ALL CERTIFICATION APPLICATIONS MUST BE TYPED

PENNSYLVANIA VOLUNTARY FIRE SERVICE CERTIFICATION PROGRAM

NEW EVALUATOR APPLICATION PACKET

MUST USE YOUR LEGAL NAME AS SHOWN ON GOVERNMENT ISSUED ID

FEMA Student Identification Number (FEMA SID#): To register or view your FEMA SID, go to https://cdp.dhs.gov/FEMASID	*Enter your 10-digit FEMA SID#*

Last Name | First Name | M.I. | Suffix | SSN# (last 4 digits only)

Mailing Address | City | State | Zip Code | County

Date of Birth | Primary Phone | Alternate Phone | Email Address

Affiliation (Fire Dept./Organization) | Title/Rank | Date Hired/Joined

Fire Dept/Organization Address | City | State | Zip Code | County

You **MUST** be ProBoard or IFSAC certified at the appropriate level prior to evaluating a candidate for certification.
Check all the apply and attach a legible copy of your certification certificate(s).

_____ Fire Fighter I
_____ Fire Fighter II
_____ Fire Officer I
_____ Fire Officer II
_____ Fire & Emergency Services Instructor I
_____ Fire & Emergency Services Instructor II
_____ Airport Fire Fighter
_____ Fire Inspector I
_____ Fire Investigator
_____ Fire & Public Educator I or II
_____ Incident Safety Officer
_____ Facility Fire Brigade - Incipient
_____ Facility Fire Brigade - Advance Exterior
_____ Driver/Operator- Pumper
_____ Driver/Operator- Aerial
_____ Driver/Operator- Aerial Tiller
_____ Driver/Operator- Mobile Water
_____ HAZMAT Operations – Core, PPE, PC
_____ HAZMAT Operations – Mission Specifics
_____ HMO-MS Level _____
_____ Hazardous Materials Technician
_____ Hazardous Materials Incident Commander
_____ Rescue Tech – Confined Space
_____ Rescue Tech – Rope Rescue
_____ Rescue Tech – Structural Collapse
_____ Rescue Tech – Trench Rescue
_____ Rescue Tech – Surface/Swift Water
_____ Rescue Tech – Common Passenger Vehicle
_____ Rescue Tech – Heavy Vehicle
_____ Traffic Incident Management Personnel
_____ Youth Firesetter Specialist or Program Manager
_____ Other _____

By signing and dating this document, I certify that the information contained in this application and any attachments is accurate and complete to the best of my knowledge and submitted as true and correct in accordance with the OSFC/PSFA certification testing policy and in accordance with Pennsylvania Crimes Code18 Pa C.S. 4904, relating to unsworn falsifications to authorities.

_____ _____
Name of Evaluator Applicant (please print or type) Date

_____
Signature of Evaluator Applicant

Chapter 77, Section 7713 of Title 35 Health and Safety, Part V of the Pennsylvania Emergency Management Services Code reads:

"A person convicted of violating 18 Pa. C. S. § 3301 (relating to arson and related offenses) or any similar offense under Federal or State law shall be prohibited from serving as a firefighter in this Commonwealth and shall be prohibited from being certified as a firefighter under Subchapter F of Chapter 73 (relating to State Fire Commissioner)."

All individuals applying for certification testing must provide documentation of a background check. Proof of a non-conviction MUST consist of *either* of the following:

1. An official criminal history record check obtained pursuant to Chapter 91 (relating to criminal history record information) indicating no arson convictions.

OR

2. By dating and signing the following statement by the person swearing to the following:

"I have never been convicted of an offense that constitutes the crime of "arson and related offenses" under 18 Pa. C.S 3301 or any similar offense under any Federal or State law. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to penalties prescribed by law, including, but not limited to, a fine of at least $1,000.00"

_____ _____
Name of Evaluator Applicant (please print or type) Date

_____
Signature of Evaluator Applicant

CERTIFICATION EVALUATOR FUNCTIONAL POSITION DESCRIPTION

INTRODUCTION

The following position description is for a certification evaluator. This document identifies the minimum qualifications, competencies, and tasks expected of a certification evaluator.

QUALIFICATIONS FOR CERTIFICATION EVALUATOR

To qualify as an evaluator, at minimum, the applicant shall:

1. Meet minimum entry requirements to include:
    a. being certified at the level intending to evaluate;
    b. having at minimum five years' experience from/beyond 18 years of age in applicable emergency services work or in the specialty area to be evaluated (i.e., rescue, HAZMAT, etc.);
    c. successful completion of the PSFA New Evaluator Training Program;
    d. serving as an apprentice evaluator at an approved test site;
    e. successful completion of the apprentice evaluator program;
    f. application to and being accepted for employment at an approved test site.
2. Meeting annual requirements (i.e., attend an annual workshop/update program, HAZMAT training);
3. Having a working knowledge of the current, applicable NFPA Job Performance Requirements (JPR's) for the level of certification the individual wants to evaluate;
4. Maintaining a level of proficiency with the language of applicable NFPA Standards for the level of certification evaluating.
5. Maintains proficiency in methods/techniques/processes used in skill(s) performance as provided in nationally approved, published curriculums.

COMPETENCIES

The certification evaluator must demonstrate proficiency and competency in the performance of the job duties and evaluate test candidates objectively in accordance with the objectives of the PA Fire Service Certification Program to include:

1. Effectively communicating verbally with personnel via face-to-face, radio, and/or telecommunications mediums, and in written form using the English language;
2. Adequately hearing and comprehending information provided by candidates, evaluators, and test administration team members, and for sounds common to the emergency scene;
3. Lifting, carrying and balancing any / all equipment required for all levels tested at the site.
4. Reading, writing, and comprehending the English language;
5. Documenting all relevant information in a prescribed format;
6. Demonstrating manual dexterity and fine motor skills, with the ability to perform all tasks related to the functions of the station being evaluated;
7. Bending, stooping, crawling, and walking on uneven surfaces;
8. Meeting minimum vision requirements to operate a motor vehicle within the Commonwealth.

DESCRIPTION OF TASKS

1. Shall establish and maintain a professional candidate/evaluator relationship to create a positive testing environment for all participants.
2. Shall foster and support the diversity of each candidate and treat all participants with equal respect.
3. Shall promote an environment free from any type of harassment or discrimination based on any reason, including, but not limited to, that person's race, gender, creed, color, sexual orientation, gender identity, or expression.
4. Shall not use profane or abusive language towards any participant during testing.
5. Shall not be under the influence of illicit drugs or alcohol during any portion of the testing.
6. Shall maintain each candidate's right to privacy and confidentiality.
7. Shall not intentionally expose the student to embarrassment or disparagement.
8. Shall make reasonable effort to protect the candidate from physical conditions harmful to the testing environment or all participants' health and safety.
9. Shall function alone or as a member of a multi-person evaluation team while working in various environmental conditions such as extreme heat, cold, damp, or lighted or dark work areas while performing in situations that may regularly create stress and tension.
10. Shall observe and evaluate each candidate individually and objectively based on their performance while performing all the tasks competently and safely.
11. Shall properly and accurately complete all paperwork to reflect the candidate's skill performance;
12. Shall communicate both verbally and in writing with clear and concise messages and/or directions.
13. Shall assist the test site with setup and tear down of skill stations, which will require lifting, carrying, and transporting equipment;
14. Shall attend annual evaluator workshops, refresher training programs, or continuing education programs as required by the PSFA, employer, or certifying agency;
15. Shall abide by and enforces all policy, procedures, and administrative directives as established by the OSFC/PSFA;
16. Shall meet the minimum qualifications as outlined in the functional position description for an evaluator.

By dating and signing this document, I acknowledge I read and understand the evaluator requirements as contained in this functional position description. I further understand I must follow all policies and procedures set forth by the Office of the State Fire Commissioner / PA State Fire Academy.

_____ _____
Name of Evaluator Applicant (please print or type) Date

_____
Signature of Evaluator Applicant

Hazardous Materials Training

Hazmat evaluators must provide proof of current annual refresher at the First Responder Operations level in accordance with NFPA 470 "*Hazardous Materials/Weapons of Mass Destruction Standard for Responders, 2022 Edition'*, Chapter 6 (Competencies for Hazardous Materials/WMD Operations Level Responders and Chapter 8, section 8.2 (PPE) and 8.6 (Product Control)) Mission Specific Competencies:

Attach a copy of one of the following recognized certificates (Jones & Bartlett or IFSTA curriculum).

☐ Hazardous Materials Operations Level **OR**

☐ Hazardous Materials Operations Level Annual Refresher **OR**

☑ Hazardous Materials Operations Level Responder National Certification (ProBoard or IFSAC)

NOTE: *Training and/or Certification certificate must be dated within one (1) year of the date of application. If certification is greater than one (1) year you must show proof of completion of a current refresher training course.*

Evaluator Policy Acknowledgement

My signature below indicates I have received a copy of the Pennsylvania Fire Service Voluntary Certification Program Administrative Manual, Section 10, Certification Evaluators.

By dating and signing this document, I acknowledge I have read, understand, and agree to comply with the evaluator policies and requirements as outlined in the Pennsylvania Fire Service Voluntary Certification Program Administrative Manual, Section 10, Certification Evaluators. I further understand I must follow all policies and procedures set forth by the Office of the State Fire Commissioner / PA State Fire Academy.

I acknowledge that my evaluator credentials may be permanently revoked at any time for any violation of the certification program policies and procedures.

_____ _____
Name of Evaluator Applicant (please print or type) Date

_____
Signature of Evaluator Applicant

RETURN COMPLETED APPLICATION TO THE PA STATE FIRE ACADEMY

ADMINISTRATIVE USE ONLY		
NETP Instructor/Presenter	Location	Date
Date Application Received:	Application Approved By:	Date