Driver/Operator: Pumper and Aerial National Certification

Certification Preparation Guide

Referenced to:

NFPA 1002, 2017 Edition

IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015

Updated 8/21

This Study Guide is provided at no cost to the user by the Kansas Fire & Rescue Training Institute as a service to the fire fighters of Kansas.

KANSAS FIRE & RESCUE TRAINING INSTITUTE
The University of Kansas

Dear Certification Candidate,

Welcome to the National Fire Fighter Certification Program! Congratulations on completing your course of study and preparation for the National Certification process. You are embarking on a journey that will prepare you to better serve your community. Furthering your firefighting education is one of the best ways ensure that you, your coworkers, and your community are safe. You've done a good job so far. Good luck on your exams!

The Kansas Fire & Rescue Training Institute is accredited by the International Fire Service Accreditation Congress (IFSAC) and by the National Board on Fire Service Professional Qualifications (NBFSPQ - also known as "Pro Board"). These accreditation agencies establish rules and standards to follow in the administration, recordkeeping, and providing of National Certification for the fire service. Through this accreditation, Kansas Fire & Rescue Training Institute is authorized to issue accredited National Certifications to individuals meeting the requirements of selected national standards.

Kansas Fire & Rescue Training Institute's role in the process is to maintain exam materials and provide a fair and accessible system of administering certification exams.

This National Certification Preparation Guide was specifically designed to help you prepare for the testing process ahead. This guide gives reading references for the written exam and the skills exam but please remember that you should read all the materials provided in your course and you may need to read the material more than once. The National Certification process will assess your ability to analyze information, think critically, and apply this knowledge in the performance of practical skills. All exam material is developed according to the Job Performance Requirements (JPRs) found in NFPA 1002, 2017. When in doubt, always go back to the Standard.

Good luck,

KFRTI Staff

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National Certification

National Certification is a professional credential that verifies your proficiency in the level to which you were/are certified. National Certifications earned in Kansas do not expire. If you are moving to another state, you should contact the certification entity in that state to find out if your National Certification from Kansas is recognized in that state.

Certification Program Mission

This mission of the National Certification Program is to maintain an accredited system for Kansas fire service members to earn National Fire Service Certification professional credentials.

Certification Program Values and Principles

In the conduct of this program, the Kansas Fire & Rescue Training Institute uses the values listed below to guide our professional conduct; they form the foundations and parameters of this program.

- We hold in high regard honesty and integrity in ourselves and those we serve.
- Kindness and professionalism guide our instructors and our evaluators.
- We respect the fire and emergency service and those who serve in it.
- Transparency of our system, processes, and policies is paramount.
- The certification standards drive fair evaluation and testing.
- We value our role as the provider and protector of the national certification program's credibility.

Academic Accommodation

KU provides accommodations for certification candidates in compliance with the Americans with Disabilities Act. Documentation of the diagnosis from a qualified professional, and a request for accommodation, should be submitted in writing to the Kansas Fire & Rescue Training Institute Certification Manager at least two weeks prior to the exam. The submitted documentation will help KFRTI identify appropriate accommodations. The two-week advanced notice/request allows the Institute to assemble the resources necessary for the accommodation.

Academic Integrity

We hold staff (including part-time) and certification candidates to identical ethical standards. We expect professional behavior at all times. Any incident of academic misconduct by a candidate will invalidate their exam results, forfeit their certification fee, and may subject them to suspension from the certification process for one year.

Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and/or other actions that may improperly affect the evaluation of a candidate or assisting others in any such act.

Our policy on academic misconduct is that of "zero tolerance."

How to Use the Certification Preparation Guide

This National Certification Preparation Guide is specifically designed to help you prepare for the testing process ahead. This guide provides NFPA JPR and reading references for the written exam and the skills exam.

We have included all administrative forms needed by our office to complete your certification. Please complete all forms in appendix A and bring them with you to the test site. We have also included instructions for creating a profile in our system, registering for your exam, and checking your exam results. Please see appendix B for these instructions.

We have included information in this guide that will help you achieve the professional credential that is Fire Service National Certification. There are a few key elements in preparing for the National Certification Exam. You should take some time between the end of your course and the certification exam to focus on studying for the exam. You should use this Preparation Guide to help focus on the requirements of the National Standard and your study time.

STEP 1: Complete all forms in appendix A. Don't forget to have your Chief or Training Director sign the appropriate forms.

STEP 2: Follow instructions in Appendix B to register for your exam.

STEP 3: Review the Reading Reference pages and Skill Evaluation sheets in this Certification Guide.

- The Reading Reference pages are arranged by Job Performance Requirements (JPRs), which are determined by the correlating NFPA standard.
- Take note of the Instructions to the Candidate (grey boxes) on each Skill Sheet. These are the instructions that the evaluator will give to you in each station before you test.
- Skills sheet references take you back to the reference manual to explain the skill. You will be graded only on those items listed on the skill evaluation sheets. Use these in your practice and exam preparations.

STEP 4: Read & Review, Read & Review, Read & Review, and Practice, Practice, Practice!

- Don't practice until you do it right; *practice until you can't do it wrong!*

STEP 5: Get a good night's rest before the exam.

- You can be tired in any of three ways: Mentally, Physically, and Emotionally. If you are tired in any of these ways, it will make you tired in ALL of them.
- Save the party for after the exam…get a good night's rest...eat a good breakfast (if you test in the morning)…easy on the sugar and caffeine…and relax!

GOOD LUCK!

Note:

If you are exploring National Certification and haven't taken a course specifically for the level of certification you are seeking, we STRONGLY suggest that you start the process by taking a course. Under certain circumstances, you may challenge some certification exams. Persons who take a course first do much better on the exam. Contact the Kansas Fire & Rescue Training Institute for more information.

National Certification Application & Processes

Steps for Driver/Operator

Prerequisites:	All candidates are required to have certified for NFPA 1001, Firefighter I prior to completing NFPA 1002, Driver/Operator National Certification. Certifications from other entities will be evaluated for reciprocity as per the KFRTI's Reciprocity policy.
Application:	Applications are required before testing. Please see appendix A.
Registration for Exams:	Pre-registration is required. Go to the KFRTI online registration point to register and pay certification fee. Instructions can be found in Appendix B. (https://www.enrole.com/kupce/jsp/index.jsp?categoryId=10019)
Certification Fees:	Certification fees must be paid before the exam date. Individuals are required to pay fees on-line when registering for an exam. *(Organizations may request to be billed; this billing process requires a Department Billing form from that organization stating each candidate's name. To arrange billing, call the KFRTI at 1-866-804-8841. Billing cannot be processed online.)*
Number of Attempts:	Candidates are allowed two attempts per exam per application, and all testing elements must be completed within one year of the first testing activity. Additional testing requires a new application and fee.
Picture I.D. Required:	A government issued photo I.D. is required at the exam site.

What if I Fail the Exam?

Failure of any required component (not submitting a signed Local verification form, less than 70% on the written exam or less than 100% on the skills exam) constitutes a failed attempt.

a. Candidates may retest on any component of the exam (written, or skills exams) and resubmit an incomplete verification form.
b. Candidates must register to take a re-test at another exam site. No walk-in testing is allowed. To register for a re-test, call the Institute at (toll free) 866-804-8841.
c. Candidates are allowed two (2) attempts at the exam. If a candidate fails the exam twice and wishes to take the exam again, a new certification fee payment is required. The new fee will allow the candidate two more attempts at the exam.
d. The Institute strongly recommends that candidates study and/or seek additional training before attempting the exam for a third attempt.

Time to Complete Certification

Candidates have one year from the date of their first testing action to complete their certification. Written and skills testing and re-testing, verification forms, and all other requirements must be completed within that year. Failure to complete the certification within that year will invalidate all previous testing and the candidate will be required to submit a new application, new certification fee payment, and new verification forms. The candidate must also re-test and pass the written and skills exams before being granted national certification.

Driver/Operator - Steps to Certification

- Complete Driver/Operator coursework and prepare for the exam.
- Create Profile in KU system. This will allow you to register for courses and exams, view exam results online, print course completions and transcripts, prints copies of your certifications. (please see Appendix B for instructions for setting up a profile)
- Choose testing location. Driver Operator Certification requires a 100-question written exam and a hands-on skills exam. Written Exam s may be taken at scheduled test sites throughout the state. In addition, written exams may be taken at the KFRTI office in Lawrence. Hands-on Driver Operator skills exams must be scheduled by calling the KFRTI office at 785-864-9194. You can find a list of scheduled exam sites at https://kupce.ku.edu/kufire-fire fighter-certification
- Register on-line and pay exam fee. Registration must be completed prior to the exam date. On-site registration is not allowed.
- Complete necessary forms – forms *MUST* be turned in to Exam Site Coordinator on the day of testing.
    - National Certification Application Form – if you are registering for more than one level at this exam site you need only submit one application, please check all levels you are seeking.
    - Driver Operator : Pumper/Aerial Local Verification Form - *MUST be signed by Fire Chief, Training Chief or Program Director.*
- Take written exam
- Take hands-on skills exam
- All exam results will be posted in your student record 10-20 working days after exam. Instructions for checking exam results on-line can be found in Appendix B. You will receive exam results by mail in 15-20 working days after exam.
- If you do not pass any portion of the certification exam you may register for a retest by calling KFRTI at 866-804-8841 (toll free). Written retests may be taken at the KFRTI offices in Lawrence or at a scheduled exam site. Skills exam retests must be scheduled through the KFRTI office. You MAY NOT register for a retest on-line.

Kansas Fire & Rescue Training Institute's National Certification Requirements for Driver/Operator

Pumper/Aerial Local Verification Form:

This form verifies requirements that cannot be tested on a written exam and requirements of the standard that are based on local fire department/organization practices and policies.

This form documents:

1. Driver's license.

The candidate has the appropriate class of driver's license (and appropriate endorsements, if applicable) per department requirements and is authorized by the undersigned to operate the vehicle(s) used during the test.

2. NFPA 1002 – 2017, JPR 4.2.2, Document Routine Tests, Inspections, and Servicing Functions:

The candidate has successfully demonstrated the ability to complete all required documentation relating to routine tests, inspections, and servicing functions of department pumpers/aerials per department protocols and procedures.

3. NFPA 1002 – 2017, JPR 4.3.1, Operate a Fire Department Vehicle Under Adverse Environmental Conditions: The candidate has successfully demonstrated the ability to successfully drive a department pumper/aerial under adverse environmental or driving surface conditions.

4. NFPA 1002 – 2017, JPR 4.3.6, Operate Fire Department Vehicle Using Defensive Driving Techniques Under Emergency Conditions: The candidate has successfully demonstrated the ability to safely and successfully drive a department pumper/aerial including, but not limited to, the ability to operate passenger restraint devices; maintain safe following distances; maintain control of vehicle while accelerating, decelerating, and turning; operate the vehicle under adverse environmental or surface conditions; and use automotive gauges and controls, all while operating under emergency conditions (i.e., "lights and sirens").

Any incomplete or unsigned verification form submitted by candidates will be returned for corrections or additional information. Corrected forms must be returned to the Institute to receive credit.

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Written Exam Study Pages
(Test questions are taken from these pages)

General Requirements Study Pages

Section Subject & NFPA 1002, (Chapter 4) JPR Number	Reading/Study Pages
IFSTA Edition 3 Addendum	Pages: A5-A65
4.2.1 Performing Visual and Operational Checks	Pages: 29-30, 36-48, 582-585, 588-604
4.2.2 Documenting Visual and Operational	Pages: 29-30, 36-41, 44-45, 48, 515-530, 582-585,
Checks 4.3.1 Operating a Fire Apparatus	588-604 Pages: 83-112, 118-119
4.3.2 Backing a Vehicle from a Roadway	Pages: 100-104, 113-116, 118-119
4.3.3 Maneuver a Vehicle around Obstructions	Pages: 100-104, 113-116, 118-119
4.3.4 Turn a Fire Apparatus 180 degrees	Pages: 100-104, 113-116, 118-119
4.3.5 Maneuver a Fire Apparatus in Restricted Areas	Pages: 100-104, 118-119
4.3.6 Operate Vehicle Using Defensive Driving	Pages: 83-93, 96-112, 113-116, 118-119
4.3.7 Operate all Fixed Systems and Vehicle Equipment	Pages: 40-41, 566-581

Pumper Study Pages

Section Subject & NFPA 1002, (Chapter 5) JPR Number	Reading/Study Pages
5.1.1 General Knowledge Requirements	Pages: 29-30, 48, 336-351, 366, 506, 515-530
5.1.2 Perform Visual and Operational Checks	Pages: 29-32, 35-49, 52-75, 515-530
5.2.1 Respond Apparatus to an Emergency Scene	Pages: 136-141, 178-181, 188-189, 193-204, 210, 218-219, 222-272, 281-282, 287-289, 295-296, 298-329, 352, 403-407, 410-418
5.2.2 Establish and Operate in Work Areas	Pages: 141-146, 178-181, 188-189, 211-214, 218-219, 283-284, 28-289, 296-298, 307-329, 352-362, 425-436
5.2.3 Connect FD Pumper to Water Supply	Pages: 141-146, 480-494, 502-506, 508-509
5.2.4 Produce Effective Hand or Master Streams	Pages: 137, 141, 214-218, 362-366
5.2.5 Pump a Supply Line of 2 ½ in. or Larger Hose	Pages: 141-146, 410-420
5.2.6 Produce a Foam Fire Stream	Pages: 479-509
5.2.7 Supply Water to Sprinkler & Standpipe Systems	Pages: 137, 362-366

Cumulative Pumper Reading Pages

Pages: 29-32, 35-49, 52-75, 83-116, 118-119, 136-146, 178-181, 188-189, 193-204, 210, 211-219, 222-272, 281-284, 287-289, 295-329, 336-366, 403-407, 410-420, 425-436, 479-509. 515-530, 566-585, 588-604

Aerial Study Pages

Section Subject & NFPA 1002, (Chapter 6) JPR Number	Reading/Study Pages
6.1.1 Perform visual and operational checks	Pages: 546-550, 562-566, 572-573, 592-604
6.2.1 Maneuver and position an aerial apparatus	Pages: 610-635, 642-661, 691-697
6.2.3 Maneuver & position the aerial device from each control station	Pages: 543-577,616-619, 678-696, 703-713, 721, 736-748
6.2.4 Lower aerial device using the emergency operating system	Pages: 543-577, 616-619, 678-686, 696-697, 714
6.2.5 Deploy and operate an elevated master stream	Pages: 681-682, 738-744, 750-752

Cumulative Aerial Reading Pages

Pages: 29-32, 35-49, 83-116, 118-119, 515-530, 543-577, 562-585, 588-604, 610-635, 642-661, 678-697, 703-714, 721, 736-748, 750-752

Reading Reference/Text

The Driver/Operator exam is referenced to: *IFSTA Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd Edition with NFPA 1006, 2017 Addendum.*

National Standard test is based on: *NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 2017 Edition*

Section Subject/Skill & NFPA 1002, (Chapter 4) JPR Number	IFSTA/KFRTI Skills Sheets	Certification Skills Evaluation Sheets
4.2.1 Performing Visual and Operational Checks	IFSTA 2-2 IFSTA 2-3 IFSTA 2-4 IFSTA 2-5 IFSTA 2-7 IFSTA 2-8	KFRTI Skill Evaluation Sheet 1-P
4.2.2 Documenting Visual and Operational Checks	IFSTA 2-2 IFSTA 2-3 IFSTA 2-4 IFSTA 2-5 IFSTA 2-7 IFSTA 2-8	KFRTI Skill Evaluation Sheet 1-P
4.3.1 Operating a Fire Apparatus	IFSTA 3-1 IFSTA 3-2 IFSTA 3-4 IFSTA 3-5	KFRTI Skill Evaluation Sheet 2-P
4.3.2 Backing a Vehicle From a Roadway	IFSTA 3-1 IFSTA 3-2 IFSTA 3-3 IFSTA 3-4	KFRTI Skill Evaluation Sheet 3-P
4.3.3 Maneuver a vehicle around obstructions	IFSTA 3-1 IFSTA 3-2 IFSTA 3-3 IFSTA 3-4	KFRTI Skill Evaluation Sheet 3-P KFRTI Skill Evaluation Sheet 4-P KFRTI Skill Evaluation Sheet 5-P KFRTI Skill Evaluation Sheet 6-P
4.3.4 Turn a fire apparatus 180 degrees	IFSTA 3-1 IFSTA 3-2 IFSTA 3-3 IFSTA 3-4	KFRTI Skill Evaluation Sheet 6-P
4.3.5 Maneuver a fire apparatus in restricted areas	IFSTA 3-1 IFSTA 3-2 IFSTA 3-4	KFRTI Skill Evaluation Sheet 5-P
4.3.6 Operate vehicle using defensive driving	IFSTA 3-1 IFSTA 3-2 IFSTA 3-4 IFSTA 3-5	KFRTI Skill Evaluation Sheet 2-P KFRTI Skill Evaluation Sheet 3-P KFRTI Skill Evaluation Sheet 4-P KFRTI Skill Evaluation Sheet 5-P

4.3.7 Operate all fixed systems and vehicle equipment	IFSTA 3-1 IFSTA 3-2 IFSTA 3-4 IFSTA 3-5	KFRTI Skill Evaluation Sheet 2-P

Driver/Operator: Pumper Skills Exam
Skills Exam Study Pages

Section Subject/Skill & NFPA 1002, (Chapter 5) JPR Number	IFSTA/KFRTI Skills Sheets	Certification Skills Evaluation Sheets
5.1.2 Perform visual and operational checks	IFSTA 2-2 IFSTA 2-3 IFSTA 2-4 IFSTA 2-5 IFSTA 2-7 IFSTA 2-8	KFRTI Skill Evaluation Sheet 1-P
5.2.1 Respond on apparatus to an emergency scene	IFSTA 10-3 IFSTA 10-4 IFSTA 10-5 IFSTA 10-6 IFSTA 10-7 IFSTA 10-7 IFSTA 14-1	KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 8-P KFRTI Skill Evaluation Sheet 11-P KFRTI Skill Evaluation Sheet 12-P KFRTI Skill Evaluation Sheet 13-P
5.2.2 Establish and operate in work areas	IFSTA 10-3 IFSTA 10-4 IFSTA 10-5 IFSTA 10-6 IFSTA 10-7 IFSTA 10-7 IFSTA 14-1	KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 8-P KFRTI Skill Evaluation Sheet 11-P KFRTI Skill Evaluation Sheet 12-P KFRTI Skill Evaluation Sheet 13-P
5.2.3 Connect fire department pumper to water supply	IFSTA 10-3 IFSTA 10-4 IFSTA 10-5 IFSTA 10-6	KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 8-P
5.2.4 Produce effective hand or master streams	IFSTA 10-3 IFSTA 10-4 IFSTA 10-5 IFSTA 10-6	KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 7-P KFRTI Skill Evaluation Sheet 8-P
5.2.5 Pump a supply line of 2 ½ in. or larger hose	IFSTA 12-2 IFSTA 12-1	KFRTI Skill Evaluation Sheet 9-P KFRTI Skill Evaluation Sheet 10-P

5.2.6 Produce a foam fire stream	IFSTA 14-1	KFRTI Skill Evaluation Sheet 13-P
5.2.7 Supply water to fire sprinkler & standpipe systems	IFSTA 10-7 IFSTA 10-7	KFRTI Skill Evaluation Sheet 11-P KFRTI Skill Evaluation Sheet 12-P

Driver/Operator: Aerial Skills Exam
Skills Exam Study Pages

Section Subject/Skill & NFPA 1002, (Chapter 6) JPR Number	IFSTA/KFRTI Skills Sheets	Certification Skills Evaluation Sheets
6.1.1 Perform visual and operational checks	IFSTA 16-1 IFSTA 16-2 IFSTA 16-3 IFSTA 16-4 IFSTA 16-5	KFRTI Skill Evaluation Sheet 1-A
6.2.1 Maneuver and position an aerial apparatus	IFSTA 18-1 IFSTA 18-2	KFRTI Skill Evaluation Sheet 7-A
6.2.2 Stabilize an aerial apparatus	IFSTA 18-1 IFSTA 18-2	KFRTI Skill Evaluation Sheet 7-A
6.2.3 Maneuver & position the aerial device from each control station	IFSTA 19-1 IFSTA 19-2 IFSTA 19-3 IFSTA 19-4	KFRTI Skill Evaluation Sheet 8-A
6.2.4 Lower aerial device using the emergency operating system	IFSTA 19-5	KFRTI Skill Evaluation Sheet 9-A
6.2.5 Deploy and operate an elevated master stream	IFSTA 20-1	KFRTI Skill Evaluation Sheet 10-A

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Driver/Operator: Pumper and Aerial
Skill Evaluation Sheets

These Skill Evaluation Sheets are the exact grading sheets that evaluators use during the Skills Test. This sheet has been edited for the explicit use of grading skills and should not be used to learn the skills.

This Skill Evaluation Sheet has been included in this Preparation Guide for the purpose of guiding you as final preparations are made (and practice performed) for the Qualification Exam.

Grading for the Skills Evaluation requires 100% of the steps listed on the sheet be performed. You will not be evaluated on steps of the skills that are not listed on these evaluation sheets.

----------END OF SKILLS CHECKLISTS----------

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Driver/Operator: Perform Visual & Operational Checks **Item 1-P**

Reference:	NFPA 1002, 2017 Edition, Chapters 4 and 5, Job Performance Requirements 4.2.1, 4.2.2, & 5.1.2 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pages 35-48, 52-61, 64-66, 69-73. IFSTA Skill Sheets 2-2, 2-3, 2-4, 2-5, 2-7, and 2-8.
Evaluator Equipment Required:	Inspection checklist
Candidate Equipment Required:	Station uniform, fire department pumper, inspection checklist, hand tools.

Evaluator's Instructions to Candidates

At this station, you will be required to inspect a fire department pumper and all its on-board, integral sub-systems. You may use your department's checklist or the provided checklist and whatever hand tools which may be required to perform those checks. You should correct any deficiencies noted that are allowed by your departmental maintenance SOPs. You must appropriately annotate the inspection checklist.
This is a timed event. Expected time to complete skill(s) is 25 minutes.
To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Perform Visual & Operational Checks on the Systems & Components	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Identified correct hand tools for use during inspection and used appropriately.	☐	☐	☐	☐
2. Inspected tires for sufficient tread and inflated to manufacturer's specifications.	☐	☐	☐	☐
3. Inspected batteries to be clean, corrosion free, and secured.	☐	☐	☐	☐
4. Inspected engine oil, fluid level within manufacturer's specifications.	☐	☐	☐	☐
5. Inspected fuel level, fuel above ¾ tank.	☐	☐	☐	☐
6. Inspected coolant fluid level; fluid level is within manufacturer's specifications.	☐	☐	☐	☐
7. Inspected belts for tightness and excessive wear (engine not running).	☐	☐	☐	☐
8. Inspected electrical system, all running & emergency lights are operational, electronic audible devices are operational.	☐	☐	☐	☐
9. Inspected braking system for air/fluid leaks.	☐	☐	☐	☐
10. Inspected steering system linkage for wear, fluid level within manufacturer's specs.	☐	☐	☐	☐
11. Inspected fluid level in transmission, fluid level within manufacturer's specifications.	☐	☐	☐	☐
12. Inspected pumping systems.	☐	☐	☐	☐
13. Inspected water tank and other extinguishing agent levels.	☐	☐	☐	☐
14. Inspected foam systems (if applicable).	☐	☐	☐	☐
15. Documented tests, inspections & servicing functions; reported deficiencies on the departmental maintenance & inspection forms.	☐	☐	☐	☐
16. Recognized any system problems and corrected any deficiencies found.	☐	☐	☐	☐
17. Ensured all built-in safety features are functioning properly.	☐	☐	☐	☐

Driver/Operator: Pumper Maintenance & Inspection Form **Item 1**

Reference: NFPA 1002, 2017 Ed., Ch. 4 & 5, Job Performance Requirements 4.2.1, 4.2.2, & 5.1.2
IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Ed., 2015.
IFSTA Skill Sheets 2-2, 2-3, 2-5, 2-7, and 2-8.
Inspection checklist

Evaluator Equipment Required: Station uniform, fire department pumper/aerial, inspection checklist, hand tools.

Candidate Equipment Required:

Apparatus:	**Maintenance & Inspection Checklist**	**Y**	**N**
	EXTERIOR: Visually inspected the exterior of the apparatus for obvious problems or damages.	☐	☐
	TIRES: Pressure is within manufacturer's recommended specifications; Checked proper tread depth.	☐	☐
	BATTERIES: Checked water level (If applicable), Checked tightness of terminals with appropriate hand tool; Inspected terminals for corrosion; Evaluated general condition (damage, tie-downs).	☐	☐
	OIL: Checked for leaks; Ensured level is within manufacturer's recommended specifications; Ensured oil pressure with engine on is within manufacturer's recommended specifications.	☐	☐
	FUEL: Checked gauge level.	☐	☐
	COOLANT SYSTEM: Checked for leaks; Checked condition of hoses and/or lines; Ensured level is within manufacturer's recommended specifications.	☐	☐
	BELTS: Inspected for proper tension, excessive wear, breaks or cracking with none missing.	☐	☐
	ELECTRICAL SYSTEMS: Ensured charging system is operational; Confirmed gauges are functioning; Checked ignition system by starting engine; Ensure all vehicle lights are operational; Ensured all visual & audible emergency warning devices are operational; Evaluated general condition of accessible wires and connections.	☐	☐
	BRAKING SYSTEMS: Checked for leaks; Ensure manual or automatic purging of excess condensation; Ensured that brakes will stop the vehicle, by driving and depressing brake pedal.	☐	☐
	STEERING: Checked power steering fluid reservoir level and mechanical components of steering device; Steering wheel play is less than 10 degrees.	☐	☐
	TRANSMISSION: Ensured transmission fluid level is within manufacturer's recommended specifications.	☐	☐
	HYDRAULIC SYSTEM: Checked all hydraulic system's fluid levels and leaks.	☐	☐
	TOOLS, APPLIANCES & EQUIPMENT: Supply hose, Pre-connected hose, Ladders, Hand tools, Power tools.	☐	☐
	BUILT-IN SAFETY FEATURES: Ensured safety features are functioning properly.	☐	☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (Please include comments/explanation for failure):

Evaluator's Signature: **Date**

Driver/Operator: Perform Visual & Operational Checks **Item 1-A**

Reference:	NFPA 1002, 2017 Edition, Chapters 4 & 5, Job Performance Requirements 4.2.1, 4.2.2, & 6.1.1 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pgs. 35-48, 52-61, 64-66, 69-73. IFSTA Skill Sheets 2-2, 2-3, 2-5, 2-7, and 2-8.
Evaluator Equipment Required:	Inspection checklist
Candidate Equipment Required:	Station uniform, fire department aerial, inspection checklist, hand tools.

Evaluator's Instructions to Candidates

At this station, you will be required to inspect a fire department aerial and all its on-board, integral sub-systems.
You may use your department's checklist or the provided checklist and whatever hand tools which may be required to perform those checks. You should correct any deficiencies noted that are allowed by your departmental maintenance SOPs. You must appropriately annotate the inspection checklist.
This is a timed event. Expected time to complete skill(s) is 30 minutes.
To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Perform Visual & Operational Checks on the Systems & Components	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Identified correct hand tools for use during inspection and used appropriately.	☐	☐	☐	☐
2. Inspected tires for sufficient tread and inflated to manufacturer's specifications.	☐	☐	☐	☐
3. Inspected batteries to be clean, corrosion free, and secured.	☐	☐	☐	☐
4. Inspected engine oil, fluid level within manufacturer's specifications.	☐	☐	☐	☐
5. Inspected fuel level, fuel above ¾ tank.	☐	☐	☐	☐
6. Inspected coolant fluid level; fluid level is within manufacturer's specifications.	☐	☐	☐	☐
7. Inspected belts for tightness and excessive wear (engine not running).	☐	☐	☐	☐
8. Inspected electrical system, all running and emergency lights are operational, electronic audible devices are operational.	☐	☐	☐	☐
9. Inspected braking system for air/fluid leaks.	☐	☐	☐	☐
10. Inspected steering system linkage for wear, fluid level within manufacturer's specs.	☐	☐	☐	☐
11. Inspected fluid level in transmission, fluid level within manufacturer's specifications.	☐	☐	☐	☐
12. Inspected cable systems and ensures compliance with manufacturer's specifications.	☐	☐	☐	☐
13. Inspected aerial device hydraulic systems for leaks and proper fluid levels within manufacturer's specifications.	☐	☐	☐	☐
14. Inspected slides and rollers, ensures compliance with manufacturer's specifications.	☐	☐	☐	☐
15. Inspects stabilizing systems and aerial device safety systems, ensures compliance with manufacturer's specifications.	☐	☐	☐	☐
16. Inspects breathing air systems and communication systems, ensures compliance with manufacturer's specifications.	☐	☐	☐	☐

17. Documents tests, inspections and servicing functions; reports deficiencies on the departmental maintenance and inspection forms. ☐ ☐ ☐ ☐

18. Recognized any system problems and corrected any deficiencies found. ☐ ☐ ☐ ☐

19. Ensured all built-in safety features are functioning properly. ☐ ☐ ☐ ☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (Please include comments/explanation for failure):

Evaluator's Signature: **Date**

Driver/Operator: Aerial Maintenance & Inspection Form **Item 1-A**

Reference: NFPA 1002, 2017 Ed., Ch. 4 & 5, Job Performance Requirements 4.2.1, 4.2.2, & 5.1.2
IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Ed., 2015.
IFSTA Skill Sheets 2-2, 2-3, 2-5, 2-7, and 2-8.
Evaluator Equipment Required: Inspection checklist
Candidate Equipment Required: Station uniform, fire department pumper/aerial, inspection checklist, hand tools.

Apparatus:	Maintenance & Inspection Checklist	Y	N
	EXTERIOR: Visually inspected the exterior of the apparatus for obvious problems or damages.	☐	☐
	TIRES: Pressure is within manufacturer's recommended specifications; Checked proper tread depth.	☐	☐
	BATTERIES: Checked water level (If applicable), Checked tightness of terminals with appropriate hand tool; Inspected terminals for corrosion; Evaluated general condition (damage, tie-downs).	☐	☐
	OIL: Checked for leaks; Ensured level is within manufacturer's recommended specifications Ensured oil pressure with engine on is within manufacturer's recommended specifications.	☐	☐
	FUEL: Checked gauge level.	☐	☐
	COOLANT SYSTEM: Checked for leaks; Checked condition of hoses and/or lines; Ensured level is within manufacturer's recommended specifications.	☐	☐
	BELTS: Inspected for proper tension, excessive wear, breaks or cracking with none missing.	☐	☐
	ELECTRICAL SYSTEMS: Ensured charging system is operational; Confirmed gauges are functioning; Checked ignition system by starting engine; Ensure all vehicle lights are operational; Ensured all visual & audible emergency warning devices are operational; Evaluated general condition of accessible wires and connections.	☐	☐
	BRAKING SYSTEMS: Checked for leaks; Ensure manual or automatic purging of excess condensation; Ensured that brakes will stop the vehicle, by driving and depressing brake pedal.	☐	☐
	STEERING: Checked power steering fluid reservoir level and mechanical components of steering device Steering wheel play is less than 10 degrees.	☐	☐
	TRANSMISSION: Ensured transmission fluid level is within manufacturer's recommended specifications.	☐	☐
	HYDRAULIC SYSTEM: Checked all hydraulic system's fluid levels and leaks.	☐	☐

TOOLS, APPLIANCES & EQUIPMENT: Supply hose, Pre-connected hose, Ladders, Hand tools, Power tools. ☐ ☐

BUILT-IN SAFETY FEATURES: Ensured safety features are functioning properly. ☐ ☐

Driver/Operator: Driving - Road Course **Item 2-PA**

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirement 4.3.1, 4.3.6, & 4.3.7 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Ed., 2015, pages 96-99, 124-127, 129-131.
Evaluator Equipment Required:	IFSTA Driver/Operator Skill Sheets 3-1, 3-2, 3-4, and 3-5
Candidate Equipment Required:	Specified Road Course Station uniform, fire department pumper or aerial, valid driver's license

Evaluator's Instructions to Candidates

At this station, you will be required to operate your fire department pumper or aerial on a predetermined route driving on a public way or simulated route that incorporates the maneuvers and features as specified in the performance steps listed that you would be expected to encounter during normal and emergency operations. You shall operate the fire department pumper so that the vehicle is operated in compliance with all applicable state and local laws and departmental rules and regulations.
This is a timed event. Expected time to complete skill(s) is 30 minutes.
To pass this station, you must successfully complete 100% of the steps.

Evaluated Skill Items

Driving - Road Course	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Checked and adjusted driver's seat and vehicle mirrors as needed.	☐	☐	☐	☐
2. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
3. Maneuvered four left turns properly.	☐	☐	☐	☐
4. Maneuvered four right turns properly.	☐	☐	☐	☐
5. Maneuvered urban business street or urban two-lane road properly, 1 mile in length.	☐	☐	☐	☐
6. Maneuvered through three intersections, two that require a complete stop.	☐	☐	☐	☐
7. Maneuvered at least one curve properly (left or right).	☐	☐	☐	☐
8. Maneuvered railroad crossings properly.	☐	☐	☐	☐
9. Maneuvered entrance and exit to limited access highway properly.	☐	☐	☐	☐
10. Maneuvered two lane changes on limited access highway properly.	☐	☐	☐	☐
11. Maneuvered downgrades steep enough to require downshift/braking properly.	☐	☐	☐	☐
12. Maneuvered upgrades steep enough to require gear changing to maintain speed.	☐	☐	☐	☐
13. Maneuvered through low clearance/bridge properly.	☐	☐	☐	☐
14. Maneuvered on an environmentally affected road surface.	☐	☐	☐	☐
15. Operated vehicle safely and in accordance with applicable laws by maintaining safe following distances, maintaining control of vehicle, and traveling at safe speeds given road/weather/traffic conditions.	☐	☐	☐	☐

16. Maintained awareness of vehicle gauges and instruments. ☐ ☐ ☐ ☐

17. Deployed, energized and monitored all systems and equipment. ☐ ☐ ☐ ☐

18. Recognized and corrected system problems. ☐ ☐ ☐ ☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (Please include comments/explanation for failure):

Evaluator's Signature: **Date**

Driver/Operator: Driving - Alley Dock Exercise

Item 3-PA

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirement 4.3.2 & 4.3.6 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pages 96-99, 126-130
Evaluator Equipment Required:	IFSTA Driver/Operator Skill Sheet 3-1, 3-2, 3-3, and 3-4
Candidate Equipment Required:	Specified Driving Course Station uniform, fire department pumper or aerial, valid driver's license

Evaluator's Instructions to Candidates

At this station, you will be required to operate a fire department pumper or aerial, using a spotter to assist, backing from the roadway into a restricted space on both the right and the left sides of the vehicle, so that the pumper is parked within the restricted area without having to stop and pull forward and without striking obstructions.
This is a timed event. Expected time to complete skill(s) is 25 minutes.
To pass this station, you must successfully complete 100% of the steps.

Evaluated Skill Items

Driving - Alley Dock Exercise	**1st Attempt** Pass	Fail	**2nd Attempt** Pass	Fail
1. Checked and adjusted driver's seat as needed.	☐	☐	☐	☐
2. Checked and adjusted vehicle mirrors as needed.	☐	☐	☐	☐
3. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
Left Alley Dock				
4. Passed the barricades with the dock on the left.	☐	☐	☐	☐
5. Backed the apparatus using a left turn into the stall.	☐	☐	☐	☐
6. Stopped apparatus without striking the dock.	☐	☐	☐	☐
7. Did not strike any course markers.	☐	☐	☐	☐
8. Utilized mirrors while backing.	☐	☐	☐	☐
9. Utilized spotter while backing.	☐	☐	☐	☐
10. Appropriately judged vehicle distance.	☐	☐	☐	☐
Right Alley Dock				
11. Passed the barricades with the dock on the right.	☐	☐	☐	☐
12. Backed the apparatus using a right turn into the stall.	☐	☐	☐	☐
13. Stopped apparatus without striking the dock.	☐	☐	☐	☐
14. Did not strike any course markers.	☐	☐	☐	☐
15. Utilized mirrors while backing.	☐	☐	☐	☐
16. Utilized spotter while backing.	☐	☐	☐	☐

17. Appropriately judged vehicle distance. ☐ ☐ ☐ ☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (Please include comments/explanation for failure):

Evaluator's Signature: **Date**

Driver/Operator: Driving - Serpentine Exercise **Item 4-PA**

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirement 4.3.3 & 4.3.6 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Ed., 2015, pages 96-99, 126-127, 129-130
Evaluator Equipment Required:	IFSTA Driver/Operator Skill Sheets 3-1, 3-2, 3-3, and 3-4
Candidate Equipment Required:	Specified Driving Course Station uniform, fire department pumper or aerial, valid driver's license

Evaluator's Instructions to Candidates

At this station, you will be required to maneuver the pumper or aerial, using a spotter to assist, around obstructions on a roadway while moving forward and in reverse, so that the vehicle is maneuvered through the obstructions without stopping to change the direction of travel and without striking the obstructions.
This is a timed event. Expected time to complete skill(s) is 25 minutes.
To pass this station, you must successfully complete 100% of the steps.

Evaluated Skill Items

Driving - Serpentine Exercise	**1st Attempt** Pass	Fail	**2nd Attempt** Pass	Fail
1. Checked and adjusted driver's seat as needed.	☐	☐	☐	☐
2. Checked and adjusted vehicle mirrors as needed.	☐	☐	☐	☐
3. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
4. Drove the apparatus in a straight line along the left side of the course to begin.	☐	☐	☐	☐
5. Backed the apparatus between the markers – passing to the left of marker 1, right of marker 2, left of marker 3.	☐	☐	☐	☐
6. Did not stop the vehicle while backing.	☐	☐	☐	☐
7. Utilized mirrors and spotter for backing.	☐	☐	☐	☐
8. Did not strike marker while backing.	☐	☐	☐	☐
9. Drove the apparatus forward between the markers – passing to the right of marker 3, left of marker 2, right of marker 1.	☐	☐	☐	☐
10. Did not stop the vehicle while driving forward.	☐	☐	☐	☐
11. Did not strike marker while driving forward.	☐	☐	☐	☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (Please include comments/explanation for failure):

Evaluator's Signature: **Date**

Driver/Operator: Driving - Diminishing Clearance Exercise

Item 5-PA

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirement 4.3.5 & 4.3.6 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Ed., 2015, pages 96-99, 126-127, 130
Evaluator Equipment Required:	IFSTA Driver/Operator Skill Sheets 3-1, 3-2, and 3-4
Candidate Equipment Required:	Specified Driving Course Station uniform, fire department pumper or aerial, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall be required to operate a fire department pumper or aerial, maneuver it in areas with restricted horizontal and vertical clearances, and be able to judge the ability of the vehicle to pass through the openings so that no obstructions are struck.
This is a timed event. Expected time to complete skill(s) is 25 minutes.
To pass this station, you must successfully complete 100% of the steps.

Evaluated Skill Items

Driving - Diminishing Clearance Exercise	**1st Attempt** Pass	Fail	**2nd Attempt** Pass	Fail
1. Checked and adjusted driver's seat as needed.	☐	☐	☐	☐
2. Checked and adjusted vehicle mirrors as needed.	☐	☐	☐	☐
3. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
Horizontal Clearance				
4. Drove the apparatus through the diminishing lane in both forward and reverse.	☐	☐	☐	☐
5. Did not touch course marker.	☐	☐	☐	☐
6. Stopped without any portion of the vehicle protruding beyond the finish line.	☐	☐	☐	☐
7. Utilized mirrors while moving.	☐	☐	☐	☐
8. Appropriately judged vehicle distance.	☐	☐	☐	☐
9. Used a spotter.	☐	☐	☐	☐
Vertical Clearance				
10. Drives the apparatus through the vertical crossbar in both forward and reverse.	☐	☐	☐	☐
11. Did not strike the prop.	☐	☐	☐	☐
12. Utilized mirrors while moving.	☐	☐	☐	☐
13. Appropriately judged vehicle distance.	☐	☐	☐	☐
14. Used a spotter.	☐	☐	☐	☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (Please include comments/explanation for failure):

Evaluator's Signature: _____ **Date** _____

Driver/Operator: Driving - Turn-Around Exercise **Item 6-PA**

Reference: NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirement 4.3.4 & 4.3.6
IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pages 96-99, 126-127, 129-130
IFSTA Driver/Operator Skill Sheets 3-1, 3-2, 3-3, and 3-4

Evaluator Equipment Required: Specified Driving Course

Candidate Equipment Required: Station uniform, fire department pumper or aerial, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall turn the apparatus, 180 degrees, within a confined space, using a spotter to assist, so that the apparatus is turned within the given space without striking obstructions.
This is a timed event. Expected time to complete skill(s) is 25 minutes.
To pass this station, you must successfully complete 100% of the steps.

Evaluated Skill Items

Driving - Turn-Around Exercise	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Checked and adjusted driver's seat as needed.	☐	☐	☐	☐
2. Checked and adjusted vehicle mirrors as needed.	☐	☐	☐	☐
3. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
4. Maintained normal driving position.	☐	☐	☐	☐
5. Maneuvered the apparatus into the area through an opening.	☐	☐	☐	☐
6. Turned the vehicle 180 degrees.	☐	☐	☐	☐
7. Maneuvered the apparatus back through the opening.	☐	☐	☐	☐
8. No portion of the apparatus extended over the boundary lines of the space at any time.	☐	☐	☐	☐
9. Utilized mirrors while backing.	☐	☐	☐	☐
10. Utilized a spotter while backing.	☐	☐	☐	☐
11. Appropriately judged vehicle clearance.	☐	☐	☐	☐

Candidate's name: _____ **Station: Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: **Date:**

Driver/Operator: Produce Effective Hand & Master Streams from Internal & Pressurized Sources

Item 7-P

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirements 5.2.1, 5.2.2, 5.2.3, and 5.2.4 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, Pages 339-351, 392-395 IFSTA Driver/Operator Skill Sheets 10-3, 10-4, and 10-5
Evaluator Equipment Required:	Fire hydrant, master stream device, hand nozzle, hose
Candidate Equipment Required:	Complete NFPA-Compliant Personal Protective Clothing Ensemble, fire department pumper, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall produce effective hand or master streams, given a fire department pumper with an internal tank, a pressurized hydrant, master stream device, hand nozzle, 2 ½" and 1 ¾" discharge hose.
This is a timed event. Expected time to complete skill(s) is 15 minutes.
To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Produce Effective Hand & Master Streams from Internal and Pressurized Sources	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Maintained at least three points of contact while mounting/dismounting apparatus.	☐	☐	☐	☐
2. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
3. Positioned fire department pumper to operate at a pressurized fire hydrant.	☐	☐	☐	☐
4. Engaged parking brake.	☐	☐	☐	☐
5. Engaged pump.	☐	☐	☐	☐
6. Dismounted safely, avoided traffic and other hazards.	☐	☐	☐	☐
7. Properly deployed wheel chocks.	☐	☐	☐	☐
8. Utilized safety equipment (PPE, reflective vests).	☐	☐	☐	☐
9. Deployed traffic control devices.	☐	☐	☐	☐
10. Established protected work areas using scene control devices.	☐	☐	☐	☐
11. Pumped from internal source and transitioned to external source.	☐	☐	☐	☐
12. Produced effective water stream from pressurized hydrant to master stream device.	☐	☐	☐	☐
13. Produced effective water stream from pressurized hydrant to handheld nozzle.	☐	☐	☐	☐
14. Operated auxiliary cooling system.	☐	☐	☐	☐
15. Calculated friction loss and gallons per minute for each scenario given.	☐	☐	☐	☐
16. Assembled hose lines, nozzles, valves and appliances as necessary.	☐	☐	☐	☐
17. Operated pressure control system.	☐	☐	☐	☐
18. Performed assigned tasks only within protected work areas.	☐	☐	☐	☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____ **Date:** _____

Driver/Operator: Aerial Apparatus Stabilization **Item 7-A**

Reference: NFPA 1002, 2017 Edition, Chapter 6, Job Performance Requirement 6.2.1, 6.2.2
IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, Pages 641-671
IFSTA Driver/Operator Skill Sheets 18-1 and 18-2

Evaluator Equipment Required: None

Candidate Equipment Required: Station uniform, fire department aerial, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall maneuver, position, stabilize a fire department aerial apparatus and transfer power from the vehicle's engine to the hydraulic system, so that the apparatus is positioned for correct aerial device deployment, power can be transferred to the aerial device hydraulic system, and the device can be deployed given an incident location, a situation description and an assignment.
This is a timed event. Expected time to complete skill(s) is 25 minutes.
To pass this station, you must successfully complete 100% of the steps.

Evaluated Skill Items

Aerial Apparatus Stabilization	**1st Attempt** Pass	Fail	**2nd Attempt** Pass	Fail
1. Determined correct position for the apparatus.	☐	☐	☐	☐
2. Maneuvered apparatus into position.	☐	☐	☐	☐
3. Activated parking brakes and front axle lock (if equipped).	☐	☐	☐	☐
4. Transferred power from the engine to the hydraulic system (engages PTO).	☐	☐	☐	☐
5. Chocked wheels (if appropriate).	☐	☐	☐	☐
6. Checked and verbalized clearance of overhead obstructions and other obstacles.	☐	☐	☐	☐
7. Confirmed that the setup area will support the apparatus.	☐	☐	☐	☐
8. Transferred hydraulic power to the stabilizing system.	☐	☐	☐	☐
9. Set stabilizer pad, ensuring it was not a trip hazard.	☐	☐	☐	☐
10. Deployed stabilizers.	☐	☐	☐	☐
11. Checked that the apparatus was level within operational limitations.	☐	☐	☐	☐
12. Installed retaining pins (if equipped).	☐	☐	☐	☐
13. Transferred power to aerial device.	☐	☐	☐	☐

Candidate's name: **Station: Pass** ☐ **Fail** ☐

Notes (Please include comments/explanation for failure):

Evaluator's Signature: **Date**

Driver/Operator: Produce Effective Hand & Master Streams from Static Source

Item 8-P

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirements 5.2.1, 5.2.2, 5.2.3, and 5.2.4 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pages 352-362, 396-397 IFSTA Driver/Operator Skill Sheet 10-6
Evaluator Equipment Required:	Static water source, master stream device, hand nozzle, hose
Candidate Equipment Required:	Complete NFPA-Compliant Personal Protective Clothing Ensemble, fire department pumper, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall produce effective hand or master streams, given a fire department pumper, a static water source, master stream device, hand nozzle, 2½" discharge hose and 1¾" discharge hose.
This is a timed event. Expected time to complete skill(s) is 15 minutes.
To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Produce Effective Hand & Master Streams from Static Source	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Maintained at least three points of contact while mounting/dismounting apparatus.	☐	☐	☐	☐
2. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
3. Positioned fire department pumper to operate at a static water source.	☐	☐	☐	☐
4. Engaged parking brake.	☐	☐	☐	☐
5. Engaged pump.	☐	☐	☐	☐
6. Dismounted safely, avoided traffic and other hazards.	☐	☐	☐	☐
7. Properly deployed wheel chocks.	☐	☐	☐	☐
8. Utilized safety equipment (PPE, reflective vests).	☐	☐	☐	☐
9. Deployed traffic control devices.	☐	☐	☐	☐
10. Established protected work areas using scene control devices.	☐	☐	☐	☐
11. Assembled hard suction hose as necessary.	☐	☐	☐	☐
12. Operated primer and primes centrifugal fire pump.	☐	☐	☐	☐
13. Produced effective water stream from static water source to master stream device.	☐	☐	☐	☐
14. Produced effective water stream from static water source to handheld nozzle.	☐	☐	☐	☐
15. Operated auxiliary cooling system.	☐	☐	☐	☐
16. Calculated friction loss and gallons per minute for each scenario given.	☐	☐	☐	☐
17. Assembled hose lines, nozzles, valves and appliances as necessary.	☐	☐	☐	☐
18. Operated the volume/pressure transfer valve (multi-stage pumps only).	☐	☐	☐	☐

19. Operated pressure control system. ☐ ☐ ☐ ☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: **Date:**

Driver/Operator: Maneuver & Position Aerial Device — Item 8-A

Reference: NFPA 1002, 2017 Edition, Chapter 6, Job Performance Requirement 6.2.3
IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Ed., 2015, Pages 675-713

Evaluator Equipment Required: IFSTA Driver/Operator Skill Sheet 19-1, 19-2, 19-3, 19-4

Candidate Equipment Required: None
Complete NFPA-Compliant Personal Protective Clothing Ensemble, fire department

Evaluator's Instructions to Candidates

At this station, you will maneuver and position the aerial device from each control station, given a stabilized fire department aerial, an incident location, a situation description and an assignment, so that the aerial device is positioned to accomplish the assignment.
This is a timed event. Expected time to complete skill(s) is 25 minutes.
To pass this station, you must successfully complete 100% of the steps.

Evaluated Skill Items

Maneuver & Position Aerial Device	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Wore appropriate PPE.	☐	☐	☐	☐
2. Transferred hydraulic power to the aerial device.	☐	☐	☐	☐
3. Checked the intended path of the aerial device for obstructions.	☐	☐	☐	☐
4. Operated aerial smoothly from control pedestal in correct order: • Raise • Rotate • Extend • Position to a specific location • Locks aerial device, if equipped	☐	☐	☐	☐
5. Checked rung alignment indicator.	☐	☐	☐	☐
6. Visually checked Inclinometer for safe climbing angle.	☐	☐	☐	☐
7. Ensured the waterway system is drained.	☐	☐	☐	☐
8. Bedded aerial in order (Unlock, Raise, Retract, Rotate, Lower).	☐	☐	☐	☐
9. Transferred hydraulic power to stabilizers.	☐	☐	☐	☐

Candidate's name: _____ **Station: Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____ **Date:** _____

Driver/Operator: Operate a Relay Evolution from Internal & Pressurized Source

Item 9-P

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirements 5.2.1, 5.2.2, and 5.2.5 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Ed., 2015, pages 425-438 IFSTA Driver/Operator Skill Sheet 12-2
Evaluator Equipment Required:	Fire hydrant, hose
Candidate Equipment Required:	Complete NFPA-Compliant Personal Protective Clothing Ensemble, fire department pumper, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall operate a relay pumping evolution so that the correct flow and pressure are provided to the next pumper in the relay, given two fire department pumpers, an internal tank, a pressurized hydrant, master stream device and a minimum of 100’ of medium to large diameter discharge hose,
This is a timed event. Expected time to complete skill(s) is 15 minutes.
To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Operate a Relay Evolution from Internal Source & Pressurized Source	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Maintained at least three points of contact while mounting/dismounting apparatus.	☐	☐	☐	☐
2. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
3. Positioned fire department pumper to operate at a pressurized water source.	☐	☐	☐	☐
4. Engaged parking brake.	☐	☐	☐	☐
5. Engaged pump.	☐	☐	☐	☐
6. Dismounted safely, avoided traffic and other hazards.	☐	☐	☐	☐
7. Properly deployed wheel chocks.	☐	☐	☐	☐
8. Utilized safety equipment (PPE, reflective vests).	☐	☐	☐	☐
9. Deployed traffic control devices.	☐	☐	☐	☐
10. Established protected work areas using scene control devices.	☐	☐	☐	☐
11. Pumped from internal source and transitions to external source.	☐	☐	☐	☐
12. Operated auxiliary cooling system.	☐	☐	☐	☐
13. Calculated friction loss and gallons per minute for each scenario given.	☐	☐	☐	☐
14. Assembled hose lines, nozzles, valves and appliances as necessary.	☐	☐	☐	☐
15. Provided correct flow & pressure to the next pumper in the relay.	☐	☐	☐	☐
16. Operated pressure control system.	☐	☐	☐	☐

Candidate's name: _____ **Station: Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____ **Date:** _____

Driver/Operator: Lower Aerial Device Using Emergency Operating System

Item 9-A

Reference:	NFPA 1002, 2017 Edition, Chapter 6, Job Performance Requirement 6.2.4 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pages 696-697, 714 IFSTA Driver/Operator Skill Sheet 19-5
Evaluator Equipment Required:	None
Candidate Equipment Required:	Complete NFPA-Compliant Personal Protective Clothing Ensemble, fire department aerial, valid driver's license

Evaluator's Instructions to Candidates

At this station, you will be given your stabilized and positioned fire department aerial with no hydraulic power, and will lower the aerial device using the emergency operating system so that the aerial device is lowered to its bedded position.
This is a timed event. Expected time to complete skill(s) is 25 minutes.
To pass this station, you must successfully complete 100% of the steps.

Evaluated Skill Items

Lower Aerial Device Using Emergency Operating System	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Wore appropriate PPE.	☐	☐	☐	☐
2. Identified the emergency power unit and controls.	☐	☐	☐	☐
3. Followed manufacturer's guidelines to lower the aerial device to the bed position.	☐	☐	☐	☐
4. Used proper lowering order (Unlocks, Retract, Rotate, Lower).	☐	☐	☐	☐

Candidate's name: _____ **Station: Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: **Date:**

Driver/Operator: Operate a Relay Evolution from a Static Source

Item 10-P

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirements 5.2.1, 5.2.2, and 5.2.5 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pages 425-437 IFSTA Driver/Operator Skill Sheet 12-1
Evaluator Equipment Required:	Static water source, hose
Candidate Equipment Required:	Complete NFPA-Compliant Personal Protective Clothing Ensemble, fire department pumper, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall operate a relay pumping evolution so that the correct flow and pressure are provided to the next pumper in the relay, given a fire department pumper, a static water source, master stream device and a minimum of 100' of medium to large diameter discharge hose. This is a timed event. Expected time to complete skill(s) is 15 minutes.
To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Operate a Relay Evolution from a Static Source	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Maintained at least three points of contact while mounting/dismounting apparatus.	☐	☐	☐	☐
2. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
3. Positioned fire department pumper to operate at a static water source.	☐	☐	☐	☐
4. Engaged parking brake.	☐	☐	☐	☐
5. Engaged pump.	☐	☐	☐	☐
6. Dismounted safely, avoided traffic and other hazards.	☐	☐	☐	☐
7. Properly deployed wheel chocks.	☐	☐	☐	☐
8. Utilized safety equipment (PPE, reflective vests).	☐	☐	☐	☐
9. Deployed traffic control devices.	☐	☐	☐	☐
10. Established protected work areas using scene control devices.	☐	☐	☐	☐
11. Assembled hard suction hose as necessary.	☐	☐	☐	☐
12. Operated primer and primes centrifugal fire pump.	☐	☐	☐	☐
13. Operated auxiliary cooling system.	☐	☐	☐	☐
14. Calculated friction loss and gallons per minute for each scenario given.	☐	☐	☐	☐
15. Assembled hose lines, nozzles, valves and appliances as necessary.	☐	☐	☐	☐
16. Operated pressure control system.	☐	☐	☐	☐
17. Provided correct flow & pressure to the next pumper in the relay.	☐	☐	☐	☐

18. Operated the volume/pressure transfer valve (multi-stage pumps only). ☐ ☐ ☐ ☐

Candidate's name: _____ **Station: Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: **Date:**

Driver/Operator: Operate Elevated Master Stream **Item 10-A**

Reference: NFPA 1002, 2017 Edition, Chapter 6, Job Performance Requirement 6.2.5
IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pages 738-748, 750-752
IFSTA Driver/Operator Skill Sheet 20-1

Evaluator Equipment Required: None

Candidate Equipment Required: Station uniform, fire department aerial, master stream device, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall deploy and operate an elevated master stream, so that the stream is effective, given a stabilized fire department aerial with a master stream device, and a desired flow.
This is a timed event. Expected time to complete skill(s) is 25 minutes.
To pass this station, you must successfully complete 100% of the steps.

Evaluated Skill Items

Operate Elevated Master Stream	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Wore appropriate PPE.	☐	☐	☐	☐
2. Checked nozzle assembly and waterway.	☐	☐	☐	☐
3. Prepared the ladder pipe assembly (if not a fixed waterway).	☐	☐	☐	☐
4. Established water supply.	☐	☐	☐	☐
5. Transferred hydraulic power to the aerial device.	☐	☐	☐	☐
6. Checked the intended path of the aerial device for obstructions.	☐	☐	☐	☐
7. Positioned the aerial device in order (Elevate, Rotate, Extend).	☐	☐	☐	☐
8. Charged the waterway and operated the fire stream.	☐	☐	☐	☐
9. Demonstrated the following: • Pattern control changes • Nozzle sweep • Correct volume/nozzle pressure	☐	☐	☐	☐
10. Terminated the water flow.	☐	☐	☐	☐
11. Drained the waterway (full elevation and extension).	☐	☐	☐	☐
12. Bedded aerial in order (Raise, Retract, Rotate, Lower).	☐	☐	☐	☐
13. Transferred hydraulic power to stabilizers.	☐	☐	☐	☐

Candidate's name: _____ **Station: Pass** ☐ **Fail** ☐

Notes (Please include comments/explanation for failure):

Evaluator's Signature: _____ **Date** _____

Driver/Operator: Supply Water to Fire Sprinkler & Standpipe Systems from a Pressurized Source

Item 11-P

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirements 5.2.1, 5.2.2, and 5.2.7 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, Pages 362-366, 398 IFSTA Driver/Operator Skill Sheet 10-7
Evaluator Equipment Required:	Pressurized water source, FDC connection
Candidate Equipment Required:	Complete NFPA-Compliant Personal Protective Clothing Ensemble, fire department pumper, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall provide water to sprinkler and standpipe systems at the correct volume and pressure, given a fire department pumper, a pressurized water source, and specific system information.
This is a timed event. Expected time to complete skill(s) is 15 minutes.
To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Supply Water to Fire Sprinkler & Standpipe Systems from a Pressurized Source	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Maintained at least three points of contact while mounting/dismounting apparatus.	☐	☐	☐	☐
2. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
3. Positioned fire department pumper to operate at a static water source.	☐	☐	☐	☐
4. Engaged parking brake.	☐	☐	☐	☐
5. Engaged pump.	☐	☐	☐	☐
6. Dismounted safely, avoided traffic and other hazards.	☐	☐	☐	☐
7. Properly deployed wheel chocks.	☐	☐	☐	☐
8. Utilized safety equipment (PPE, reflective vests).	☐	☐	☐	☐
9. Deployed traffic control devices.	☐	☐	☐	☐
10. Established protected work areas using scene control devices.	☐	☐	☐	☐
11. Made connection to the FDC (Fire Department Connection).	☐	☐	☐	☐
12. Assembled hose lines, nozzles, valves and appliances as necessary.	☐	☐	☐	☐
13. Calculated friction loss and gallons per minute for each scenario given.	☐	☐	☐	☐
14. Supplied water to the system at the correct volume & pressure.	☐	☐	☐	☐
15. Operated pressure control system.	☐	☐	☐	☐
16. Made transition from internal to external supply source.	☐	☐	☐	☐
17. Operated auxiliary cooling system.	☐	☐	☐	☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____ **Date:** _____

Driver/Operator: Supply Water to Fire Sprinkler & Standpipe Systems from Static Source

Item 12-P

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirements 5.2.1, 5.2.2, and 5.2.7 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pages 362-366, 398 IFSTA Driver/Operator Skill Sheet 10-7
Evaluator Equipment Required:	Specific system information, Static water source
Candidate Equipment Required:	Complete NFPA-Compliant Personal Protective Clothing Ensemble, fire department pumper, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall provide water to sprinkler and standpipe systems at the correct volume and pressure, given a fire department pumper, static water source, and specific system information.
This is a timed event. Expected time to complete skill(s) is 15 minutes.
To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Supply Water to Fire Sprinkler & Standpipe Systems from Static Source	**1st Attempt Pass**	**1st Attempt Fail**	**2nd Attempt Pass**	**2nd Attempt Fail**
1. Maintained at least three points of contact while mounting/dismounting apparatus.	☐	☐	☐	☐
2. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
3. Positioned fire department pumper to operate at a static water source.	☐	☐	☐	☐
4. Engaged parking brake.	☐	☐	☐	☐
5. Engaged pump.	☐	☐	☐	☐
6. Dismounted safely, avoided traffic and other hazards.	☐	☐	☐	☐
7. Properly deployed wheel chocks.	☐	☐	☐	☐
8. Utilized safety equipment (PPE, reflective vests).	☐	☐	☐	☐
9. Deployed traffic control devices.	☐	☐	☐	☐
10. Established protected work areas using scene control devices.	☐	☐	☐	☐
11. Assembled hard suction hose as necessary.	☐	☐	☐	☐
12. Operated primer and primes centrifugal fire pump.	☐	☐	☐	☐
13. Made connection to the FDC (Fire Department Connection).	☐	☐	☐	☐
14. Assembled hose lines, nozzles, valves and appliances as necessary.	☐	☐	☐	☐
15. Calculated friction loss and gallons per minute for each scenario given.	☐	☐	☐	☐
16. Supplied water to the system at the correct volume & pressure.	☐	☐	☐	☐
17. Operated auxiliary cooling system.	☐	☐	☐	☐
18. Operated pressure control system.	☐	☐	☐	☐
19. Operated the volume/pressure transfer valve (multi-stage pumps only).	☐	☐	☐	☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: **Date:**

Driver/Operator: Pump a Foam Fire Stream — Item 13-P

Reference:	NFPA 1002, 2017 Edition, Chapter 4, Job Performance Requirements 5.2.1, 5.2.2, and 5.2.6 IFSTA, Pumping & Aerial Apparatus Driver/Operator Handbook, 3rd Edition, 2015, pages 479-511 IFSTA Driver/Operator Skill Sheet 14-1
Evaluator Equipment Required:	Pressurized water source, foam eductor, foam nozzle, 100 ft of 1 3/4" hose
Candidate Equipment Required:	Complete NFPA-Compliant Personal Protective Clothing Ensemble, fire department pumper, valid driver's license

Evaluator's Instructions to Candidates

At this station, you shall produce effective hand or master streams, given a fire department pumper, pressurized water source, master stream device, hand nozzle, 2½" discharge hose and 1¾" discharge hose.
This is a timed event. Expected time to complete skill(s) is 15 minutes.
To pass this station you must successfully complete 100% of the steps.

Evaluated Skill Items

Pump a Foam Fire Stream	1st Attempt Pass	1st Attempt Fail	2nd Attempt Pass	2nd Attempt Fail
1. Maintained at least three points of contact while mounting/dismounting apparatus.	☐	☐	☐	☐
2. Fastened passenger restraint before putting vehicle in motion.	☐	☐	☐	☐
3. Positioned fire department pumper to operate at a static water source.	☐	☐	☐	☐
4. Engaged parking brake.	☐	☐	☐	☐
5. Engaged pump.	☐	☐	☐	☐
6. Dismounted safely, avoided traffic and other hazards.	☐	☐	☐	☐
7. Properly deployed wheel chocks.	☐	☐	☐	☐
8. Utilized safety equipment (PPE, reflective vests).	☐	☐	☐	☐
9. Deployed traffic control devices.	☐	☐	☐	☐
10. Established protected work areas using scene control devices.	☐	☐	☐	☐
11. Assembled foam producing equipment and hose.	☐	☐	☐	☐
12. Ensured nozzle and eductor are compatible.	☐	☐	☐	☐
13. Set concentration on eductor.	☐	☐	☐	☐
14. Provided correct pressure to produce a properly proportioned foam fire stream.	☐	☐	☐	☐

Candidate's name: _____ **Station:** **Pass** ☐ **Fail** ☐

Notes (please include comments/explanation for failure):

Evaluator's Signature: _____ **Date:** _____

Appendix A

Local Verification Form

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KANSAS FIRE & RESCUE TRAINING INSTITUTE
The University of Kansas

Driver/Operator - Pumper/Aerial Local Verification Form

NFPA 1002 – 2017

Candidate's Name: _____ Date of Birth: _____

Local Verification Requirements

1. Driver's license.

The candidate has the appropriate class of driver's license (and appropriate endorsements, if applicable) per department requirements and is authorized by the undersigned to operate the vehicle(s) used during the test.

2. NFPA 1002 – 2017, JPR 4.2.2, Document Routine Tests, Inspections, and Servicing Functions:

The candidate has successfully demonstrated the ability to complete all required documentation relating to routine tests, inspections, and servicing functions of department aerials per department protocols and procedures.

3. NFPA 1002 – 2017, JPR 4.3.1, Operate a Fire Department Vehicle Under Adverse Environmental Conditions:

The candidate has successfully demonstrated the ability to successfully drive a department pumper/aerial under adverse environmental or driving surface conditions.

4. NFPA 1002 – 2017, JPR 4.3.6, Operate Fire Department Vehicle Using Defensive Driving Techniques Under Emergency Conditions:

The candidate has successfully demonstrated the ability to safely and successfully drive a department pumper/aerial including, but not limited to, the ability to operate passenger restraint devices; maintain safe following distances; maintain control of vehicle while accelerating, decelerating, and turning; operate the vehicle under adverse environmental or surface conditions; and use automotive gauges and controls, all while operating under emergency conditions (i.e., "lights and sirens").

I have reviewed the candidate's file and affirm that the candidate identified above has met the requirements listed in paragraphs 1 through 4 above. All requirements have been successfully conducted and completed per local department protocol. All information listed above can be validated by a written and/or hard copy of the documents maintained by the department.

_____ _____

Typed or Legibly Printed Name of Fire Chief or Training Division Chief — Signature of Fire Chief or Training Division Chief

Date: _____ Department: _____

Fire Department Phone Number: (_____) _____ - _____

Return Completed Form To: Kansas Fire & Rescue Training Institute, KU Continuing Education, 1515 St Andrews Drive, Lawrence, KS 66047

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Appendix B

How to Set up a Profile

How to View Your Results Online

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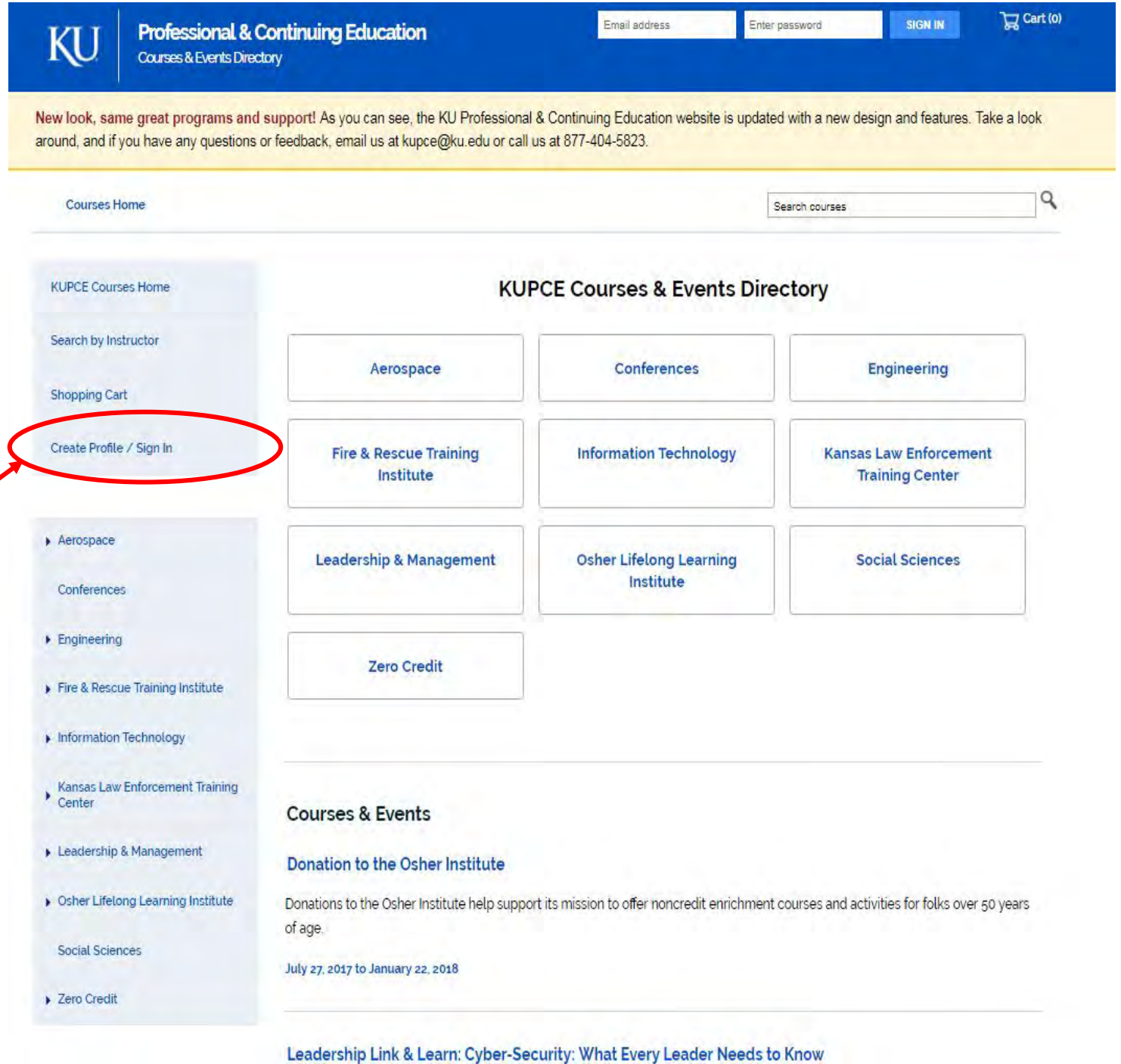
Click on the hyperlink below

https://www.enrole.com/kupce/jsp/

Then click on

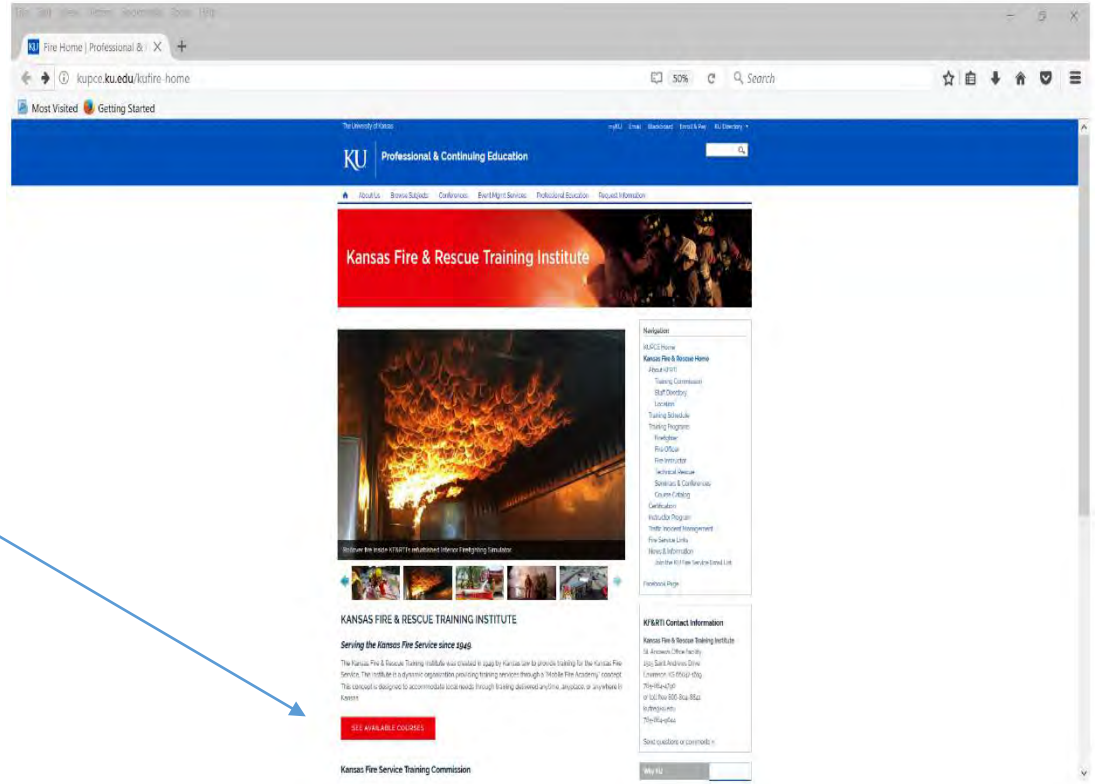
"**Create Profile/Sign In**"



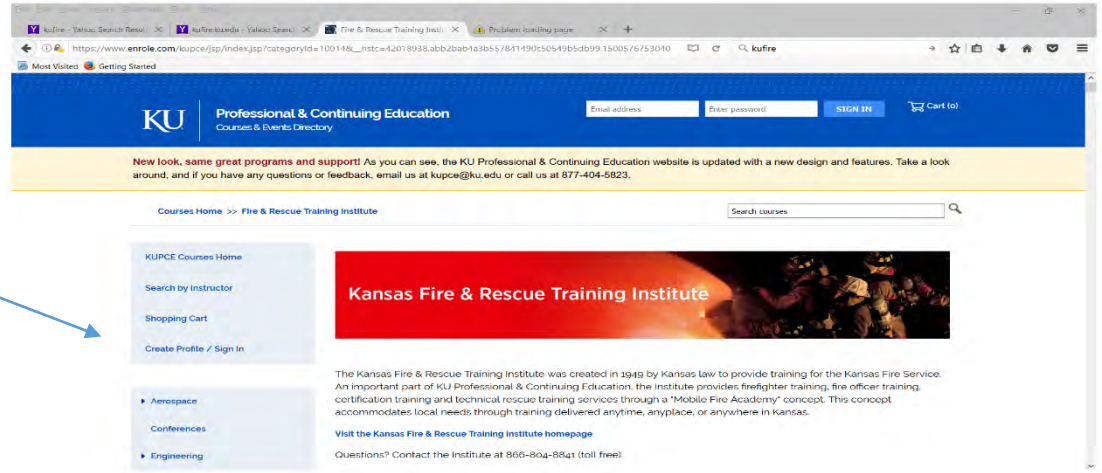
OR….go to our web page and click…

(http://kupce.ku.edu/kufire-home)

SEE AVAILABLE COURSES

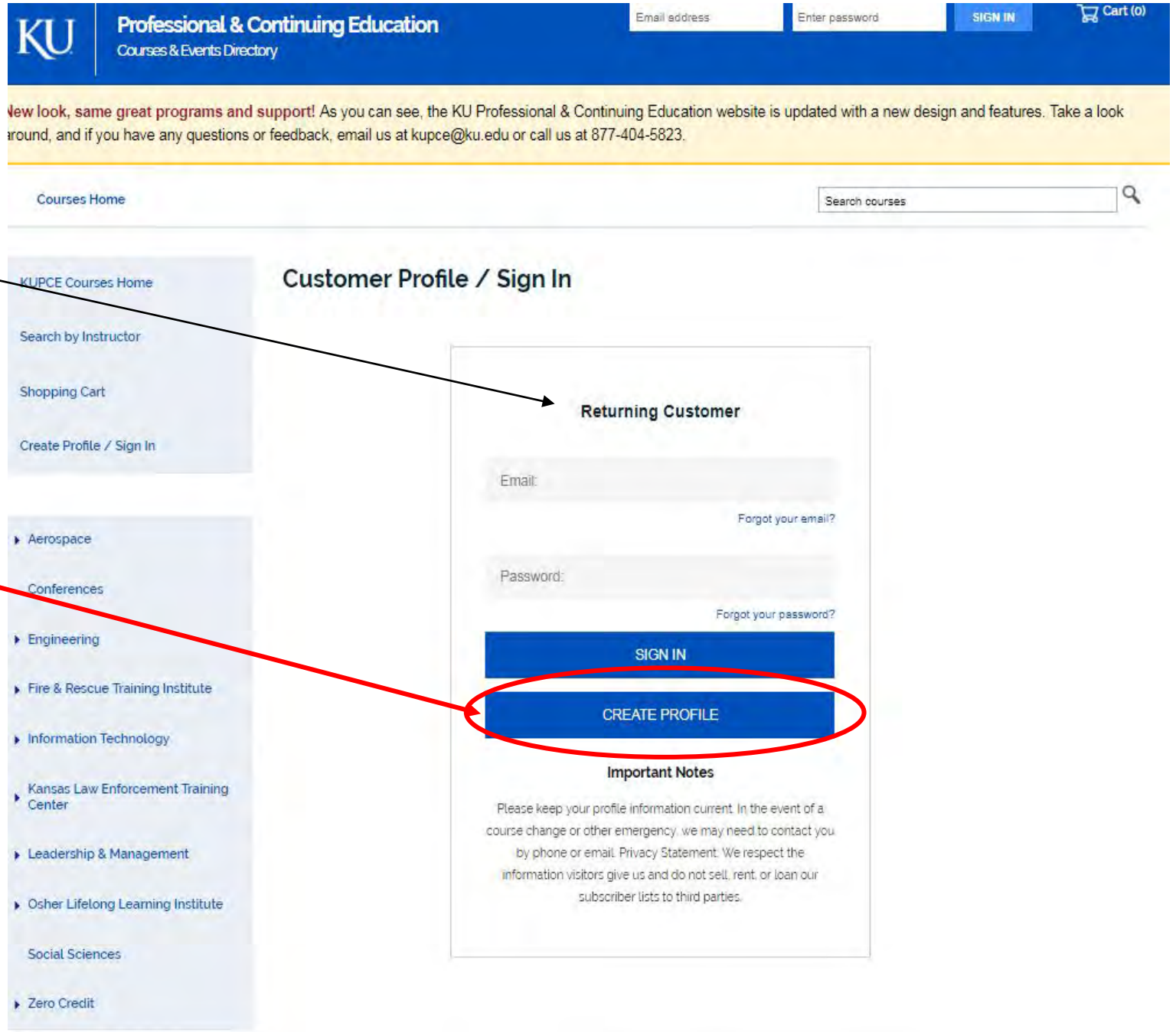


Then click “Create Profile / Sign In”



If you have already created a profile; sign in with the email and password you selected and skip to page 5

Click on "Create Profile"

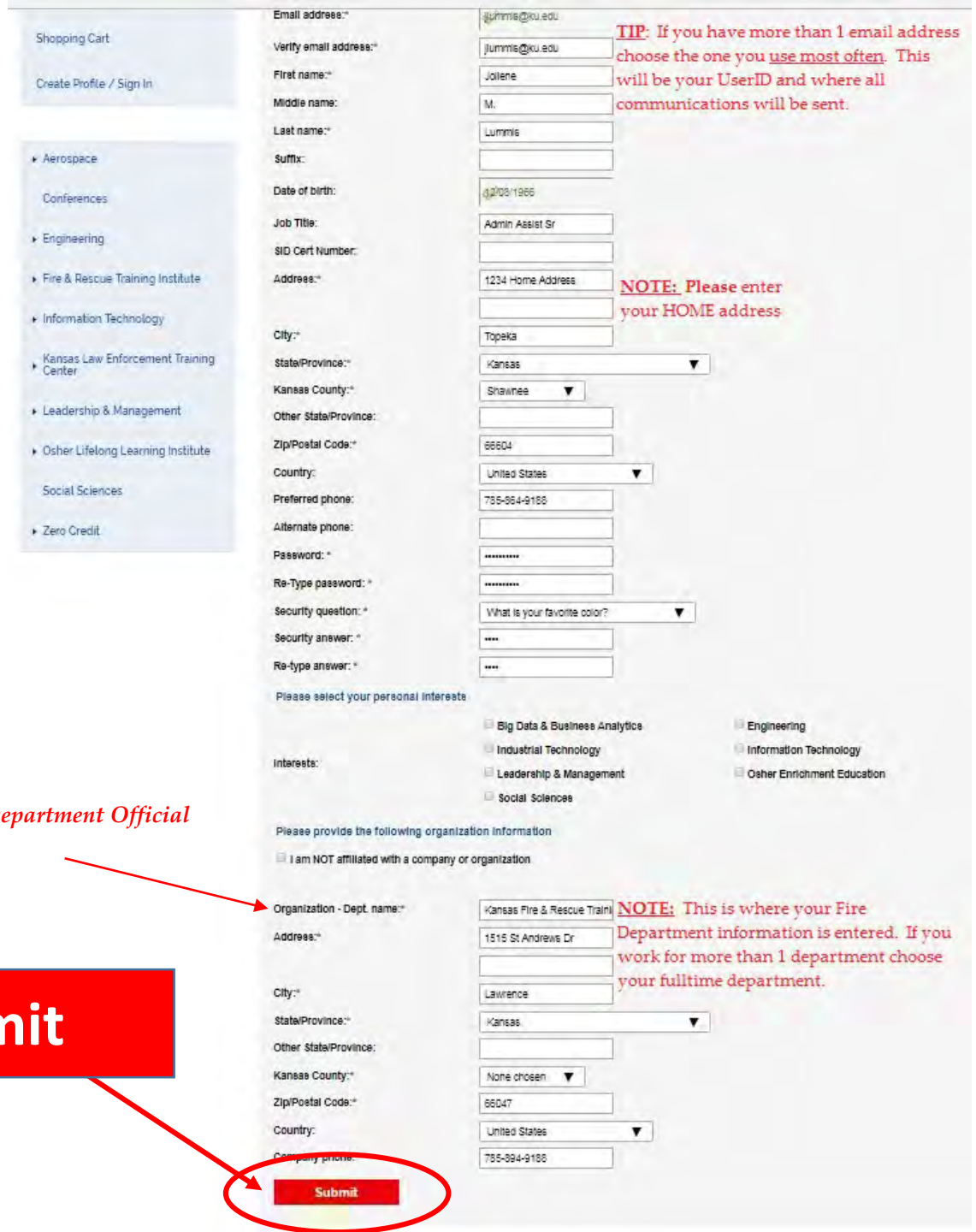


Fill this page out completely

We have included tips/notes to address frequently asked questions

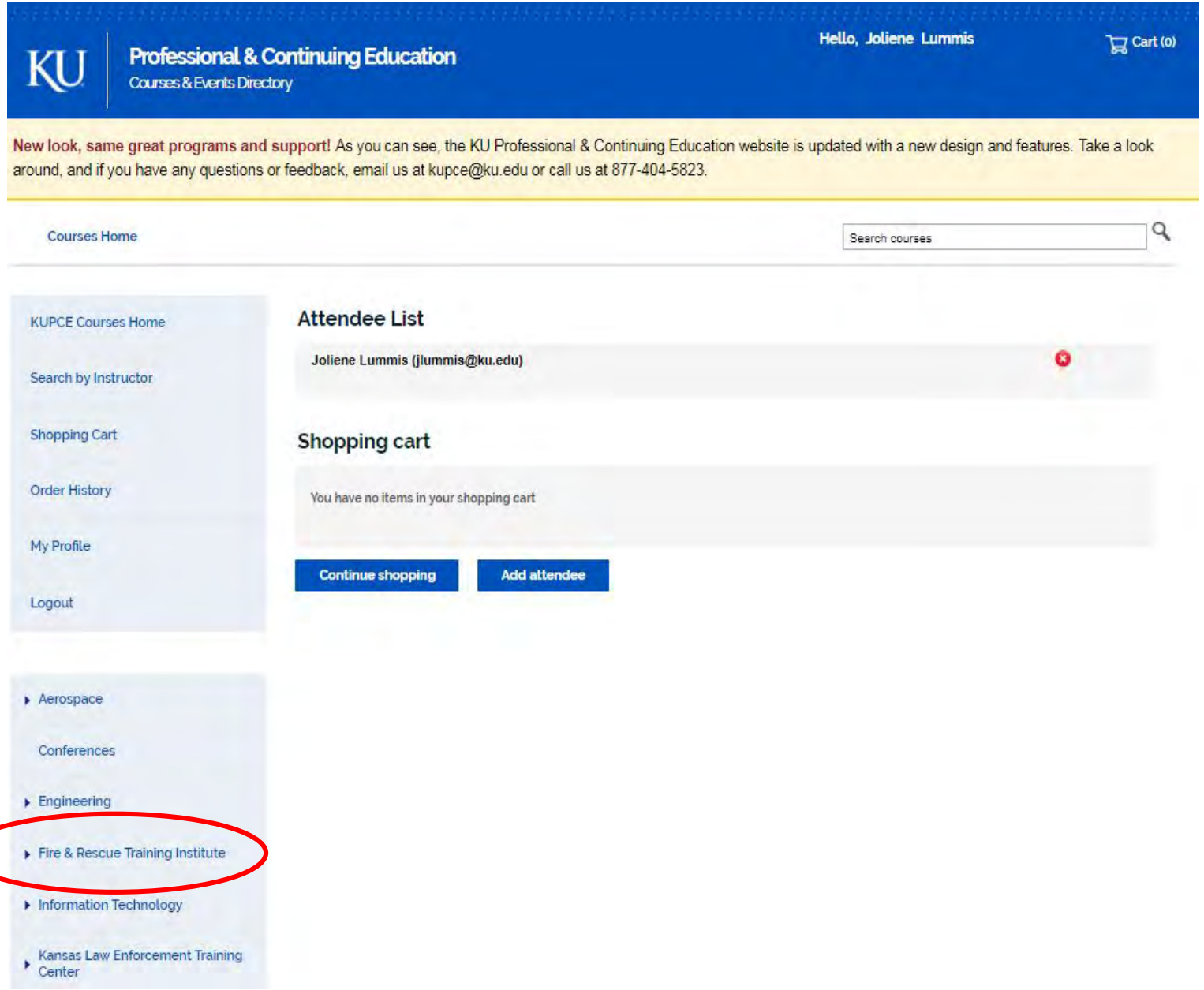
When complete – click

Submit

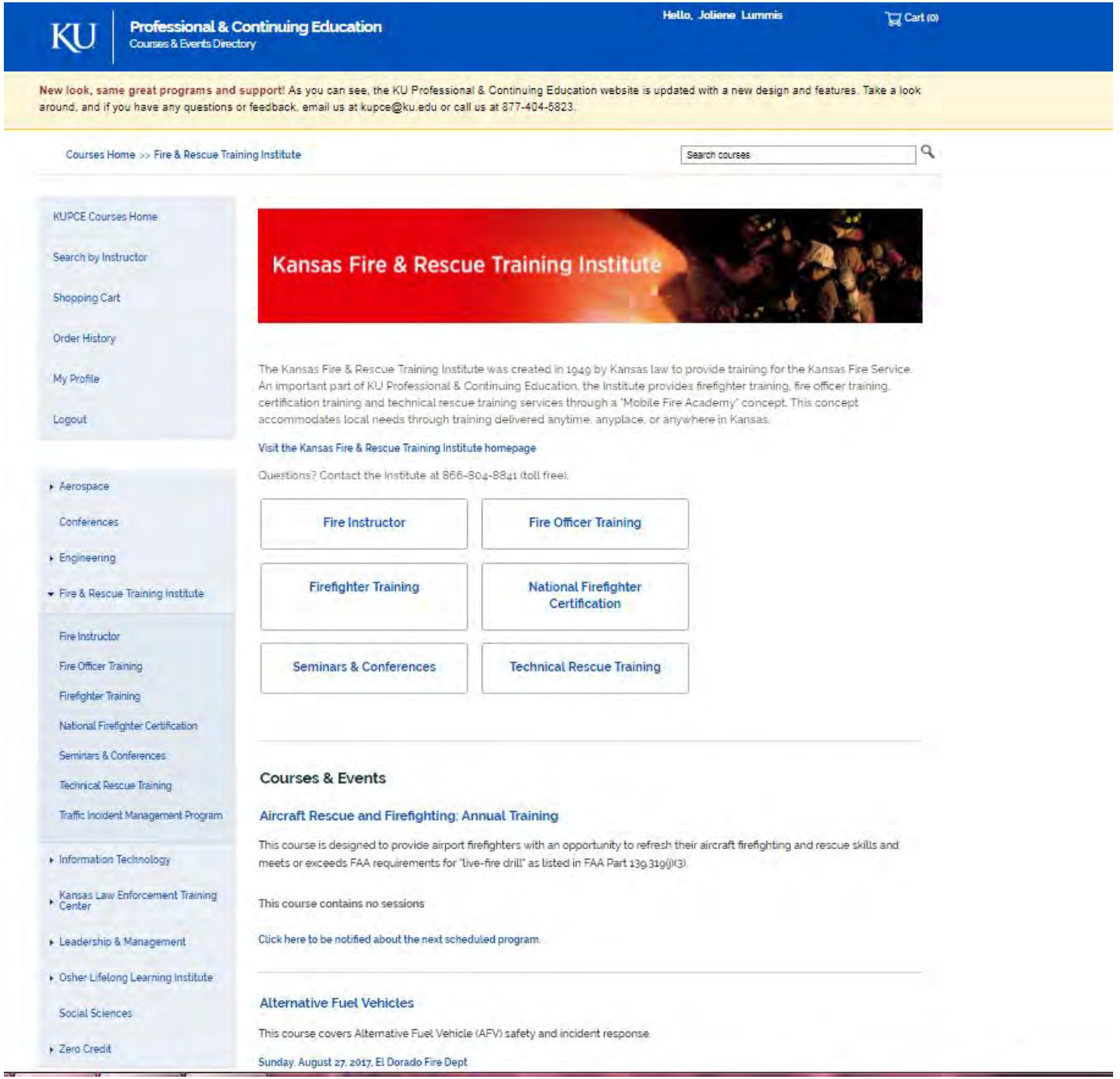


- **You are now ready to “shop” for classes.**

- **To see available courses click on “Fire & Rescue Training Institute”**



Scroll down to find the course you are interested in



- **Find your course**
- **Click on the course date**

This course contains no sessions

Click here to be notified about the next scheduled program.

Driving Simulator Training

This training utilizes simulators to reinforce good driving skills and mediate the correct response to a driving situation.

Friday, August 25, 2017, Fairmount Twp Fire Dept

(1 seats (6%) remaining)

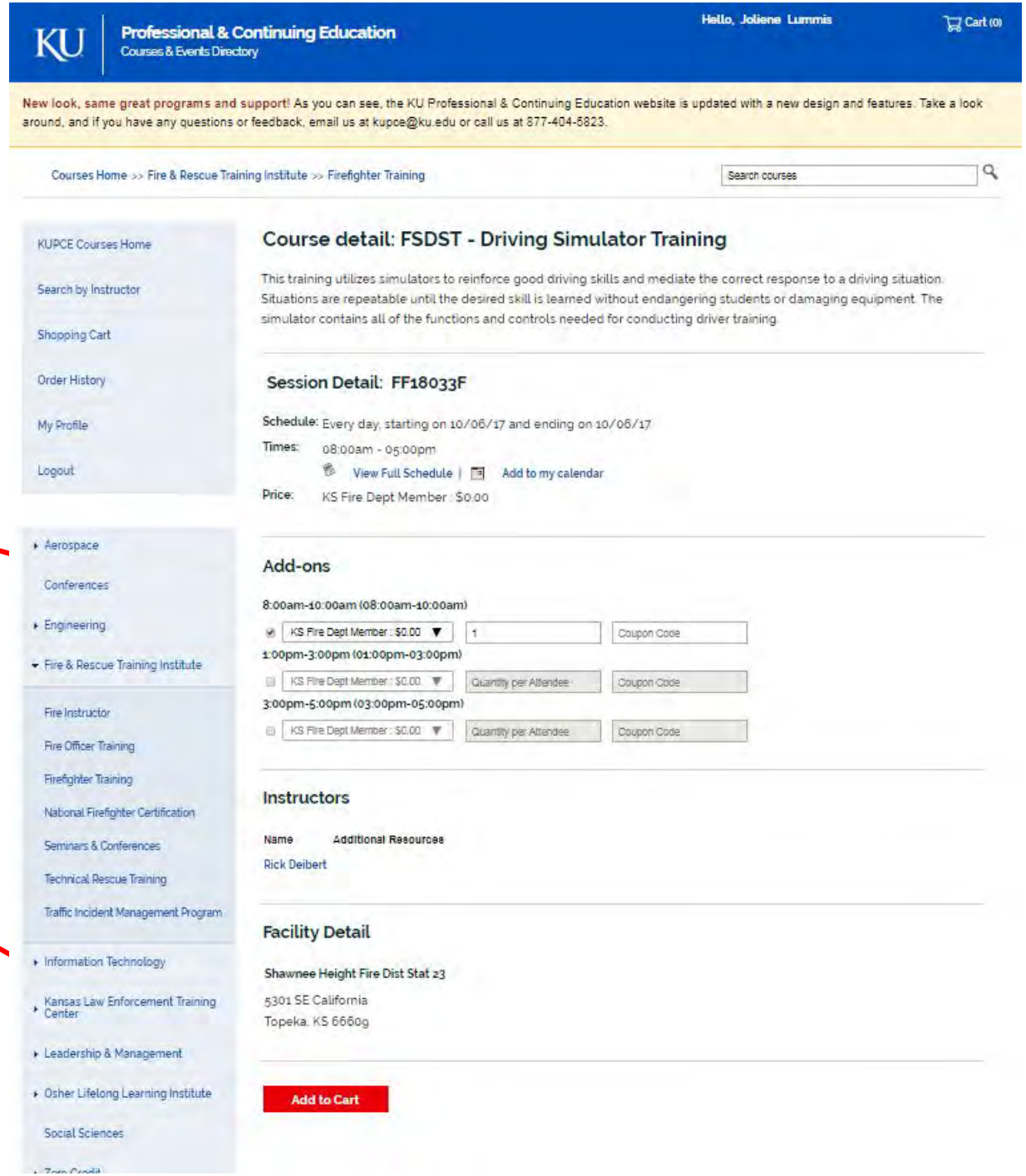
Saturday, August 26, 2017, Fairmount Twp Fire Dept
Sunday, August 27, 2017, Fairmount Twp Fire Dept
Friday, September 15, 2017, Andover Fire and Rescue
Saturday, September 16, 2017, Andover Fire and Rescue
Sunday, September 17, 2017, Andover Fire and Rescue
Friday, September 22, 2017, El Dorado Fire Dept Stat 2
Saturday, September 23, 2017, El Dorado Fire Dept Stat 2
Sunday, September 24, 2017, El Dorado Fire Dept Stat 2
Friday, October 6, 2017, Shawnee Height Fire Dist Stat 23
Saturday, October 7, 2017, Shawnee Height Fire Dist Stat 23
Sunday, October 8, 2017, Shawnee Height Fire Dist Stat 23
Thursday, November 2, 2017, Emporia Fire Dept
Friday, November 3, 2017, Emporia Fire Dept
Saturday, November 4, 2017, Emporia Fire Dept

Emergency Vehicle Driver Training - VFIS

Participants in this course will have the opportunity to gain and/or verify a broad range of competencies associated with emerger vehicle driving. These competencies include basic understanding of emergency vehicle operations as well as the skills necessary

- **If required, choose the time you want to attend the course.**

- **Click** **Add to cart**

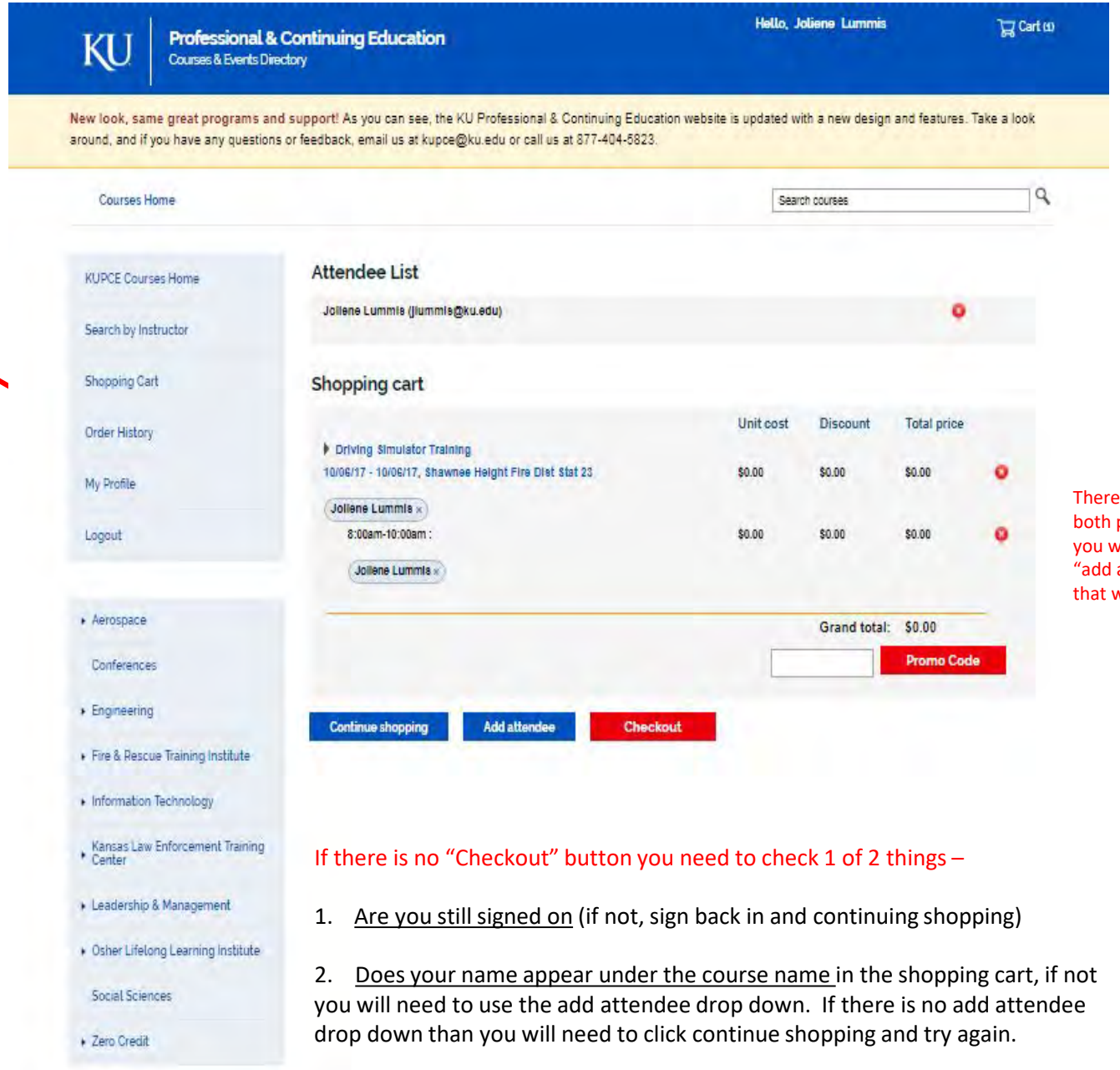


Click

Checkout

Note:

If you do not see the "Checkout" button you are not signed on or something went wrong.



There should be a name in both places. If there is not you will need to use the "add attendee" drop down that will appear.

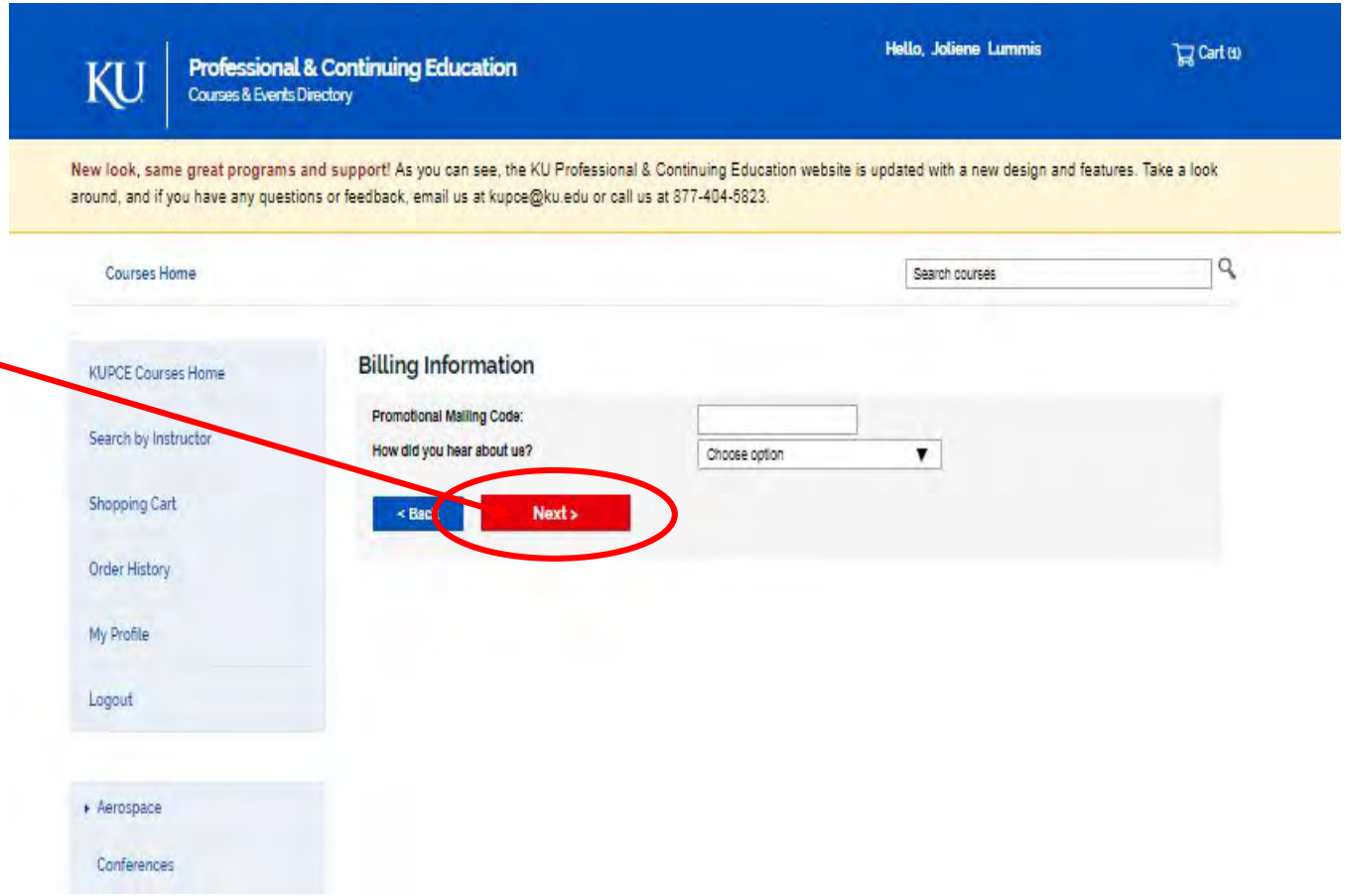
If there is no "Checkout" button you need to check 1 of 2 things –

1. Are you still signed on (if not, sign back in and continuing shopping)

2. Does your name appear under the course name in the shopping cart, if not you will need to use the add attendee drop down. If there is no add attendee drop down than you will need to click continue shopping and try again.

Click

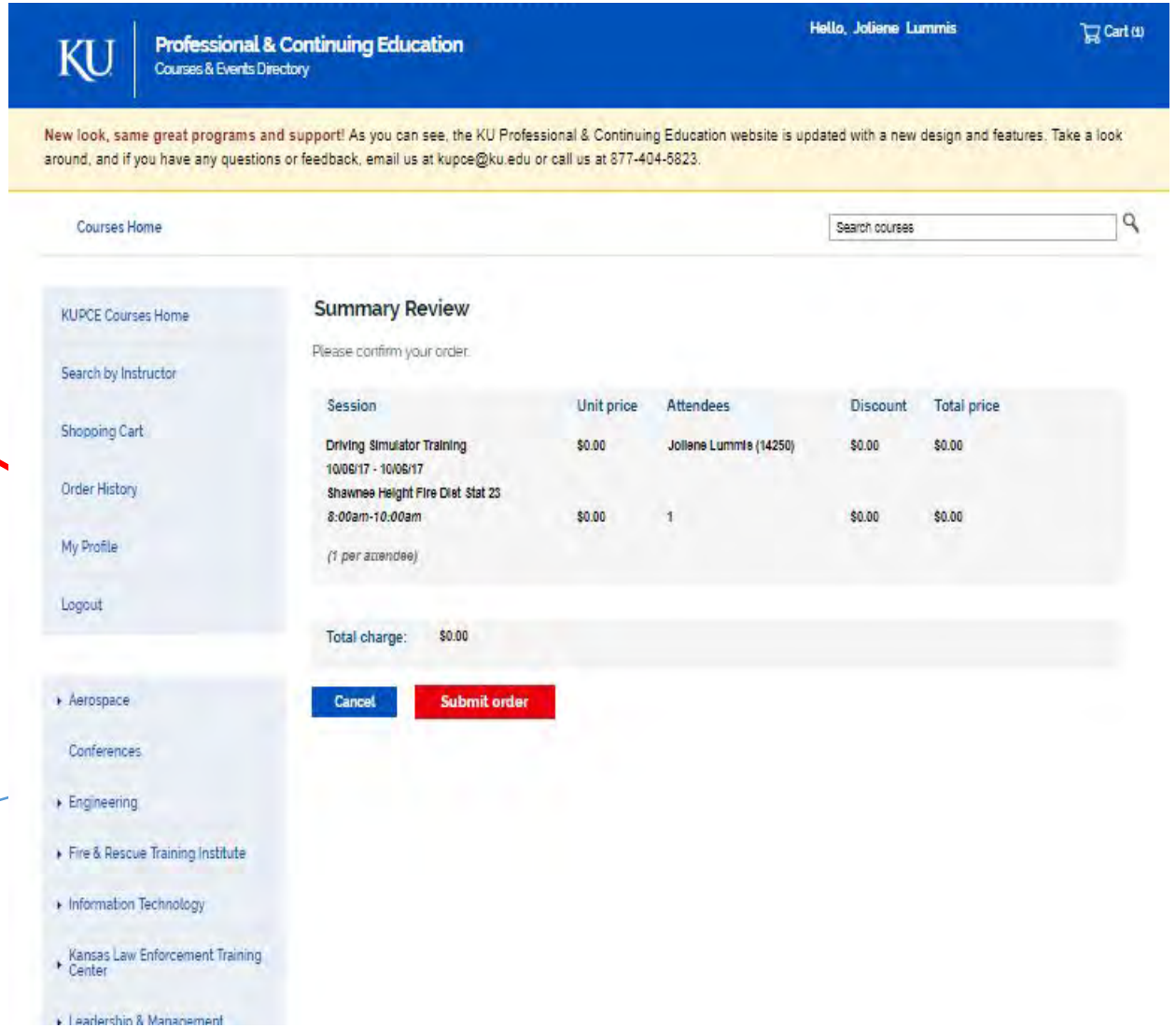
Next


KU
Professional & Continuing Education
Courses & Events Directory
Hello, Joliene Lummis
Cart (1)
New look, same great programs and support! As you can see, the KU Professional & Continuing Education website is updated with a new design and features. Take a look around, and if you have any questions or feedback, email us at kupce@ku.edu or call us at 877-404-5823.
Courses Home
Search courses
KUPCE Courses Home
Search by Instructor
Shopping Cart
Order History
My Profile
Logout
Aerospace
Conferences
Billing Information
Promotional Mailing Code:
How did you hear about us?
Choose option
< Bac
Next >

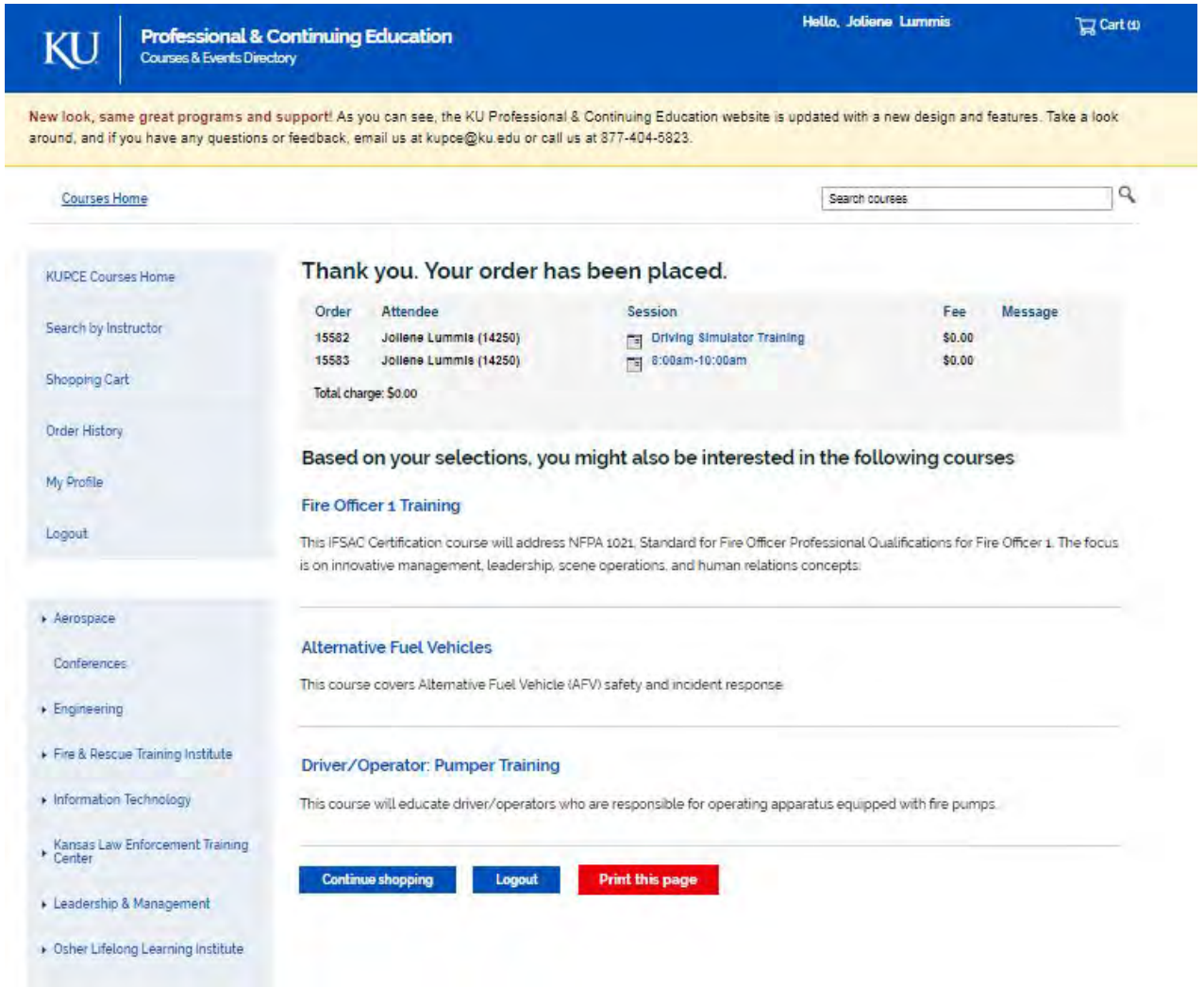
Review your order

Click **Submit**

If you need to make a change click **Cancel**



You are enrolled!!



Note:

If you do not see this page your order has not been placed and you are not registered for the course.

You will get an “order confirmation” email that looks like this.

Within 24 business hours you will get a “course confirmation” email with the course Details.

Reply Reply All Forward IM

Fri 8/18/2017 10:30 AM

kupce@ku.edu

Thank you for your order

To Lummis, Joliene

Bing Maps + Get more app

KU PROFESSIONAL & CONTINUING EDUCATION
The University of Kansas

Order	Attendee	Event	Fee	Message
15582	Joliene Lummis (14250)	Driving Simulator Training Add to my calendar	$0.00	
15583	Joliene Lummis (14250)	8:00am-10:00am Add to my calendar	$0.00	

Total Charge: $0.00

[Edwards Campus
Professional & Continuing Education
Regents Center 125
12600 Quivira Rd.
Overland Park, KS 66213]

We are here to help!!!
If you have any questions

- **Call us toll free at 866-804-8841**
- **Email us kufire@ku.edu**

KU
KANSAS
FIRE & RESCUE
TRAINING INSTITUTE
The University of Kansas

Joliene

Erica

Pattie

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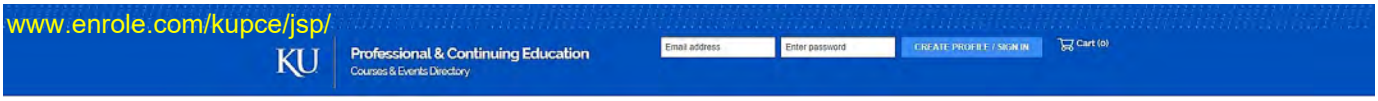
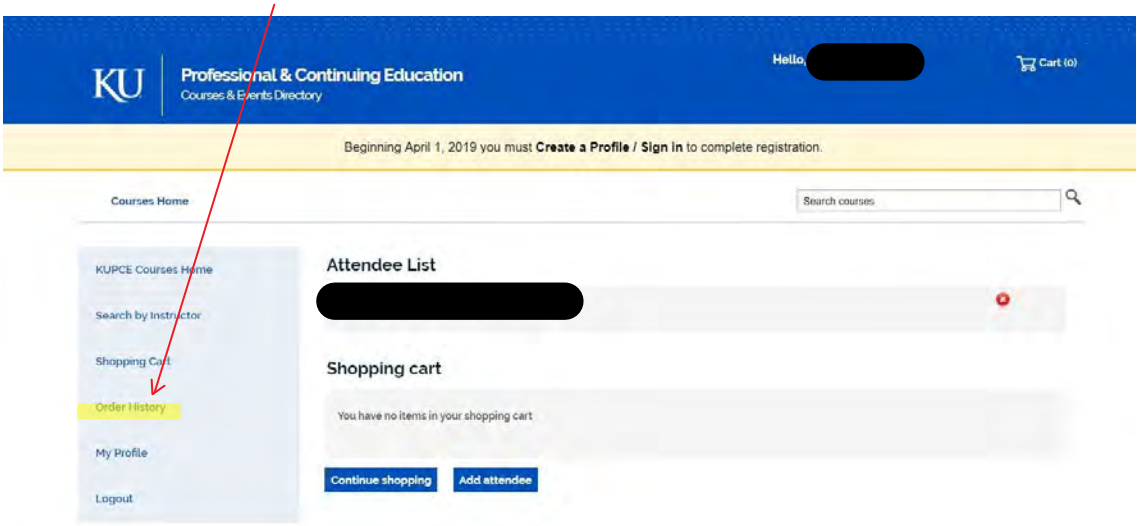
How To View National Certification Exam Results Online

1. Visit the KU Lifelong & Professional Education Courses & Events Directory to log-In to your on-line profile.



2. Once logged-in navigate to your **Order History**.



3. Your exam results and certificate will be listed under the applicable class and the related sub-sessions.