped the process of allowing free retakes of examinations beginning on July 1, 2019. If the candidate started their certification process prior to July 1, 2019 then the candidate will be allowed to continue their process under the former rules until that process is exhausted (after completing the one free retake). If the candidate fails the free retake, then the candidate will pursue certification under the current rules.

Candidates will have two (2) attempts to pass each skill station during the practical exam. If the candidate fails both attempts at any skill station, this constitutes a practical exam failure for that specific certification level and the candidate will be responsible for notifying the FSTB of their desire to retake the Practical Skills Exam by registering for another scheduled examination site on the FSTB Certification web page. Candidates may not take the practical exam more than once per day.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for this certification process, the candidate will have to restart the process. All information and documentation relating to the previous certification attempt will be removed from the FSTB database.

Local Documentation Forms and/or Projects must be submitted and approved within the twelve (12) months from when the candidate starts the certification process for this level.

# Fire Fighter II - Certification Requirements

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## Prerequisites:

Candidates pursuing certification at the Fire Fighter II level must meet the following conditions:

1. Be a current member of a fire, emergency or rescue organization within the State of Iowa or enrolled in a Fire Science program within the Iowa College System. All candidates pursuing certification shall be at least 18 years of age.
2. Be certified to the HazMat Awareness & Operations level according to the NFPA 472 - Standard for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents or the NFPA 1072 - Standard for Hazardous Materials / Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications
3. Be certified to the Fire Fighter I level according to the NFPA 1001 - Standard for Fire Fighter Professional Qualifications

**An official picture ID (e.g., driver's license, state-issued identification card, military ID, etc.) must be presented for admittance to ANY written and practical examination.**

## Written Examination:

The Fire Fighter II written examination is based on Job Performance Requirements listed in NFPA 1001 - Standard for Fire Fighter Professional Qualifications, 2019 edition.

- The Fire Fighter II written examination contains 100 multiple choice questions.
- Candidates are required to score a minimum of 70% on the written examination. Candidates who fail the written examination are responsible for notifying the FSTB of their desire to retake the written examination by registering for another examination site and paying another registration fee of \$50. Candidates may not take the written examination more than once per day.
- The below chart shows the maximum time allowed for the written examinations based on the number of questions on the examination.

Number of Questions	Maximum Time Allowed
25	30 Minutes
50	60 Minutes
75	90 Minutes
100	120 Minutes



## **Practical Skills Examination:**

The Fire Fighter II practical skills examination is based on Job Performance Requirements listed in NFPA 1001 - *Standard for Fire Fighter Professional Qualifications*, 2019 edition.

- Practical skills are evaluated on a Pass / Fail basis determined by completing 100% of the skill steps.
- **Four (4)** skills will be randomly selected and evaluated for each examination site.
- Candidates are allowed two (2) attempts to pass each skill station. Candidates failing their first attempt will return to the designated staging area and upon availability, be evaluated on their second attempt by a different evaluator. Candidates who fail both attempts, constituting a failure of the practical skills examination, are responsible for notifying the FSTB of their desire to retake the practical skills examination by registering for another examination site and paying another registration fee of \$50. Candidates may not take the practical skills examination more than once per exam day.

## **Practical Skills Available for Evaluation:**

1. General Requirement: Incident Command Tasks and Communications
2. FD Communications: Complete a Basic Incident Report
3. Fireground Operations: Extinguish an Ignitable Liquid Fire
4. FD Communications: Communicate the Need for Team Assistance;  
Fireground Operations: Coordinate an Interior Attack
5. Fireground Operations: Control a Flammable Gas Cylinder Fire
6. Fireground Operations: Protect Evidence of Fire Cause and Origin
7. Rescue Operations: Extricate a Victim Entrapped in a Motor Vehicle
8. Rescue Operations: Assist Rescue Operation Teams
9. Preparedness and Maintenance: Maintain Power Plants, Power Tools, and Lighting Equipment
10. Preparedness and Maintenance: Perform an Annual Service Test on Fire Hose

## **Project:**

1. The Fire Fighter II Project is based on Job Performance Requirements 5.5.1, 5.5.2, and 5.5.3 listed in NFPA 1001 - *Standard for Fire Fighter Professional Qualifications*, 2019 edition. The candidate will prepare and submit a Pre-Incident Fire Plan and Fire Safety Survey and conduct a presentation of a Public Fire Education Lesson. Detailed instructions and associated documents associated with the Fire Fighter II Project are located at the end of this Procedures Guide.

## **Local Documentation Form:**

1. The candidate may submit the Local Documentation Form, signed by the Fire Chief, Training Officer or College Program Chair at ANY time during the one-year time frame AFTER their examination registration has been entered into the FSTB Certification database.

## **References / Textbooks:**

- IFSTA, *Essentials of Firefighting*, 7th Edition, 2018
- J&B, *Fundamentals of Fire Fighter Skills and Hazardous Materials Response*, 4<sup>th</sup> Edition, 2019

**Please keep a copy of all your certification documentation for your own records.**

# Fire Fighter II - Local Documentation Form

## NFPA 1001 - 2019

Candidate's Name: \_\_\_\_\_

Candidate's Fire Department or College: \_\_\_\_\_

FSTB ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

*(First 5 letters of last name & last 4 digits of SS #)*

### Local Documentation Requirements

**1. 29 CFR 1910.134(f) Respiratory Protection: Fit Testing:**

The candidate has been fit tested for their Self-Contained Breathing Apparatus (SCBA) facepiece within the past twelve (12) calendar months, in compliance with the above OSHA standard.

**2. NFPA 1001 - 2019, General Knowledge Requirements 5.1.1: Fire Department standard operating procedures (SOP) and rules and regulations as they apply to the Fire Fighter I; the value of fire and life safety initiatives in support of the fire department mission:**

The candidate has successfully demonstrated the ability to locate departmental SOPs and is knowledgeable of their contents; the candidate is aware of and knowledgeable of the 16 firefighter life safety initiatives.

**3. NFPA 1001 - 2019, General Knowledge Requirement 5.1 & 5.1.1:**

The candidate has received training in and is knowledgeable of the Incident Management System sections of ICS 200 and the role of the Fire Fighter II within the organization.

**This section is to be completed by the Fire Chief, Training Officer or College Program Chair**

I affirm that the candidate identified above has met the requirements listed in the above paragraph(s). All requirements have been successfully conducted and completed per local department protocol and procedures.

**Information listed above can be validated by a copy of the documents maintained by the department.**

\_\_\_\_\_  
Fire Chief / Training Chief / College Program Chair (**PRINT**)

\_\_\_\_\_  
Fire Chief / Training Chief / College Program Chair (**SIGNATURE**)

**CIRCLE ONE**

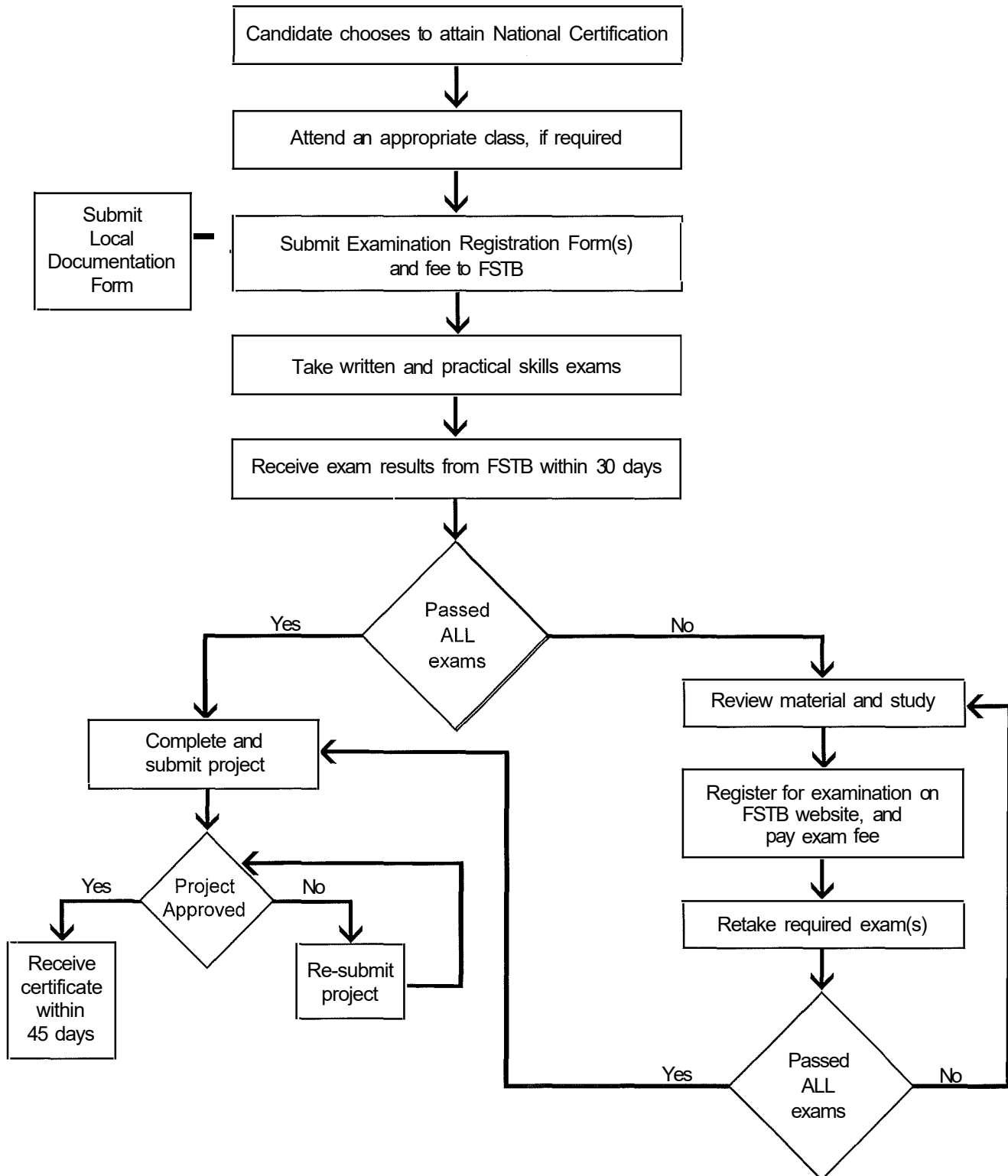
Date: \_\_\_\_\_ Fire Department or College: \_\_\_\_\_

Agency Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Once the candidate starts the certification process for this level, this form can be submitted at ANY time during the candidate's one-year time period to complete this certification.**

**Scan the completed document and email to: [fstbcert@dps.state.ia.us](mailto:fstbcert@dps.state.ia.us)**

## Certification Flow Chart for Firefighter I



**You have twelve (12) months to complete this process or you MUST start over.**

# Fire Fighter II - Project

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## DIRECTIONS:

1. You will prepare and submit a pre-incident fire plan and fire safety survey on a commercial or public building (e.g. bank, gas station, school). **You cannot use a fire station or EMS building.** This portion of the project has two objectives. First, you will need to prepare a pre-incident fire plan on the structure (forms included). Secondly, you will conduct a fire safety survey. While preparing these documents, you will need to keep both objectives (purposes) in mind. After completing the pre-incident fire plan, you will need to prepare a written report summarizing the results of the fire safety portion of the survey. A form has been included with this project package to use for the written report.

Complete the Pre Incident Survey Form for a commercial or public building in your fire department's jurisdiction. Complete all portions of the form. On the back of the form, include a sketch/drawing of the building including identification of utilities shut off locations and hazards that firefighters should be aware of should a fire occur in the building.

Any recognized fire flow formula may be used to calculate fire flow needs. Identify which formula was used to calculate fire flow in the space provided on the form.

Preplan forms used by your fire department may be substituted for the Pre Incident Survey Form, provided the substitute form contains the same information as the Pre Incident Survey Form. If local forms do not include all the information on the front of the Pre Incident Survey Form, you must complete the front of the Pre Incident Survey Form in addition to your local forms.

- 2 You will also need to present a public fire education lesson to members of your community. This public fire education lesson serves the purpose to teach a specific age group applicable knowledge or skills to better assist them with fire prevention or safety. You are to complete a public fire education lesson that shall target at least six (6) individuals and be at least thirty (30) minutes in length. The public fire education lesson must be documented on the form included in this project package along with submitting the PowerPoint and/ or Lesson Plan that was used during the education lesson. The witness can either be an adult member of the group or another member of the fire department that was present during the entire lesson.

The public fire education lesson should be an organized and scheduled event that follows the prepared PowerPoint and / or Lesson Plan. Examples include: extinguisher training at a business, fire safety practices for students at a school, or an organized station and apparatus tour for a group of visitors. Public fire education lessons that shall NOT be included are: open house events, undeveloped show and tell type events, or impromptu station tours.

**Once the candidate starts the certification process for this level, this project can be submitted at ANY time during the candidate's one-year time period to complete this certification.**

Scan the completed documents and email to: [fstbcert@dps.state.ia.us](mailto:fstbcert@dps.state.ia.us)

**Please keep a copy of all your certification documentation for your own records.**



**Iowa Fire Service Training Bureau  
PrePlan Information Sheet**



<b><u>Location Information:</u></b>					
Address:					
Business Name:					
Date of Visit:		Construction Date:			
Units Responding On Initial Response:					
<b><u>Structural Information:</u></b>					
Construction Class:		Roof Construction:			
Number of Stories:		Roof Coverings:			
Intended Use:					
Length:		Width:		Height:	
Fire Flow:		25% Involved:		75% Involved:	
		50% Involved:		100% Involved:	
<i>National Fire Academy Fire Flow Calculation or Iowa Fire Flow Formula ( circle one)</i>					
Structural Notes:					
<b><u>Fire Access Information:</u></b>					
Main Access:		Knox Box:			
Roof Access:		Alarm Panel:			
Lowest Access:		Annunciator Panel:			
Fire Access Notes:					
<b><u>Water Supply Information:</u></b>					
Hydrant #1 Location:					
Volume/GPM:		Pipe Diameter:		Hydrant Status:	
Hydrant #2 Location:					
Volume/GPM:		Pipe Diameter:		Hydrant Status:	
Water Supply Notes:					
<b><u>Fire Protection and Utilities Information:</u></b>					
Sprinklers:		Gas Shutoff:			
FDC:		Electrical Shutoff:			
Standpipe System:		Water Shutoff:			
Protection Notes:					
Utilities Notes:					



Hazardous Materials Information For Quantities Greater Than 55 Gallons or 100 LBS:			
Product:		Quantity:	
UN ID #:		Reactive:	
Location:			
Notes:			
Product:		Quantity:	
UN ID #:		Reactive:	
Location:			
Notes:			
<b>Notes:</b>			
Fire Behavior Prediction:			
Strategy:			
Problems Anticipated:			
<b>Contact Information:</b>			
Name:		Position/Title:	
Primary Number:		Secondary Number:	
Name:		Position/Title:	
Primary Number:		Secondary Number:	

Candidate Name: \_\_\_\_\_

FSTB ID#: \_\_\_\_\_

**Iowa Fire Service Training Bureau**  
**PrePlan Information Sheet**



<b>Location Information:</b>	
<b>Address:</b>	
<b>Business Name:</b>	

<b>Preplan • Building Sketch</b>
<b>Draw and Label Building Layout, Mechanical Locations, Exits, and other Useful Information</b>
<b>Use Common Symbols Located On Essential 6th Edition, Page 1259</b>
<div data-bbox="1175 617 1328 756" data-label="Image"> </div>
<b>Symbol Key:</b>



# Common Map Symbols

## FIRE PROTECTION

	Fire Department Connection
	Automatic Sprinklers throughout contiguous sections of single risk
	Automatic Sprinklers all floors of building
	Automatic Sprinklers in part of building only (note under symbol indicates protected portion of building)
	Not Sprinklered
	Automatic Chemical Sprinklers
	Chemical Sprinklers in part of building only (note under symbol indicates protected portion of building)
	Vertical Pipe or StandPipe
	Automatic Fire Alarm
	Water Tank
	Fire Escape
	Fire Alarm Box
	Single Hydrant
	Double Hydrant
	Triple Hydrant
	Quadruple Hydrant of the High Pressure Fire Service
	Water Pipes of the High Pressure Service
	Water Pipes of the High Pressure Service as shown on Key Map
	Public Water Service
	Private Water Service

	Fire Detection System - label type
	Alarm gong, with hood
	Sprinkler riser (size indicated)

## VERTICAL OPENINGS

	Skylight lighting top story only
	Skylight lighting 3 stories
	Skylight with wired glass in metal sash
	Open elevator
	Frame enclosed elevator
	Frame enclosed elevator with traps
	Frame enclosed elevator with self-closing traps
	Concrete block enclosed elevator with traps
	Tile enclosed elevator with self-closing traps
	Brick enclosed elevator with wired glass door
	Open hoist
	Hoist with traps
	Open hoist basement 1st
	Stairs

## MISCELLANEOUS

	Number of stories
	Height in feet
	Composition roof covering

	Parapet 6 inches above roof
	Frame cornice
	Parapet 12 inches above roof
	Parapet 24 inches above roof
	Occupied by warehouse
	Metal, slate, tile or asbestos Shingle roof covering
	Parapet 48 inches above roof
	2 stories and basement
	1st floor occupied by store
	2 residential units above 1st
	Auto in basement
	Drive or passageway
	Wood shingle roof
	Iron chimney
	Iron chimney (with spark arrestor)
	Vertical steam boiler
	Horizontal steam boiler
	Width of street between block lines, not curb lines
	Ground elevation
	House numbers nearest to buildings are official or actually up on buildings. Old house numbers are farthest from buildings
	Brick chimney
	Gasoline tank
	Fire pump

## COLOR CODE FOR CONSTRUCTION

Materials for Walls
Brown- Fire-resistive protected steel
Red-Brick, hollow tile
Yellow-Frame—wood, stucco
Blue-Concrete, stone or hollow concrete block
Gray-Noncombustible unprotected steel

# Fire Safety Survey - Written Report Form

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Business Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Building Owner (If different from occupant) \_\_\_\_\_ Phone: \_\_\_\_\_

Firefighter conducting inspection: \_\_\_\_\_

*Please place additional comments and recommendations on back*

## Housekeeping

Comments: \_\_\_\_\_

\_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

## Exits and Means of Egress

Comments: \_\_\_\_\_

\_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

## Fire Protection Systems, Extinguishers, and Detection/Alarm systems

Comments: \_\_\_\_\_

\_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

## Structural related items (fire walls, enclosures, general building conditions, etc.)

Comments: \_\_\_\_\_

\_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_



**Electrical and other Utilities**

Comments: \_\_\_\_\_

\_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

**Other items of importance**

Comments: \_\_\_\_\_

\_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

**Additional Comments and Recommendations**

Category: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Re-Inspection Date (if applicable)**

\_\_\_\_\_  
**Firefighter's Signature**

**FSTB ID#** \_\_\_\_\_

# Public Fire Education Lesson Report

*Use this form to report the Public Education lesson presentation*

Candidate's Name: \_\_\_\_\_ FSTB ID# \_\_\_\_\_

Fire Department: \_\_\_\_\_

Lesson Title (subject taught in lesson): \_\_\_\_\_

Length: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Participants (do not include Firefighter or Emergency Responders) \_\_\_\_\_

What was the age group of the participants (circle one):

Preschool

Grade School

Middle/Jr. High

High School

Adults

Other (specify) \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Witness Printed Name: \_\_\_\_\_

*Please attach Power Point Presentation or Lesson Plan used.*

Candidate Name: \_\_\_\_\_ FSTB ID#: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Date Evaluated: \_\_\_\_\_

No.	Fire Fighter II Project Evaluation Checklist	Pass	Fail
	Perform a fire safety survey in an occupied structure so that fire and life safety hazards are identified, recommendations for their correction are made to the occupant, and unresolved issues are referred to the proper authority. <b>(JPR 5.5.1)</b>		
1.	Candidate completed a fire safety survey for an occupied structure that was clear to understand and identified fire and life safety hazards. The survey also included recommendations for hazard correction to the occupant and identified that upon re-inspection (if needed), unresolved issues were referred to the proper authorities. <b>** PLEASE SUBMIT A COPY OF THE COMPLETED FIRE SAFETY SURVEY **</b>		
	_____ _____ _____ _____ _____		
	Prepare a pre-incident survey so that all required occupancy information is recorded, items of concern are noted, and accurate sketches or diagrams are prepared. <b>(JPR 5.5.3)</b>		
2.	Candidate prepared a Pre-Incident Survey on the included forms that was clear to understand. The survey included all required occupancy information and any items of concern were properly noted. A legible sketch/diagram of the occupancy was included identified required items and utilized the required symbols <b>** PLEASE SUBMIT A COPY OF THE COMPLETED 2 PAGE PRE-INCIDENT FIRE PLAN AND SKETCH/DIAGRAM **</b>		
	_____ _____ _____ _____ _____		
	Present fire safety information to station visitors or small groups, given prepared materials, so that all information is presented, the information is accurate, and questions are answered or referred. <b>(JPR 5.5.2)</b>		
3.	Candidate prepared and presented a fire safety presentation to station visitors or a small group of at least 6 people. The presentation was at least 30 minutes in duration and documented on the Public Fire Education Lesson Report. <b>** PLEASE SUBMIT A COPY OF THE COMPLETED REPORT AND THE POWERPOINT PRESENTATION OR LESSON PLAN UTILIZED **</b>		
	_____ _____ _____ _____ _____		