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# Rulemaking Hearing Rule(s) Filing Form

Rulemaking Hearing Rules are rules filed after and as a result of a rulemaking hearing (Tenn. Code Ann. § 4-5-205).

Pursuant to Tenn. Code Ann. § 4-5-229, any new fee or fee increase promulgated by state agency rule shall take effect on July 1, following the expiration of the ninety (90) day period as provided in § 4-5-207. This section shall not apply to rules that implement new fees or fee increases that are promulgated as emergency rules pursuant to § 4-5-208(a) and to subsequent rules that make permanent such emergency rules, as amended during the rulemaking process. In addition, this section shall not apply to state agencies that did not, during the preceding two (2) fiscal years, collect fees in an amount sufficient to pay the cost of operating the board, commission or entity in accordance with § 4-29-121(b).

<b>Agency/Board/Commission:</b>	Tennessee Commission for Firefighting Personnel Standards and Education
<b>Division:</b>	Division of Fire Prevention, Department of Commerce and Insurance
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**Revision Type (check all that apply):**

- Amendment  
 New  
 Repeal

**Rule(s) Revised (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please enter only ONE Rule Number/Rule Title per row)**

Chapter Number	Chapter Title
0360-01-01	General
Rule Number	Rule Title
0360-01-01-.01	Address

Chapter Number	Chapter Title
0360-01-02	Definitions
Rule Number	Rule Title
0360-01-02-.01	Definitions

Chapter Number	Chapter Title
0360-02-01	Certification of Training and Education Programs
Rule Number	Rule Title

0360-02-01-.01	Local Fire Departments
0360-02-01-.02	Vocational Schools and Institutions of Higher Education
0360-02-01-.03	Special Courses and Programs
0360-02-01-.04	Reserved
0360-02-01-.05	Minimum Training

Chapter Number	Chapter Title
0360-02-02	Instructor Certification
Rule Number	Rule Title
0360-02-02-.01	Repealed
0360-02-02-.02	Repealed
0360-02-02-.03	Repealed
0360-02-02-.04	Repealed
0360-02-02-.06	Vocational School and Higher Education Instructor

Chapter Number	Chapter Title
0360-03-01	Classifications for Full-Time and Volunteer Fire Fighters
Rule Number	Rule Title
0360-03-01-.01	Reserved
0360-03-01-.02	Fire Fighter I
0360-03-01-.03	Fire Fighter II
0360-03-01-.04	Fire Fighter I/II Combined
0360-03-01-.05	Fire Department Instructor I
0360-03-01-.06	Fire Department Instructor II
0360-03-01-.07	Fire Department Instructor I/II Combined
0360-03-01-.08	Fire Department Instructor III
0360-03-01-.09	Fire Officer I
0360-03-01-.10	Fire Officer II
0360-03-01-.11	Fire Officer I/II Combined
0360-03-01-.12	Fire Officer III
0360-03-01-.13	Fire Officer IV
0360-03-01-.14	Hazardous Materials Awareness Certification
0360-03-01-.15	Hazardous Materials Operations Certification
0360-03-01-.16	Airport Firefighter
0360-03-01-.17	Wildland Firefighter I
0360-03-01-.18	Wildland Firefighter II
0360-03-01-.19	Fire and Life Safety Educator I
0360-03-01-.20	Fire and Life Safety Educator II
0360-03-01-.21	Fire Safety Compliance Officer I
0360-03-01-.22	Fire Safety Compliance Officer II
0360-03-01-.23	Fire Apparatus Operator
0360-03-01-.24	Pumper Driver/Operator
0360-03-01-.25	Aerial Apparatus Driver/Operator
0360-03-01-.26	Safety Officer
0360-03-01-.27	Incident Safety Officer I
0360-03-01-.28	Health & Safety Officer I
0360-03-01-.29	Reserved
0360-03-01-.30	Technical Rescuer
0360-03-01-.31	Rope Rescuer
0360-03-01-.32	Confined Space Rescuer
0360-03-01-.33	Trench Rescuer
0360-03-01-.34	Structural Collapse Rescuer

0360-03-01-.35	Vehicle Rescuer
0360-03-01-.36	Surface Water Rescuer
0360-03-01-.37	Swiftwater Rescuer I
0360-03-01-.38	Swiftwater Rescuer II
0360-03-01-.39	Dive Rescuer
0360-03-01-.40	Ice Rescuer
0360-03-01-.41	Surf Rescuer
0360-03-01-.42	Wilderness Rescuer
0360-03-01-.43	Mine and Tunnel Rescuer
0360-03-01-.44	Cave Rescuer
0360-03-01-.45	Machinery Rescuer
0360-03-01-.46	Exterior Industrial Fire Brigade Member
0360-03-01-.47	Interior Structural Fire Brigade Member
0360-03-01-.48	Fire Inspector I
0360-03-01-.49	Fire Investigator I

<b>Chapter Number</b>	<b>Chapter Title</b>
0360-04-01	Examinations
<b>Rule Number</b>	<b>Rule Title</b>
0360-04-01-.01	General
0360-04-01-.02	Applications
0360-04-01-.03	Character of Examinations
0360-04-01-.04	Grading
0360-04-01-.05	Retesting
0360-04-01-.06	Examination Form
0360-04-01-.07	Reserved
0360-04-01-.08	Written Examinations
0360-04-01-.09	Practical Examinations

<b>Chapter Number</b>	<b>Chapter Title</b>
0360-05-01	Revocation of Certification
<b>Rule Number</b>	<b>Rule Title</b>
0360-05-01-.02	Separation from Active Fire Service

<b>Chapter Number</b>	<b>Chapter Title</b>
0360-06-01	Miscellaneous Certification Standards
<b>Rule Number</b>	<b>Rule Title</b>
0360-06-01-.04	Progression
0360-06-01-.05	Reciprocity

<b>Chapter Number</b>	<b>Chapter Title</b>
0360-07-01	Educational Pay Incentive
<b>Rule Number</b>	<b>Rule Title</b>
0360-07-01-.01	Minimum Employment Standards-Definitions
0360-07-01-.02	Firefighter- Definition
0360-07-01-.03	Reserved
0360-07-01-.04	Entry-Level Personnel
0360-07-01-.05	Requirements for In-Service Training Programs
0360-07-01-.06	Payment Procedures
0360-07-01-.07	Waiver

0360-07-01-.08	Audit
0360-07-01-.09	Disciplinary matters
0360-07-01-.10	Prosecution of False Claims for Educational Incentive Pay
0360-07-01-.11	Reserved
0360-07-01-.12	Reserved
0360-07-01-.13	Reserved
0360-07-01-.14	Reserved
0360-07-01-.15	Reserved
0360-07-01-.16	Reserved
0360-07-01-.17	Reserved
0360-07-01-.18	Reserved

Chapter 0360-01-01  
General

Rule 0360-01-01-.01 Address is amended by deleting the rule in its entirety and substituting the following language, so as amended, the rule shall read as follows:

0360-01-01-.01 Address. Whenever some document is required to be submitted to or filed with the Commission, mailing by first class mail to the Commission office shall suffice.

Authority: T.C.A. § 4-24-107.

Chapter 0360-01-02  
Definitions

Rule 0360-01-02-.01 Definitions is amended by deleting the rule in its entirety and substituting the following language, so as amended, the rule shall read as follows:

0360-01-02-.01 Definitions.

- (1) "Closed examination" shall mean an examination which is administered to the firefighters of a single fire department.
- (2) "Commission" shall mean the Tennessee Commission on Fire Fighting Personnel Standards and Education. "Commission" may also refer to a person designated by the Commission for a particular purpose.
- (3) "Commission office" shall mean the office of the Director and staff of the Tennessee Commission on Fire Fighting Personnel Standards and Education. "Commission office" may also refer to persons defined as "Commission Representatives."
- (4) "Commission Representative" shall mean a person authorized by the Commission to act on its behalf. This may include, but is not limited to, the Commission director, Commission coordinators, and field representatives.
- (5) "Department" shall mean a department of a municipality, county, or political subdivision, or an organization, agency, or entity that offers its services, for or without pay, for the purpose of suppressing fires, performing rescue services, or for other emergency response purposes. Excluded from this definition are law enforcement agencies, emergency medical agencies licensed by the Tennessee emergency medical services board, and rescue squads that do not provide fire protection.

- (6) "Firefighter" shall mean any person hired or accepted as a full-time, part-time or volunteer firefighter, by a department recognized under the Fire Department Recognition Act, T.C.A. § 68-102-301, et seq., and who has satisfied the minimum training requirements of T.C.A. § 4-24-112.
- (7) "IFSAC" shall mean the International Fire Service Accreditation Congress.
- (8) "NFPA" shall mean the National Fire Protection Association.
- (9) "Performance examination" shall mean a skill evaluation used to assess a candidate's ability to perform a particular job performance requirement, requisite skill, or objective of a standard for the purpose of certification.
- (10) "Pro Board" shall mean the National Board on Fire Service Professional Qualifications.
- (11) "Training Coordinator" shall mean a person at the department who acts as a point of contact for receipt of Commission-related information.
- (12) "Written examination" shall mean an assessment administered on paper or on a computer that is used to measure a candidate's knowledge of a particular job performance requirement, requisite knowledge, or objective of a standard for the purpose of certification.

Authority: T.C.A §§ 4-24-101 and 4-24-107.

Chapter 0360-02-01  
Certification Of Training And Education Programs

Chapter 0360-02-01 is amended by deleting the chapter in its entirety and substituting the following language, so as amended, the chapter shall read as follows:

Chapter 0360-02-01  
Certification Of Training And Education Programs

Table Of Contents

- 0360-02-01-.01 Local Fire Departments
- 0360-02-01-.02 Vocational Schools and Institutions of Higher Education
- 0360-02-01-.03 Special Courses and Programs
- 0360-02-01-.04 Reserved
- 0360-02-01-.05 Minimum Training

0360-02-01-.01 Local Fire Departments.

- (1) Departments recognized under the Fire Department Recognition Act, T.C.A. § 68-102-301 et seq. may participate in any eligible Commission program. Recognition shall be deemed participation in Firefighting programs.
- (2) Any firefighter who is a member of a recognized department is automatically eligible for any Commission program for which he or she has satisfied the prerequisites.
- (3) If a course or program has not been properly submitted and certified by the Commission, persons completing such course or program will not receive credit from the Commission for having taken the course or program.

Authority: T.C.A. §§ 4-24-101, 4-24-107, and 4-24-112.

0360-02-01-.02 Vocational Schools and Institutes Of Higher Education...

- (1) If an institution wishes to have its courses certified, it must submit written descriptions of said courses to the Commission for consideration. All courses in fire training leading to certification must meet or exceed the applicable NFPA standard(s) and be consistent with the rules and regulations of the Commission.
- (2) In order to receive course approval, the course content must be submitted, in writing, to the Commission at least sixty (60) days prior to consideration by the Commission. The submission must include specific citations to the portions of the NFPA standard(s) that correlate with the course content.
- (3) Advanced courses and seminars in fire service, fire engineering or other advanced fire related training must be submitted to the Commission in sufficient detail to show adequacy of course content on the subject.
- (4) Any institution desiring to have a program (consisting of one or more courses or seminars) approved must:
  - (a) submit a detailed description of the program at least sixty (60) days prior to consideration by the Commission; and
  - (b) have each course or seminar certified by the Commission as set forth above.
- (5) If a course or program has been properly submitted and certified by the Commission, persons completing such course or program will be given credit toward individual certification. Completion of unapproved courses or programs will not result in such credit.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-02-01-.03 Special Courses and Programs.

- (1) Any entity or organization not otherwise covered by these rules and regulations which offers special courses, programs, or seminars in fire related subjects may request approval of such offerings. Approval will be considered, giving due weight to course content and qualifications of instructors.
- (2) When coursework is submitted toward a level of certification, a correlation sheet showing how the coursework meets the appropriate NFPA standard must be attached. Coursework cannot substitute for the practical examination for levels of certification accredited by IFSAC or any other national fire service accreditation body.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-02-01-.04 Reserved.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-106(2), 4-24-107 and 4-24-107(3).

0360-02-01-.05 Minimum Training.

- (1) (a) In order for the Commission to determine if a training is equivalent to a required training offered by the Tennessee Fire Service and Codes Enforcement Academy, all training programs seeking such determination of equivalency must submit:
  1. an outline of the training to be used; and either

2. a correlation of the program to the applicable NFPA standards; or
  3. a correlation of the program to the class offered by the Tennessee Fire Service and Codes Enforcement Academy.
- (b) A department may use a previously approved training program on file with the Commission as long as the program meets or exceeds the current Commission-adopted NFPA standard and is approved by the Commission.
- (2) To sit for certification testing, each individual must submit documentation of proof of completion of the prerequisites for the appropriate level of certification.
    - (a) An applicant must have satisfied the requirements of T.C.A. § 4-24-112 to challenge a certification test.
    - (b) Certificates of course completion do not constitute certification.
    - (c) Certification as Fire Fighter I shall be considered proof of a fire fighter's completion of a minimum sixteen (16) hours of initial training and basic and live fire training requirement.

Authority: T.C.A. §§ 4-24-101, 4-24-107, and 4-24-112.

Chapter 0360-02-02  
Instructor Certification

Rule 0360-02-02-.06 Vocational School and Higher Education Instructor is amended by deleting the rule in its entirety and substituting the following language, so as amended, the rule shall read as follows:

0360-02-02-.06 Vocational School and Higher Education Instructor.

- (1) An applicant may be certified by the Commission as an instructor in a vocational school or institution of higher education, provided he/she can show to the satisfaction of the Commission that he/she has a sufficient combination of education and experience to qualify him/her to teach the subject matter. In the alternative, the applicant can qualify for certification by passing the Fire Department Instructor I examination or the equivalent credentials appropriate for the vocational school or institution of higher education.
- (2) The applicant provides information sufficient for the Commission to determine that applicant will utilize his/her certification at a specialized vocational school or institution of higher learning.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

Chapter 0360-03-01  
Classifications For Full-Time And Volunteer Fire Fighters

Chapter 0360-03-01 is amended by deleting the chapter in its entirety and substituting the following language, so as amended, the chapter shall read as follows:

Chapter 0360-03-01  
Classifications For Full-Time And Volunteer Fire Fighters

Table Of Contents

0360-03-01-.01 Reserved

0360-03-01-.25 Aerial Apparatus Driver/Operator

0360-03-01-.02 Fire Fighter I	0360-03-01-.26 Safety Officer
0360-03-01-.03 Fire Fighter II	0360-03-01-.27 Incident Safety Officer I
0360-03-01-.04 Fire Fighter I/II Combined	0360-03-01-.28 Health & Safety Officer I
0360-03-01-.05 Fire Department Instructor I	0360-03-01-.29 Reserved
0360-03-01-.06 Fire Department Instructor II	0360-03-01-.30 Technical Rescuer
0360-03-01-.07 Fire Department Instructor I/II Combined	0360-03-01-.31 Rope Rescuer
0360-03-01-.08 Fire Department Instructor III	0360-03-01-.32 Confined Space Rescuer
0360-03-01-.09 Fire Officer I	0360-03-01-.33 Trench Rescuer
0360-03-01-.10 Fire Officer II	0360-03-01-.34 Structural Collapse Rescuer
0360-03-01-.11 Fire Officer I/II Combined	0360-03-01-.35 Vehicle Rescuer
0360-03-01-.12 Fire Officer III	0360-03-01-.36 Surface Water Rescuer
0360-03-01-.13 Fire Officer IV	0360-03-01-.37 Swiftwater Rescuer I
0360-03-01-.14 Hazardous Materials Awareness Certification	0360-03-01-.38 Swiftwater Rescuer II
0360-03-01-.15 Hazardous Materials Operations Certification	0360-03-01-.39 Dive Rescuer
0360-03-01-.16 Airport Firefighter	0360-03-01-.40 Ice Rescuer
0360-03-01-.17 Wildland Firefighter I	0360-03-01-.41 Surf Rescuer
0360-03-01-.18 Wildland Firefighter II	0360-03-01-.42 Wilderness Rescuer
0360-03-01-.19 Fire and Life Safety Educator I	0360-03-01-.43 Mine and Tunnel Rescuer
0360-03-01-.20 Fire and Life Safety Educator II	0360-03-01-.44 Cave Rescuer
0360-03-01-.21 Fire Safety Compliance Officer I	0360-03-01-.45 Machinery Rescuer
0360-03-01-.22 Fire Safety Compliance Officer II	0360-03-01-.46 Exterior Industrial Fire Brigade Member
0360-03-01-.23 Fire Apparatus Operator	0360-03-01-.47 Interior Structural Fire Brigade Member
0360-03-01-.24 Pumper Driver/Operator	0360-03-01-.48 Fire Inspector I
	0360-03-01-.49 Fire Investigator I

0360-03-01-.01 Reserved.

0360-03-01-.02 Fire Fighter I.

- (1) A Fire Fighter I must meet the entrance requirements of NFPA 472, NFPA 1001, and T.C.A. § 4-24-112.
- (2) A Fire Fighter I must satisfactorily pass the examination(s) for Fighter I as promulgated by the Commission.
- (3) A Fire Fighter I must successfully obtain CPR certification through an entity recognized by the Commission. A copy of the CPR card must be attached to the "Application for Written Examination."
- (4) A Fire Fighter I must successfully complete a Commission approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (5) A Fire Fighter I must submit proof with his/her application of successfully completing NIMS IS-700: An Introduction and ICS-100: Introduction to ICS training or the equivalent of each.
- (6) An individual having previously been certified by the Commission at a recognized level and whose certifications are current but wishes to re-challenge a level in order to obtain an IF SAC Seal on his/her certifications does not have to wait twelve (12) months before attempting to re-qualify at that level.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-111.

0360-03-01-.03 Fire Fighter II.

- (1) A Fire Fighter II must successfully complete all of the requirements of Fire Fighter I as prescribed in these rules.
- (2) A Fire Fighter II must satisfactorily pass the examination(s) for Fire Fighter II as promulgated by the Commission.
- (3) A Fire Fighter II must successfully obtain CPR certification through an entity recognized by the Commission. A copy of the CPR card must be attached to the "Application for Written Examination."
- (4) A Fire Fighter II must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (5) A Fire Fighter II must submit proof with his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent of each. A fire fighter who has been certified by the Commission as a Fire Fighter I need not show proof of completing NIMS IS-700: An Introduction and ICS-100: Introduction to ICS training or the equivalent to each.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-111.

0360-03-01-.04 Fire Fighter I/II Combined.

- (1) A Fire Fighter I/II Combined must meet the entrance requirements of NFPA 472, NFPA 1001, and T.C.A. § 4-24-112.
- (2) A Fire Fighter I/II Combined must satisfactorily pass the examination(s) for Fire Fighter I/II Combined as promulgated by the Commission.
- (3) A Fire Fighter I/II Combined must successfully obtain CPR certification through an entity recognized by the Commission. A copy of the CPR card must be attached to the "Application for Written Examination."
- (4) A Fire Fighter I/II Combined must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (5) A Fire Fighter I/II Combined must submit proof with his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent of each.
- (6) A Fire Fighter I/II Combined must successfully complete a Commission-approved Fire Fighter I/II Combined course of training.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-111.

0360-03-01-.05 Fire Department Instructor I.

- (1) Qualifications. An applicant for Fire Department Instructor I may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:
  - (a) is a member of the participating department; and

- (b) is certified as a Journeyman Fire Fighter or Fire Fighter II pursuant to Rule 0360-03-01-.03; and
- (c) has served for a minimum period of three (3) years as a fire fighter in a department; and
- (d) has satisfactorily passed the examination(s) for Fire Department Instructor I given by the Commission; and
- (e) agrees to conduct training and examinations, maintain records, and submit reports in a manner prescribed by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.06 Fire Department Instructor II.

- (1) Qualifications. An applicant for Fire Department Instructor II may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:
  - (a) has successfully completed all of the requirements of the Fire Department Instructor I as prescribed in these rules and regulations; and
  - (b) has satisfactorily passed the examination(s) for Fire Department Instructor II given by the Commission; and
  - (c) agrees to conduct training and examinations, maintain records, and submit reports as prescribed by the Commission.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.07 Fire Department Instructor I/II Combined.

- (1) Qualifications. An applicant for Fire Department Instructor I/II Combined may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:
  - (a) has successfully completed all of the requirements of the Fire Department Instructor I and Fire Department Instructor II as prescribed in these rules and regulations; and
  - (b) has satisfactorily passed the examination(s) for Fire Department Instructor I/II Combined given by the Commission; and
  - (c) agrees to conduct training and examinations, maintain records, and submit reports as prescribed by the Commission.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.08 Fire Department Instructor III.

- (1) Qualifications. An applicant for Fire Department Instructor III may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:

- (a) has successfully completed all of the requirements of Fire Department Instructor II as prescribed in these rules and regulations; and
- (b) satisfactorily passed the examination(s) for Fire Department Instructor III given by the Commission; and
- (c) agrees to conduct training and examination(s), maintain records, and submit reports as prescribed by the Commission.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.09 Fire Officer I.

- (1) A Fire Officer I must successfully complete all of the requirements of Journeyman Fire Fighter or Fire Fighter II and Fire Department Instructor I as prescribed in these rules and regulations, and by Commission policy.
- (2) A Fire Officer I must satisfactorily pass the examination(s) for Fire Officer I as promulgated by the Commission.
- (3) A Fire Officer I must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (4) A Fire Officer I who was not certified as a Fire Fighter II or Fire Department Instructor I by the Commission submit proof with their application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent to each.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-111.

0360-03-01-.10 Fire Officer II.

- (1) A Fire Officer II must successfully complete all of the requirements of Fire Officer I as prescribed in these rules and regulations, and by Commission policy.
- (2) A Fire Officer II must satisfactorily pass the examination(s) for Fire Officer II as promulgated by the Commission.
- (3) A Fire Officer II must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (4) A Fire Officer II who was not certified as a Fire Officer I by the Commission shall submit proof with their application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent to each.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-111.

0360-03-01-.11 Fire Officer I/II Combined.

- (1) A Fire Officer I/II Combined must successfully complete all of the requirements of Journeyman Fire Fighter or Fire Fighter II and Fire Department Instructor I as prescribed in these rules and regulations, and by Commission policy.

- (2) A Fire Officer I/II Combined must complete a Commission-approved course of training and satisfactorily pass the examination(s) for Fire Officer I/II Combined as promulgated by the Commission.
- (3) A Fire Officer I/II Combined must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (4) A Fire Officer I/II Combined who was not certified as a Fire Fighter II or Fire Department Instructor I by the Commission shall submit proof with their application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent to each."

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-111.

0360-03-01-.12 Fire Officer III.

- (1) A Fire Officer III must successfully complete all of the requirements of Fire Officer II as prescribed in these rules and regulations, and by Commission policy.
- (2) A Fire Officer III must satisfactorily pass the examination(s) for Fire Officer III as promulgated by the Commission.
- (3) A Fire Officer III shall submit proof with his/her application of successfully completing ICS-300: Intermediate ICS training or its equivalent. A Fire Officer III who was not certified as a Fire Officer II by the Commission shall submit proof with his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, ICS-200: ICS for Single Resources and Initial Action Incidents training, and ICS-300: Intermediate ICS training or the equivalent to each.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.13 Fire Officer IV.

- (1) A Fire Officer IV must successfully complete all of the requirements of Fire Officer III as prescribed in these rules and regulations, and by Commission policy.
- (2) A Fire Officer IV must satisfactorily pass the examination(s) for Fire Officer IV as promulgated by the Commission.
- (3) A Fire Officer IV shall submit proof with his/her application of successfully completing ICS-400: Advanced Incident Command System or its equivalent. A Fire Officer IV who was not certified as a Fire Officer III by the Commission shall submit proof with his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, ICS-200: ICS for Single Resources and Initial Action Incidents training, ICS-300: Intermediate ICS training, and ICS-400: Advanced Incident Command System or the equivalent to each.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.14 Hazardous Materials Awareness Certification.

- (1) A candidate for Hazardous Materials Awareness certification must successfully pass the examination(s) for Hazardous Materials Awareness Certification as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.15 Hazardous Materials Operations Certification.

- (1) A candidate for Hazardous Materials Operations certification must successfully complete all of the requirements of Hazardous Materials Awareness as prescribed in these rules and regulations and by Commission policy or complete the hazardous materials portion of a Commission-approved recruit training program.
- (2) A candidate for Hazardous Materials Operations certification must successfully pass the examination(s) for Hazardous Materials Operations Certification as promulgated by the Commission.
- (3) This level may be taken at the same time as Hazardous Materials Awareness Certification. If the candidate does not successfully pass the examination for Hazardous Materials Awareness Certification, the examination for Hazardous Materials Operations Certification shall not be graded and shall be discarded. Both examinations must be challenged again.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.16 Airport Firefighter.

- (1) An Airport Firefighter must successfully complete all of the requirements for Fire Fighter II and Hazardous Materials Operations Certification as prescribed in these rules and regulations and by Commission policy.
- (2) An Airport Firefighter must successfully pass an examination(s) for Airport Firefighter as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-110.

0360-03-01-.17 Wildland Firefighter I.

- (1) A Wildland Firefighter I must successfully complete all of the requirements for Fire Fighter I as prescribed in these rules and regulations and by Commission policy.
- (2) A Wildland Firefighter I must successfully pass the examination(s) for Wildland Firefighter I as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.18 Wildland Firefighter II.

- (1) A Wildland Firefighter II must successfully complete all of the requirements for Wildland Firefighter I as prescribed in these rules and regulations and by Commission policy.
- (2) A Wildland Firefighter II must successfully pass the examination(s) for Wildland Firefighter II as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.19 Fire and Life Safety Educator I.

- (1) A Fire and Life Safety Educator I must successfully pass the examination(s) for Fire and Life Safety Educator I as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.20 Fire and Life Safety Educator II.

- (1) A Fire and Life Safety Educator II must successfully complete all of the requirements for Fire and Life Safety Educator I as prescribed in these rules and regulations and by Commission policy.
- (2) A Fire and Life Safety Educator II must successfully pass the examination(s) for Fire and Life Safety Educator II as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.21 Fire Safety Compliance Officer I.

- (1) A Fire Safety Compliance Officer I must successfully complete all of the requirements for Fire Fighter II as prescribed in these rules and regulations or be certified in compliance with T.C.A. § 68-120-113.
- (2) A Fire Safety Compliance Officer I must successfully pass an examination(s) for Fire Safety Compliance Officer I as promulgated by the Commission.
- (3) Certification as a Fire Safety Compliance Officer I does not qualify the individual as a fire prevention and building official under T.C.A. § 68-120-113.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.22 Fire Safety Compliance Officer II.

- (1) A Fire Safety Compliance Officer II must successfully complete all of the requirements for Fire Safety Compliance Officer I as prescribed in these rules and regulations and by Commission policy.
- (2) A Fire Safety Compliance Officer II must successfully pass the examination(s) for Fire Safety Compliance Officer II as promulgated by the Commission.
- (3) Certification as a Fire Safety Compliance Officer II does not qualify the individual as a fire prevention and building official under T.C.A. § 68-120-113.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.23 Fire Apparatus Operator.

- (1) A Fire Apparatus Operator must successfully complete all of the requirements for Fire Fighter I as prescribed in these rules and regulations and by Commission policy.
- (2) A Fire Apparatus Operator must successfully pass the examination(s) for Fire Apparatus Operator as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.24 Pumper Driver/Operator.

- (1) A Pumper Driver/Operator must successfully complete all of the requirements for Fire Fighter I as prescribed in these rules and regulations and by Commission policy.

- (2) A Pumper Driver/Operator must successfully pass the examination(s) for Pumper Driver/Operator as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.25 Aerial Apparatus Driver/Operator.

- (1) An Aerial Apparatus Driver/Operator must successfully complete all of the requirements for Fire Fighter I as prescribed in these rules and regulations and by Commission policy.
- (2) An Aerial Apparatus Driver/Operator must successfully pass the examination(s) for Aerial Apparatus Driver/Operator as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.26 Safety Officer.

- (1) A Safety Officer must successfully complete all of the requirements for Fire Officer I as prescribed in these rules and regulations and by Commission policy.
- (2) A Safety Officer must successfully pass the examination(s) for Safety Officer as promulgated by the Commission.
- (3) Safety Officer will not be available after July 1, 2015 and will be replaced by Incident Safety Officer I.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.27 Incident Safety Officer I.

- (1) An Incident Safety Officer I must successfully complete a Commission-approved training program compliant with the NFPA 1521, Standard for Fire Department Safety Officer.
- (2) An Incident Safety Officer I must pass the examination(s) for Incident Safety Officer I as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.28 Health & Safety Officer I.

- (1) A Health and Safety Officer I must have successfully completed all of the requirements for Fire Officer I as prescribed in these rules and regulations and by Commission policy Fire Officer I.
- (2) A Health and Safety Officer I must successfully complete a Commission-approved training program compliant with the NFPA 1521, Standard for Fire Department Safety Officer.
- (3) A Health and Safety Officer I must pass the examination(s) for Health & Safety Officer I as promulgated by the Commission.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-03-01-.29 Reserved.

0360-03-01-.30 Technical Rescuer.

- (1) A Technical Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Technical Rescuer must pass the examination(s) for Technical Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.31 Rope Rescuer.

- (1) A Rope Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Rope Rescuer must pass the examination(s) for Rope Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.32 Confined Space Rescuer.

- (1) A Confined Space Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Confined Space Rescuer must pass the examination(s) for Confined Space Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.33 Trench Rescuer.

- (1) A Trench Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Trench Rescuer must pass the examination(s) for Trench Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.34 Structural Collapse Rescuer.

- (1) A Structural Collapse Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Structural Collapse Rescuer must pass the examination(s) for Structural Collapse Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.35 Vehicle Rescuer.

- (1) A Vehicle Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.

- (2) A Vehicle Rescuer must pass the examination(s) for Vehicle Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.36 Surface Water Rescuer.

- (1) A Surface Water Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Surface Water Rescuer must pass the examination(s) for Surface Water Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.37 Swiftwater Rescuer I.

- (1) A Swiftwater Rescuer I must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Swiftwater Rescuer I must pass the examination(s) for Swiftwater Rescuer I as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106 and 4-24-107.

0360-03-01-.38 Swiftwater Rescuer II.

- (1) A Swiftwater Rescuer II must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Swiftwater Rescuer II must pass the examination(s) for Swiftwater Rescuer II as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.39 Dive Rescuer.

- (1) A Dive Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Dive Rescuer must pass the examination(s) for Dive Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.40 Ice Rescuer.

- (1) An Ice Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) An Ice Rescuer must pass the examination(s) for Ice Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.41 Surf Rescuer.

- (1) A Surf Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Surf Rescuer must pass the examination(s) for Surf Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.42 Wilderness Rescuer.

- (1) A Wilderness Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Wilderness Rescuer must pass the examination(s) for Wilderness Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.43 Mine and Tunnel Rescuer.

- (1) A Mine and Tunnel Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Mine and Tunnel Rescuer must pass the examination(s) for Mine and Tunnel Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.44 Cave Rescuer.

- (1) A Cave Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Cave Rescuer must pass the examination(s) for Cave Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.45 Machinery Rescuer.

- (1) A Machinery Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Machinery Rescuer must pass the examination(s) for Machinery Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.46 Exterior Industrial Fire Brigade Member.

- (1) An Exterior Industrial Fire Brigade Member must successfully pass the examination(s) for Exterior Industrial Fire Brigade Member as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.47 Interior Structural Fire Brigade Member.

- (1) An Interior Structural Fire Brigade Member must successfully complete all of the requirements for Exterior Industrial Fire Brigade Member as prescribed in these rules and regulations and by Commission policy.
- (2) An Interior Structural Fire Brigade Member must successfully pass the examination(s) for Interior Structural Fire Brigade Member as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.48 Fire Inspector I.

- (1) A Fire Inspector I must have successfully completed all of the requirements for Hazardous Materials Awareness Certification.
- (2) A Fire Inspector I must successfully complete all of the requirements for Fire Inspector I as prescribed in NFPA 1031 and Commission rules, regulations and policy.
- (3) A Fire Inspector I must complete a Commission-approved training course and successfully pass the examination(s) for Fire Inspector I as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

0360-03-01-.49 Fire Investigator I.

- (1) A Fire Investigator I must successfully complete all of the requirements for Fire Investigator I as prescribed in NFPA 921, NFPA 1033, and Commission rules, regulations and policy.
- (2) A Fire Investigator I must complete a Commission-approved training course and successfully pass the examination(s) for Fire Investigator I as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

Chapter 0360-04-01  
Examinations

Chapter 0360-04-01 is amended by deleting the chapter in its entirety and substituting the following language, so as amended, the chapter shall read as follows:

Chapter 0360-04-01  
Examinations

Table Of Contents

0360-04-01-.01 General	0360-04-01-.06 Examination Form
0360-04-01-.02 Applications	0360-04-01-.07 Reserved
0360-04-01-.03 Character of Examinations	0360-04-01-.08 Written Examinations
0360-04-01-.04 Grading	0360-04-01-.09 Practical Examinations
0360-04-01-.05 Retesting	

0360-04-01-.01 General.

- (1) All training, practicals and examinations will be based on the performance standards for the appropriate progression level as set forth in these rules and regulations and meet or exceed all applicable NFPA standards, including NFPA 1500. All tests will be given at a location reasonably proximate to local departments in an effort to make it as convenient as possible for applicants.
- (2) Generally, Commission representatives are prohibited from testing personnel from their affiliated department. However, Commission representatives may test personnel from their affiliated department only in a regional test setting and if a majority of the applicants come from other departments.
- (3) An applicant must be at least eighteen (18) years of age in order to take a certification examination.
- (4) Applicants must present a valid government-issued photo identification card prior to being admitted to any examination.
- (5) Commission members and Commission Representatives who wish to challenge a Commission-administered practical or written examination shall do so only under the proctoring of a Commission-approved person who shall create an examination that is used only once.
- (6) Any individual found cheating on a Commission examination will be prohibited from participating in the Certification program for a period of two (2) years and will be required to restart the certification level upon the expiration of the two (2) years. An individual found cheating a second time will be barred from participating in the Certification program.
- (7) Applicants who do not successfully complete all examinations for a level of certification within one (1) year of the date they first challenge that level of certification's written examination will be required to successfully complete another practical/performance examination for that level of certification prior to retaking the written examination. Individuals called to active military duty shall have the time for which their practical examinations are valid towards a written examination be extended for the amount of time the applicant was on active military duty. Furthermore, if the applicant is on active military duty for a period greater than six (6) months, the clock will restart on the time allowed for the practical examinations to be valid; the applicant will have one (1) year to complete that level of certification. A letter from the Fire Chief or Training Officer certifying this leave must accompany the application for written examination. If the Commission has adopted a new standard, the applicant will be required to complete a new practical/performance examination which complies with the latest standard adopted by the Commission.
- (8) An applicant may request accommodation for a disability in taking a written examination offered by the Commission. The request for accommodation must be made on the form provided by the Commission and submitted to the Director along with the test application. Any documentation regarding an applicant's disability and his/her need for accommodation in testing will be considered strictly confidential.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-04-01-.02 Applications.

- (1) Any department electing to host an examination shall contact the Commission office or its representative to schedule an examination date. At the time of the examination, each

individual applicant must have a completed application submitted with appropriate documentation of necessary prerequisites.

- (a) Applications must be received by the Commission a minimum of two (2) weeks before any anticipated examination date. The "Application for Examination" form must be completed in its entirety with original signatures.
- (b) The Commission office will schedule the examination date based upon requested examinations.
- (c) This test date shall be open to other applicants unless a specific reason exists to have a closed examination. Approval of the Director must be obtained in order to have a closed examination.
- (d) The Commission Representative will administer the examination on the examination date. At the end of the examination, the Commission Representative will collect all testing materials and answer sheets and send them to the Commission for grading.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-04-01-.03 Character Of Examinations.

- (1) Written - shall include a written demonstration of each applicant's knowledge and skill in the progression level tested.
  - (a) The Commission shall validate written examination test banks in the following manner:
    - 1. A Commission representative or designee shall chair a committee of fire service personnel certified at or above the level of certification being validated;
    - 2. The committee will ensure that:
      - (i) each test question is appropriately referenced to the NFPA Standard;
      - (ii) each test question is properly referenced to the reference manual(s) cited by the Commission;
      - (iii) terminology used in the question is appropriate for all manuals cited;
      - (iv) the answer indicated is correct for all manuals cited;
      - (v) the question is job relevant to Tennessee; and
      - (vi) there is only one correct answer.
    - 3. The Commission shall review and approve the work of the committee.
- (2) Oral - may be used to supplement the written examination to obtain information regarding the abilities of the applicant that are not readily determined in a written examination at a particular progression level.
- (3) Performance - shall include such tests of performance as shall determine the ability, manual skills, and leadership of each applicant to perform the work at the appropriate level.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107.

0360-04-01-.04 Grading.

- (1) Written - The Commission will prepare a list with the correct answer to each question. Commission office personnel will be responsible for the actual grading of each examination. The passing grade shall be seventy percent (70%) of the total point value of the examination. Any questions concerning the examination or grading thereof must be resolved by the Commission.
  - (a) Disputes over the validity of any test question(s) on the Commission's written examinations must be submitted to the Commission, in writing, with the proper referencing materials supporting the dispute within thirty (30) calendar days of receipt of the results of the examination. The Commission shall review the dispute and render a decision on the dispute. The decision of the Commission shall be forwarded to the individual.
  - (b) Individuals wanting to review their tests:
    1. must submit to the Commission a written request within thirty (30) days of receipt of the test score which includes the applicant's name, last four (4) digits of applicant's social security number, phone number and test date;
    2. must make an appointment with the Commission Office, for no more than thirty (30) minutes, after submittal of the written request;
    3. must score at least sixty-five percent (65%) on the test;
    4. will be allowed to take notes when reviewing the test but may not leave the Commission office with the notes;
    5. will be allowed to see the answer sheet; and
    6. will be allowed to review the test only one (1) time.
  - (c) Test scores will not be released over the telephone.
- (2) Oral - The Commission or its designee will conduct the oral examination where applicable. This portion of the examination will be graded on a pass-or-fail basis.
- (3) Performance - The Commission will designate a qualified individual to conduct the performance examinations. The Commission will require that each examinee perform these activities and grade that performance on a pass-or-fail basis.
  - (a) Disputes over the grading/validity of any written practical must be submitted to the Commission in writing with the proper referencing materials supporting the dispute within thirty (30) calendar days of receipt of the results of the examination. The Commission shall review the dispute, determine the merit of the dispute and determine the appropriate corrective action to be taken, if any is needed, within thirty (30) days of receipt of a dispute. The decision of the Commission shall be forwarded to the individual.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107.

0360-04-01-.05 Retesting.

An applicant failing any examination may retake such examination at the next regularly scheduled examination or any other examination thereafter. An applicant may not retake the exam until at least fifteen (15) days after the initial examination.

Authority: T.C.A. §§ 4-24-106 and 4-24-107.

0360-04-01-.06 Examination Form.

- (1) The examination for Fire Fighter I shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Fighter I as adopted in standards in Chapter 0360-06-01.
  - (a) The performance examination requirements for Fire Fighter I shall consist of all of the following:
    1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on and meeting the standards in NFPA 1001.
    2. A live fire practical must be completed. One of the following options must be completed:
      - (i) Completion of the Tennessee Fire Service and Codes Enforcement Academy's Firefighter I Live Burn course or Firefighter I and II Live Burn course. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination."
      - (ii) Completion of the live fire objectives in NFPA 1001 for Fire Fighter I during a live fire training. ALL of the exercises listed on the Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local department's training program. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination." The department must provide the Commission with a minimum of fourteen (14) calendar days notice by submitting an Application for Live Fire Training by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a department. This option must be completed during a training exercise; no working fires can be utilized for this option.
- (2) The examination for Fire Fighter II shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Fighter II as adopted in standards in Chapter 0360-06-01.
  - (a) The performance examination requirements for Fire Fighter II shall consist of all the following:
    1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on and meeting the standards in NFPA 1001.
    2. A live fire practical must be completed. One of the following options must be completed:
      - (i) Completion of the Tennessee Fire Service and Codes Enforcement Academy's Firefighter II Live Burn course or Firefighter I and II Live Burn

course. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination."

- (ii) Completion of the live fire objectives in NFPA 1001 for Fire Fighter II during a live fire training. All of the exercises listed on the Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local department's training program. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination." The department must provide the Commission with a minimum of fourteen (14) calendar days' notice by submitting an Application for Live Fire Training by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a department. This option must be completed during a training exercise; no working fires can be utilized for this option.
- (3) The examination for Fire Fighter I/II Combined shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Fighter I/II Combined as adopted in standards in Chapter 0360-06-01.
- (a) The performance examination requirements for Fire Fighter I/II Combined shall consist of all the following:
    - 1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on and meeting the standards in NFPA 1001.
    - 2. A live fire practical must be completed. One of the following options must be completed:
      - (i) Completion of the Tennessee Fire Service and Codes Enforcement Academy's Firefighter II Live Burn course or Firefighter I and II Live Burn course. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination."
      - (ii) Completion of the live fire objectives in NFPA 1001 for Fire Fighter II during a live fire training. All of the exercises listed on the Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local department's training program. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination." The department must provide the Commission with a minimum of fourteen (14) calendar days' notice by submitting an Application for Live Fire Training by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a department. This option must be completed during a training exercise; no working fires can be utilized for this option.
- (4) The examination for Fire Department Instructor I shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor I as set forth in Chapter 0360-06-01.
- (a) Any applicant challenging the Fire Department Instructor I written examination must complete the Fire Department Instructor I Practical Skills Checklist provided by the Commission. This practical is to be graded by an individual certified by the Tennessee Commission on Fire Fighting as either a Fire Department Instructor I or a Vocational and Higher Education Instructor. A completed copy of the checklist must be attached to the "Application for Written Examination."

- (5) The examination for Fire Department Instructor II shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor II as set forth in Chapter 0360-06-01.
  - (a) The performance examination for the Fire Department Instructor II shall consist of completing a prescribed Fire Department Instructor II workbook meeting the current standard.
  - (b) After completion of these materials, the applicant shall return them to the Commission Office for grading on a pass/fail basis and will be notified of his/her results in writing. If the applicant is successful, he/she may apply for the written examination through established procedures; should the applicant be unsuccessful, the applicant will be notified of which areas need improvement and the workbook will be returned for revision.
- (6) The examination for Fire Department Instructor I/II Combined shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor I/II Combined as set forth in Chapter 0360-06-01.
  - (a) The performance examination for the Fire Department Instructor I/II Combined shall consist of completing a prescribed Fire Department Instructor II workbook meeting the current standard.
  - (b) After completion of these materials, the applicant shall return them to the Commission Office for grading on a pass/fail basis and will be notified of his/her results in writing. If the applicant is successful, he/she may apply for the written examination through established procedures; should the applicant be unsuccessful, the applicant will be notified of which areas need improvement and the workbook will be returned for revision.
- (7) The examination for Fire Department Instructor III shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor III as set forth in Chapter 0360-06-01.
- (8) The examination for Fire Officer I shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer I as set forth in Chapter 0360-06-01.
  - (a) The performance examination for Fire Officer I shall be administered by the Commission in conjunction with written examinations. The practical requirement shall be completion of two projects assigned to the applicant at random which are derived from NFPA 1021. These projects will be graded by designated Commission representatives.
- (9) The examination for Fire Officer II shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer II as set forth in Chapter 0360-06-01.
  - (a) The performance examination for the Fire Officer II shall consist of completing a workbook based on NFPA 1021 for Fire Officer II. The workbook may be obtained from the Commission. This project will be graded by the Commission.

- (10) The examination for Fire Officer I/II Combined shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer I/II Combined as set forth in Chapter 0360-06-01.
- (a) The performance examination for the Fire Officer I/II Combined shall consist of completing a workbook based on NFPA 1021 for Fire Officer II. The workbook may be obtained from the Commission. This project will be graded by the Commission.
- (11) The examination for Fire Officer III shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer III as set forth in Chapter 0360-06-01.
- (a) The performance examination for the Fire Officer III shall consist of completing a workbook based on NFPA 1021 for Fire Officer III. The workbook may be obtained from the Commission. This project will be graded by the Commission.
- (12) The examination for Fire Officer IV shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer IV as set forth in Chapter 0360-06-01.
- (a) The performance examination for the Fire Officer IV shall consist of completing a workbook based on NFPA 1021 for Fire Officer IV. The workbook may be obtained from the Commission. This project will be graded by the Commission.
- (13) The examination for Hazardous Materials Awareness Certification shall consist of a written examination. The subjects tested shall be substantially derived from the performance standards for Hazardous Materials Awareness as set forth in Chapter 0360-06-01.
- (14) The examination for Hazardous Materials Operations Certification shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Hazardous Materials Operations as set forth in Chapter 0360-06-01.
- (a) The performance examination for Hazardous Materials Operations Level Certification shall be part of the Fire Fighter I hands-on practical or administered individually. A minimum of one evolution shall be selected from NFPA 472 Hazardous Materials Operations level.
- (b) The written examination for Hazardous Materials Operations level will be administered in conjunction with the Hazardous Materials Awareness written examination or administered individually.
- (15) The examination for Airport Firefighter shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Airport Firefighter as set forth in Chapter 0360-06-01.
- (a) The performance examination requirements for Airport Firefighter shall consist of all the following:
1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on the standards in NFPA 1003.
  2. A live fire practical must be completed. One of the following options must be completed:

- (i) Completion of a Federal Aviation Administration training course where, at minimum, all requirements of the Commission's Airport Live Fire Verification Sheet are accomplished.
  - (ii) All of the exercises listed on the Airport Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local airport fire department's training program. An Airport Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination". The department must provide the Commission with a minimum of seventy two (72) hours prior notification of live fire exercises, either by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a department. This option must be completed during a training exercise; no working fires can be utilized for this option.
- (16) The examination for Wildland Firefighter I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Wildland Firefighter I as set forth in Chapter 0360-06-01.
  - (a) The performance examination for Wildland Firefighter I shall consist of one (1) of the following:
    - (i) Completion of a performance examination based upon NFPA 1051 which has been submitted to the Commission for approval, or
    - (ii) Completion of the "Task Book for the Position of Firefighter Type 2" offered by the Tennessee Division of Forestry.
- (17) The examination for Wildland Firefighter II shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Wildland Firefighter II as set forth in Chapter 0360-06-01.
  - (a) The performance examination for Wildland Firefighter II shall consist of one (1) of the following:
    - 1. Completion of a performance examination based upon NFPA 1051 which has been submitted to the Commission for approval, or
    - 2. Completion of the "Task Book for the Position of Advanced Firefighter/Squad Boss" offered by the Tennessee Division of Forestry.
- (18) The examination for Fire and Life Educator I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire and Life Safety Educator I as set forth in Chapter 0360-06-01.
  - (a) The performance examination for Fire and Life Safety Educator I shall consist of completing a workbook based upon NFPA 1035 for the appropriate level and returning it to the Commission for grading. Once the performance examination has been passed, the applicant can submit his/her application for written examination. An applicant has one year from the completion of the workbook to pass the written examination or must redo the workbook. The workbook can be obtained upon request from the Commission.
- (19) The examination for Fire and Life Educator II shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire and Life Safety Educator II as set forth in Chapter 0360-06-01.

- (a) The performance examination for Fire and Life Safety Educator II shall consist of completing a workbook based upon NFPA 1035 for the appropriate level and returning it to the Commission for grading. Once the performance examination has been passed, the applicant can submit his/her application for written examination. An applicant has one (1) year from the completion of the workbook to pass the written examination or must redo the workbook. The workbook can be obtained upon request from the Commission.
- (20) The examination for Fire Safety Compliance Officer I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Safety Compliance Officer I as set forth in Chapter 0360-06-01.
- (a) The performance examination for personnel assigned to fire suppression shall consist of:
    - 1. the applicant monitoring a minimum of eight (8) fire safety inspections conducted by a Fire Safety Compliance Officer II or an individual certified by the State Fire Marshal's Office in accordance with T.C.A. § 68-120-113 utilizing Standards outlined in NFPA 101 and 1031. Two (2) fire safety inspections of each of the four (4) occupancies, industrial, educational, general business, and institutional, as defined in the NFPA 101 Life Safety Code, are to be conducted; or
    - 2. becoming certified by the State Fire Marshal's Office in accordance with T.C.A. § 68-120-113.
- (21) The examination for Fire Safety Compliance Officer II shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Safety Compliance Officer II as set forth in Chapter 0360-06-01.
- (a) The performance examination for personnel assigned to fire suppression shall consist of:
    - 1. the applicant conducting a minimum of eight (8) fire safety inspections under the supervision of a Fire Safety Compliance Officer II or an individual certified by the State Fire Marshal's Office in accordance with T.C.A. § 68-120-113 utilizing Standards outlined in NFPA 101 and 1031. Two (2) inspections of each of the four (4) occupancies, industrial, educational, general business, and institutional, as defined in the NFPA 101 Life Safety Code, are to be conducted. The evaluator shall evaluate each inspection on a pass/fail basis determining whether the applicant conducted a thorough and complete inspection ensuring compliance with NFPA Standards and any applicable local ordinances. In order to successfully complete the performance examination, the applicant must receive a passing grade for each of the inspections on each of the four (4) occupancies; or
    - 2. becoming certified by the State Fire Marshal's Office in accordance with T.C.A. § 68-120-113.
- (22) The examination for Fire Apparatus Operator shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Apparatus Operator as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1002,

Chapters 4, 5, and 6. In order to challenge this level, the applicant must be able to perform the evolutions on both pumper and aerial apparatus equipment.

- (23) The examination for Pumper Driver/Operator shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Pumper Driver/Operator as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1002, Chapters 4 and 5.
- (24) The examination for Aerial Apparatus Driver/Operator shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Aerial Apparatus Driver/Operator as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1002, Chapters 4 and 6.
- (25) The examination for Safety Officer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Safety Officer as set forth in Chapter 0360-06-01.
  - (a) The performance examination for Safety Officer shall be the completion of a written outline of the Safety Officer's role, duties, and responsibilities in accordance with NFPA 1521, OSHA, and other standards given an incident scenario provided by the Commission. The applicant will be provided the incident scenario in a written examination setting. This outline will be evaluated by a Committee of the Commission which will meet in conjunction with a regularly scheduled Commission meeting on an as-needed basis. Successful completion of this outline will qualify the applicant to take the written examination for Safety Officer.
- (26) The examination for Incident Safety Officer I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Incident Safety Officer I as set forth in Chapter 0360-06-01.
  - (a) The performance examination for Incident Safety Officer I shall be the completion of a written outline of the Incident Safety Officer I's role, duties, and responsibilities in accordance with NFPA 1521, OSHA, and other standards given an incident scenario provided by the Commission. The applicant will be provided the incident scenario in a written examination setting. This outline will be evaluated by a Committee of the Commission which will meet in conjunction with a regularly scheduled Commission meeting on an as-needed basis. Successful completion of this outline will qualify the applicant to take the written examination for Incident Safety Officer I.
- (27) The examination for Health & Safety Officer I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Health & Safety Officer I as set forth in Chapter 0360-06-01.
  - (a) The performance examination for Health & Safety Officer I shall be the completion of a written outline of the Health & Safety Officer I's role, duties, and responsibilities in accordance with NFPA 1521, OSHA, and other standards given an incident scenario provided by the Commission. The applicant will be provided the incident scenario in a written examination setting. This outline will be evaluated by a Committee of the Commission which will meet in conjunction with a regularly scheduled Commission

meeting on an as-needed basis. Successful completion of this outline will qualify the applicant to take the written examination for Health and Safety Officer I.

- (28) The examination for Technical Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Technical Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 4 and 5.
- (29) The examination for Rope Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Rope Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 6.
- (30) The examination for Confined Space Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Confined Space Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 7.
- (31) The examination for Trench Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Trench Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 8.
- (32) The examination for Structural Collapse Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Structural Collapse Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 9.
- (33) The examination for Vehicle Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Vehicle Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 10.
- (34) The examination for Surface Water Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Surface Water Rescuer as set forth in Chapter 0360-06-01.

- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 11.
- (35) The examination for Swiftwater Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Swiftwater Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 12.
- (36) The examination for Dive Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Dive Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 13.
- (37) The examination for Ice Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Ice Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 14.
- (38) The examination for Surf Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Surf Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 15.
- (39) The examination for Wilderness Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Wilderness Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 16.
- (40) The examination for Mine and Tunnel Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Mine and Tunnel Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 17.
- (41) The examination for Cave Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Cave Rescuer as set forth in Chapter 0360-06-01.

- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 18.
- (42) The examination for Machinery Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Machinery Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 19.
- (43) The examination for Exterior Industrial Fire Brigade Member shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Exterior Industrial Fire Brigade Member as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1081, Chapters 4 and 6.
- (44) The examination for Interior Structural Fire Brigade Member shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Interior Structural Fire Brigade Member as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1081, Chapters 4 and 7.
- (45) The examination for Fire Inspector I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Inspector I as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1031, Chapter 4.
- (46) The examination for Fire Investigator I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Investigator I as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1033.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, 4-24-110 and 68-1-102.

0360-04-01-.07 Reserved.

Authority: T.C.A. § 4-24-107.

0360-04-01-.08 Written Examinations.

- (1) Written examinations will be scheduled by the Commission office.
- (2) A test site for a written examination must:

- (a) have sufficient space with tables/desks and chairs for the applicants;
  - (b) have sufficient lighting;
  - (c) be sufficiently free of outside noise or other distractions which could interfere with the examination;
  - (d) be reasonably comfortable with respect to the environment so as to not provide a distraction from the examination; and
  - (e) meet all ADA requirements.
- (3) The Commission representative shall ensure that the test site meets these requirements prior to the start of the written examination.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-04-01-.09 Practical Examinations.

- (1) One department may administer a performance/practical examination to another participating department and/or may enroll students from another department in an approved Recruit Training Program provided the following conditions are met:
  - (a) The administering department's practical/performance examination and/or Recruit Training Program have been approved by the Commission;
  - (b) Both departments have agreed to allow the applicant(s) to utilize the administering department's practical examination; and
  - (c) Proof of successful completion of the practical is sent to the applicant(s)' department and placed on file.
- (2) The application for examination shall be submitted by the department of which the applicant is a member and the examination results will be forwarded to that department.
- (3) (a) For hands-on or live burn practical examinations, compliance with 29 CFR 1910.134, Respiratory Protection Standard, is required. An applicant is required to have been SCBA fit tested for within twelve (12) months of the examination and a SCBA Fit Testing Verification form is to be completed. Appropriate documentation shall include: 1) the signature of the Fire Chief from the applicant's sponsoring department; and 2) documentation from an authorized fit-testing entity. No one will be allowed to participate in the hands-on or live burn practical examination in which a SCBA is used unless their fit testing is documented.
- (b) Candidates for Tennessee State Fire Commission Certification in Fire Fighter I or II hands-on or live burn practicals, who have beards or facial hair in the area of the SCBA face piece seal (examples may include full-face beards, muttonchops, goatees, sideburns, mustaches, or even a few days growth of stubble, etc.) will not be allowed to participate in the skills exam. Facial hair between the wearer's skin and the sealing surfaces of the face piece will prevent a good seal. A fire fighter shall not enter an area in which it has been determined that respiratory protection is necessary when conditions prevent a good seal of the respirator face piece to the face. This will be enforced regardless of the live fire skills being tested at any site. No exceptions to this policy will be granted. This is in conjunction with 29 CFR 1910.134 Respiratory Protection Standard.

- (c) Ordinary eyeglasses shall not be used with full face piece respirators. Eye glasses with temple bars or straps that pass between the sealing surface of a full face piece and the fire fighter's face will prevent a good seal. Special spectacle kits can be ordered and mounted inside a full face piece respirator.
- (4) (a) For Regional Practical Examinations, a department is required to furnish a minimum of one (1) evaluator for every two (2) applicants that the department submits for examination. If a department submits less than two applicants, that department will not be required to provide an evaluator but is strongly encouraged to do so.
- (b) Evaluators must be certified by the Commission at a minimum of Fire Fighter-II level (Fire Fighter-III for 1987 NFPA Standard or earlier) and are encouraged to be certified at the Fire Department Instructor-I level.
- (c) Evaluators will be required to successfully complete a Commission-approved examination before being allowed to serve as an Evaluator. The Evaluator training and examination may be available online over the Internet.
- (5) Regional Practical Examination Site Requirements. The department hosting a regional practical exam must be able to meet the following conditions:
  - (a) have adequate space to conduct the practical examinations;
  - (b) be able to provide all equipment required for the examination, excluding the equipment each applicant must provide in accordance with Commission rules;
  - (c) a member of the host department must have attended a regional practical examination before hosting one within the department;
  - (d) provide a minimum of three (3) evaluators who are certified by the Commission at a minimum of Fire Fighter-II level (Fire Fighter-III for 1987 NFPA Standard or earlier) and are encouraged to be certified at the Fire Department Instructor-I level;
  - (e) the proposed test site was inspected by the Commission representative in order to ensure it meets the requirements of the program; and
  - (f) provide for their firefighters and for practical examinations equipment which has been inspected and meets all applicable NFPA safety standards.
- (6) A host department for a practical examination must provide the Commission representative on the day of the practical examination a letter addressed to the Commission and signed by the Fire Chief or Training Chief certifying that all equipment used in the practical examination meets all applicable NFPA, OSHA and other applicable Standards for safety and required inspections. Included in the letter shall be a certification statement that all equipment that is required to be tested according to said Standard (e.g., ladders, hose, pumps, SCBA, etc.) has been tested according to the Standard. Failure to provide this letter will result in cancelation of the practical examination for that day.
- (7) All instructors, evaluators, and approved applicants who participate in a live fire practical must meet the requirements of Chapter 4, Section 4.3, Student Prerequisites, of the latest adopted edition of NFPA 1403. Written documentation of completion of this training must be kept on file by the department and will be subject to audit by the Commission. All requirements listed in the Live Fire Training Requirements Book must be completed.

- (8) Hands-on practical skill sheets shall be available to all applicants through the Commission Internet website.
- (9) Practical examination sites must have adequate space to safely hold the examination. The test site should have an isolated holding area for the applicants waiting to take the examination and a separate area for applicants who have completed the examination. The Commission representative shall ensure that the test site meets these requirements prior to the start of the examination.
- (10) Guidelines for Hands-On Practical and Live-Burn Practical Examinations:
  - (a) No fee will be charged by the Commission for these examinations.
  - (b) Hands-on Practical regional test sites are to be established in each Commission representative's territory, on an as needed basis in order to meet the needs of the airport fire departments within their territories.
  - (c) Live Fire Practical Tests sites are to be established by the Commission representatives in conjunction with departments able to host this type of practical and must be NFPA 1403 compliant.
  - (d) Applicants may travel out of their region to test at other test sites.
  - (e) The Commission representative is to conduct a training seminar for evaluators prior to each practical examination to ensure the evaluator's understanding of testing procedures, grading procedures, performance criteria, and instructions on completing required paperwork. The Commission will provide the Commission representative with documents to be utilized during this training. Any evaluator who fails to attend this training will not be allowed to serve as an evaluator.
  - (f) Applications to challenge the practical examination must be submitted to the Commission a minimum of two (2) weeks prior to the examination date. A minimum of ten (10) applicants must be scheduled in order to conduct the practical examinations; a maximum of fifty (50) applicants can be tested per day. The Commissioner or Commissioner's designee may waive this requirement if justification exists.
  - (g) An applicant who fails any evolution shall be notified immediately of his/her failure and will be allowed to leave the practical immediately.
  - (h) Copies of the entire practical examination will be provided to all departments. A copy may also be requested by individuals from the Commission Office either by e-mail or US mail.
  - (i) Applicants who complete the examination must remain at the host facility until the end of the day to assist in cleaning and restoring the host facility to original condition prior to receiving test results. Leaving early will result in automatic failure unless the applicant is given permission to leave by the Commission representative.
  - (j) Persons who have completed their practical must remain separate from those waiting to challenge.
  - (k) Persons waiting to challenge the practical examination must be secluded from the actual practical. Under no circumstances should an applicant waiting to

challenge the practical examination be allowed to see the practicals being administered or be in contact with any individual who has completed the practical.

- (l) The applicant or the applicant's sponsoring department must provide at least one SCBA and mask; and each applicant must bring a mask which has been fit tested to them.
- (m) The applicant or the applicant's sponsoring department shall inspect each applicant's equipment to ensure it meets current additions of applicable safety standards. These standards include:
  - 1. NFPA 1981
  - 2. NFPA 1971
  - 3. NFPA 1976
  - 4. NFPA 1977
  - 5. NFPA 1982
- (n) Each applicant must bring his/her own personal protective equipment (e.g., helmet, turnout gear, gloves, and coat) including SCBA.
- (o) The host department shall provide the equipment to be used for testing, e.g., ladders, hose, etc.
- (p) The applicant must assume liability in case of injury. A statement to this effect is included on the application which must be signed by the applicant.
- (q) The Commission will solicit individuals who are Fire Fighter II or Fire Instructor I certified or individuals deemed by the Commission to be subject matter experts in the area of firefighting and are interested in serving as evaluators. Individuals shall submit their names and qualifications. This list of names will be maintained by the Commission office which will rotate through the names for each examination. Individuals may add their names at any time.
- (r) An applicant must perform the practical skills examinations as required for each class of certification. An applicant cannot refuse to perform a practical skills examination even if his/her department does not have the equipment specified to perform that practical skill.
- (s) The Commission representative shall have the authority to adopt these guidelines to address specific life safety problems as they arise.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

Chapter 0360-05-01  
Revocation Of Certification

Paragraph 4 of Rule 0360-05-01-.02 Separation from Active Fire Service is deleted in its entirety and the following language is substituted, so as amended, the paragraph shall read as follows:

- (4) The Fire Fighter I/Hazardous Materials Awareness/Hazardous Materials Operations Certificates shall terminate three (3) years from the date of certification if the candidate has

not become affiliated with a department. If the candidate does become affiliated with a department, it is the responsibility of the candidate to have the Chief of the Fire Department notify the Commission Office, in writing, of the date of said affiliation.

Authority: T.C.A. §§ 4-24-101 and 4-24-107.

Chapter 0360-06-01  
Miscellaneous Certification Standards

Rule 0360-06-01-04 Progression is amended by deleting the rule in its entirety and substituting the following language, so as amended, the rule shall read as follows:

0360-06-01-.04 Progression.

- (1) Fire service personnel who have been certified at a specific progression level may take the examination for a lower (regression) level.
- (2) If an applicant who has already achieved certification at a particular level(s) under prior NFPA standards wishes to achieve certification for those levels after the date Tennessee becomes accredited, the applicant will be allowed to do so and the waiting period shall not apply. The applicant will be required to complete all the requirements for the level(s) of certification sought.
- (3) Unless otherwise prescribed in these rules, an applicant may progress to the next level of certification after achieving the prior certification level.

Authority: T.C.A. §§ 4-24-101 and 4-24-107.

Paragraph 2 of Rule 0360-06-01-05 Reciprocity is deleted in its entirety and the following language substituted, so as amended, the paragraph shall read as follows:

- (2) The following must be submitted to request reciprocity:
  - (a) Application for Reciprocity with a list of certification(s) for which the applicant is requesting reciprocity;
  - (b) Documentation that the applicant has not been out of the fire service for a period of greater than three (3) years, and
  - (c) Proof of Certification (copies of certificates). Certificates of Attendance do not constitute Proof of Certification.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-202.

Chapter 0360-07-01  
Educational Incentive Pay

Chapter 0360-07-01 is amended by deleting the chapter in its entirety and substituting the following language, so as amended, the chapter shall read as follows:

Chapter 0360-07-01  
Educational Incentive Pay  
Table Of Contents

0360-07-01-.01 Minimum Employment Standards – 0360-07-01-.11 Reserved  
Definitions 0360-07-01-.12 Reserved

0360-07-01-.02 Fire Fighter – Definition	0360-07-01-.13 Reserved
0360-07-01-.03 Reserved	0360-07-01-.14 Reserved
0360-07-01-.04 Entry-Level Personnel	
0360-07-01-.05 Requirements for In-Service Training Programs	0360-07-01-.15 Reserved
0360-07-01-.06 Payment Procedures	0360-07-01-.16 Reserved
0360-07-01-.07 Waiver	0360-07-01-.17 Reserved
0360-07-01-.08 Audit	0360-07-01-.18 Reserved
0360-07-01-.09 Disciplinary Matters	
0360-07-01-.10 Prosecution of False Claims for Educational Incentive Pay	

0360-07-01-.01 Minimum Employment Standards – Definitions.

The minimum employment standards as established by the Commission shall be as follows:

- (1) All persons who are hired as a fire fighter by an eligible unit of government on or after January 1, 1986, shall:
  - (a) be at least eighteen (18) years of age; and
  - (b) be a citizen of the United States; and
  - (c) be a high school graduate or possess equivalency; and
  - (d) have not been convicted of any felony charge, have not pleaded guilty to any felony charge, have not entered a plea of nolo contendere to any felony charge; and
  - (e) have not been released or discharged for any other reason than honorable discharge from any of the armed forces of the United States; and
  - (f) have no history, within the past three (3) years, of habitual intoxication and/or personal misuse of any drugs, and/or the use of intoxicating liquors, narcotics, controlled substances and/or stimulants in such a manner as to adversely affect the person's ability to perform as a fire fighter to cause discredit to the fire service; and
  - (g) must meet all local requirements; and
  - (h) have passed a physical examination by a licensed physician which, at minimum, meets the requirements of Section E of Occupational Health and Safety Administration ("OSHA") regulation 1910.134; and
  - (i) have a good moral character; or
  - (j) have successfully appealed such cause of ineligibility to the appropriate local authority having jurisdiction.
  
- (2) All persons hired as a fire fighter by an eligible unit of government prior to January 1, 1986, shall be considered as having met the minimum employment standards.

Authority: T.C.A. §§ 4-24-107 and 4-24-202.

0360-07-01-.02 Fire Fighter -- Definition.

For the purpose of qualifying for the pay supplement, a person must meet all of the following criteria:

- (1) any person in the employ of a unit of government who is a full-time employee of the department of such unit; and
- (2) is trained in fire-fighting or prevention of fires and is actively engaged in such work; and
- (3) whose primary livelihood is derived from such work.

Authority: T.C.A. §§ 4-24-107 and 4-24-201.

0360-07-01-.03 Reserved.

Authority: T.C.A. §§ 4-24-107.

0360-07-01-.04 Entry Level Personnel.

- (1) It shall be mandatory for all qualified personnel that have entered the Fire Service after December 31, 1990, to become certified, when eligible, at the Fire Fighter I level and progress when eligible through the Fire Fighter II level of certification in order to become eligible for supplemental pay.
- (2) The Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness and Hazardous Materials Operations certification level must be completed by the end of the calendar year in which the applicant reaches his/her thirty-sixth (36th) month of employment with a participating department. Fire Service personnel that have not obtained Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness and Hazardous Materials Operations certification after this date will not be eligible for Educational Incentive Pay until said certification has been obtained.
- (3) Qualified personnel who are separated from the fire service for a period of greater than three (3) years and then reenter the fire service, must subsequently obtain certification in accordance with Rule 0360-05-01-.02.
- (4) Individuals hired into a department as Fire Safety Inspectors after December 31, 1990, and who are not trained in fire suppression may meet the requirements of this section by completing certification as prescribed by T.C.A. § 68-120-113 by the end of the calendar year in which they reach their twelfth (12) month of employment. If an individual is hired as a Fire Safety Inspector and later transfers to fire suppression, the individual must achieve Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness and Hazardous Materials Operations certification within three (3) years after the transfer date.
- (5) Individuals hired into a department as Public Fire and Life Safety Educators after December 31, 1990, and who are not trained in fire suppression may meet the requirements of this section by completing certification as Public Fire and Life Safety Educator I and Public Fire and Life Safety Educator II by the end of the calendar year in which they reach their thirty-sixth (36) month of employment. If an individual is hired as a Public Fire and Life Safety Educator and later transfers to fire suppression, the individual must achieve Fire Fighter I/Fire Fighter II/Hazardous Materials Awareness and Operations certification within three (3) years after the transfer date.
- (6) The date an individual entered the fire service for participation in the educational incentive pay program shall be the date the individual joins a paid department in Tennessee that participates in the educational incentive pay program as a full-time paid firefighter of that department. Service as a volunteer, paid on call, part-time firefighter or other non full-time firefighter shall not count toward an individual's time in the fire service as it relates to Educational Incentive Pay Program.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, 4-24-201 and 4-24-202.

0360-07-01-.05 Requirements for In-Service Training Programs.

(1) Length of Training

- (a) Certified or recognized programs must be of at least forty (40) hours duration. A department may count one (1) hour for testing as part of the department's forty (40) hour in-service training program.
- (b) Each subject area segment of the program must be scheduled for not less than two (2) hours.

(2) Appointment of Training Officer.

- (a) Each department conducting a forty (40) hour in-service training program must meet the minimum standards as defined in this chapter of the Commission's rules and regulations.
- (b) Within twelve (12) months of their appointment, each new Training Officer for a department participating in the Educational Incentive Pay Program must attend a training session on the Commission's laws, rules, programs, policies and procedures. Commission staff may offer one-on-one training sessions at the Commission office and will hold at least one (1) regional training session in each Grand Division of the state per year.

(3) Appointment of Instructor.

- (a) Instructors used for in-service training must be approved by the Training Officer and must be qualified by experience and training in the subject matter of the course to be taught.
- (b) Instructors cannot teach themselves. However, instructors of Commission-approved in-service training classes shall receive one (1) hour credit for each hour taught provided that the teaching does not consist of the use of electronic media exclusively.
- (c) Fire service personnel who serve as evaluators at Commission Sponsored Hands-on or Live Burn Practical Examinations shall receive four (4) hours Specialized Training Credit for each practical where the firefighter serves as an evaluator up to a maximum of two (2) practicals per calendar year for a maximum of eight (8) hours credit. In-house practical/live burn examinations do not qualify. One (1) In-Service Training Substitution form should be submitted per evaluator for the year noting the date(s) the applicant served as an evaluator.

(4) Course Curriculum Requirements.

- (a) Course curricula must be based on a needs survey of the area served and courses required by the Commission. All curricula must be substantially derived from the appropriate standards as set forth in the Commission's rules, Chapter 0360-06-01, with the exception of any required subject material not adequately covered in these standards and must be submitted for review by the Director or his/her designee, and be approved by the Commission. At least thirty (30) days prior to commencement of training, a copy of the curriculum noting instructors and their qualifications, the dates and location of training, the dates of testing, and a copy of the test instrument and answers, and other such data as required by the Commission, must be submitted to the Commission for approval.

1. All Training Programs must be submitted to the Commission office for approval no later than November 1 of the calendar year 2014 for the training conducted in calendar year 2015. Thereafter, information and training programs required by the Commission must be received at the Commission office by November 1 of the preceding calendar year in which training is to be taught. Failure to provide all information by the required date may result in a rejection of supplemental pay. All information shall be submitted in a form prescribed by the Commission.
  2. Course dates submitted for a department's In-Service Training Program are the dates on which the courses are to be taught. However, due to unforeseen circumstances, changes must sometimes occur. If a change in a date is necessary less than thirty (30) days from the scheduled date, a department is to make note of the change in their program along with the reason for the change. If a change in class date is required thirty (30) or more days before the scheduled date, a written notification must be sent to the Commission office with the new class date and the reason for change. The notice may be submitted by fax, email or by U.S. Mail.
  3. If a department must provide a range of dates and locations that a particular class will be taught when submitting their In-Service Training Program, the department must provide to the Commission office the exact dates, times, and locations of the classes a minimum of seventy-two (72) hours prior to the classes being taught. This notice may be submitted in a form prescribed by the Commission; however if by mail, sufficient time should be allowed so that the notice has time to arrive in the Commission office a minimum of seventy-two (72) hours in advance of the new class dates. No credit will be given for classes for which the Commission office has not received advance notice of specific dates.
  4. A department may not use the substantially same in-service training program in consecutive years.
- (b) The Commission requires that the following minimum training be included in all training programs that are submitted for Commission approval:
1. at least eight (8) but not more than sixteen (16) hours on Hazardous Materials; and
  2. at least once every three (3) years, four (4) hours of the following subjects:
    - (i) Firefighter safety;
    - (ii) Post Traumatic/Critical Incident Stress Training;
    - (iii) Domestic violence training/Sudden Infant Death Syndrome ("SIDS") training; and
  3. The Commission also requires that eligible fire fighters be currently trained and demonstrate proficiency in the skills of CPR by an agency recognized by the Commission. A maximum of four (4) hours credit toward the required forty (40) hours in-service training shall be allowed for this training.
  4. Should the department elect to participate in a two (2) year CPR training program, a minimum of forty (40) hours in-service training will still be required in order to qualify for the Educational Incentive Pay.

- (c) Training subjects curricula must demonstrate in-depth training and preliminary subjects that are normally found in basic training will not be acceptable.
- (d) Courses taught by a department on routine functions of the department (hose testing, pre-planning, pumper testing, vehicle maintenance, station maintenance, etc.) will not be considered training for purposes of the in-service training program.
- (e) Training provided to members of a department must be appropriate to a firefighter's rank and responsibility and the size and location of a firefighter's department. (e.g., an Arson Investigator or Codes Enforcement Officer who has no fire suppression duties should not complete a course in fire suppression activities.)
- (f) Computerized training courses and/or Internet courses may be part of a department's In-Service Training Program but must meet the following conditions:
  - 1. The course software must provide sufficient safeguards to ensure each individual claiming credit has completed his/her own work.
  - 2. The course software must prohibit the student from skipping any of the courses and proceeding to the final examination.
  - 3. The course software must have a final examination and the examination test bank must be, at a minimum, twice the size of the final examination. The final examination should be randomly generated from this test bank for each student completing the course. If the software cannot meet this provision, then the Training Officer is to develop a final examination for this course based upon Commission requirements for the final examination of an in-service training program to be submitted with the program.
  - 4. The software provider must provide a Certificate of Completion for each student who successfully completes the course. This Certificate should be kept on file by the department for audit purposes.
  - 5. The software provider must provide information that outlines the course objectives, instructional method(s), and the time it takes to complete the course. This information should be briefly outlined as part of the department's In-Service Training Program.
  - 6. The department must schedule the training in accordance with the requirements of the Commission.
  - 7. The Training Officer or a Fire Department Instructor-I must be available (either in person or by telephone) during the allocated training time to answer any questions that a student may have regarding the course.
  - 8. The department must have audit procedures in place to ensure that a student is completing his/her own work. These procedures should be briefly outlined as part of the department's In-Service Training Program.
  - 9. No more than twenty (20) hours of credit will be given for computerized training.
- (5) Attendance Records. Attendance records must be maintained on each trainee in a form prescribed by the Commission and must be made available for inspection upon request by the Commission or its representative. The Training Officer and head of the department conducting in-service training must certify to the local unit of government those fire fighters

who successfully completed the training, and certified records must be maintained in each individual department for a period of three (3) years. Such certification must include:

- (a) name (printed and signed);
- (b) rank or position;
- (c) Employee Identification Number or last four digits of Social Security Number;
- (d) employing department;
- (e) test score;
- (f) title of class;
- (g) number of students in class;
- (h) instructor's name (printed and signed);
- (i) date of course;
- (j) length of course (number of hours of course and time it was instructed);
- (k) test date; and
- (l) the instructor must void any unused lines on the Class roster by drawing a line through each line and writing the word "VOID."

(6) Testing Instrument.

- (a) Multiple test instruments must be designed to assure that the same test is not administered to two (2) consecutive training sessions using the same curriculum. The test must be in the form of multiple choice questions and a separate test administered to cover each unique course of instruction in the training program. Each test must contain the greater of ten (10) questions relating to a course of instruction or one (1) question relating to each hour of course instruction. (e.g., sixteen (16) hazardous materials questions for a sixteen (16)-hour hazardous materials course.) The tests may be administered either independently or in a single cumulative test at the conclusion of the training program. If a cumulative test option is selected, the test must be divided by section of each unique course of instruction.
- (b) Test answer sheets must follow a format which must show the following:
  - 1. name;
  - 2. rank or position;
  - 3. Employee Identification Number or last four digits of Social Security Number;
  - 4. employing department; and
  - 5. score of the trainee.
- (c) Test Instruments which combine the questions with the answer sheet will not be accepted for grading. Answer sheets must be separate and must be maintained as a

record for at least three (3) years and shall be submitted to the Commission office upon request by the Commission.

- (d) Each test covering a course of instruction should be developed, administered and scored by the Training officer or Instructor. Each trainee must score at least seventy percent (70%) on each test. Only one retest will be allowed for individuals failing to achieve seventy percent (70%). If administered as a single cumulative test, each trainee must score at least seventy percent (70%) on each section of the test. If the trainee fails any section of the test, the trainee can retest one time on each section.

(7) Approval of Specialized Schools/Courses.

- (a) If a fire fighter attends a specialized school appropriate to his rank (or position) and responsibility, the eligibility of the school must be approved by the Commission office. Only schools of a fire service related nature of at least two (2) hours in duration will be considered for in-service credit toward meeting the forty (40) hour training requirement. When submitting a course for Commission approval, the department shall indicate the NFPA Standard Number and Section that is applicable to the course being submitted. When applicable, the course will be submitted for pre-approval by the Commission office. In cases where the curriculum and instructors are unknown and when admittance is by short notice, the curriculum and proof of successful completion will be submitted after the course is completed.
- (b) If no test is administered, the attending fire fighter should submit to his Training Officer a detailed evaluation of the course and a correlation sheet showing how their coursework meets the appropriate NFPA Standard. If satisfied that the training was valid and beneficial, the Training Officer should submit a statement to that effect, along with a copy of the report, to the Commission office. If this is not done, no credit will be given.
- (c) In-service credit requests will be reviewed and may be granted for an individual fire fighter for the current training year only, if the course is relevant to his duties and responsibilities.
- (d) In some instances, the above type training session may be combined with the regularly scheduled and Commission-approved forty (40) hour in-service training sessions. If this is done, the attending fire fighter must be tested on those hours attended in the departmental forty (40) hour program. This will necessitate the local training officer being responsible for identifying the appropriate questions involved in the Commission-approved testing instrument.
- (e) Fire service personnel attending the National Fire Academy and successfully completing courses taught on campus will be given credit. In addition, Hazardous Materials training is required annually and a current CPR certification is required in order to be qualified for the Educational Incentive Pay.

(8) Approval of Fire Courses (Colleges and Universities).

- (a) Any fire fighter who successfully completes a fire related course (or courses) at any accredited institution, institution of higher education, college or university, may be considered for annual fulfillment of all or a portion of the required forty (40) hour in-service training, not to include the eight (8) hours of hazardous material training or the CPR certification requirements as provided for in the provisions herein and approved by the Commission.

- (b) Course completion toward credit for the annual forty (40) hour in-service training requirements may be met by completing three (3) semester hours (45 classroom hours) or four (4) quarter hours (40 class room hours) of instruction with a passing grade. The completion date of the course must be within the calendar (training) year for which in-service training credit is sought.
  - (c) Applicants for in-service training credit under these provisions must have the approval of the department head and must submit the required Commission form for consideration to the Commission office. When submitting a course for Commission approval, the department shall indicate the NFPA Standard Number and Section that is applicable to the course being submitted.
  - (d) In some instances, the above type training hours may be combined with the regularly scheduled and Commission-approved forty (40) hour in-service training sessions. If this is done, the attending fire fighter must be tested on those hours attended in the departmental forty (40) hour program. This will necessitate the local Training Officer being responsible for identifying the appropriate questions involved in the Commission-approved testing instrument.
  - (e) Final approval by the Commission is contingent upon official notification from the institution in which the course was completed with a passing grade.
- (9) Approval of Certification Programs.
- (a) Fire fighters completing the required number of hours of preparation training, certified by the training officer, and successfully passing the appropriate progression level examination in the Commission's certification program within the calendar year for which training is sought, shall be considered as having fulfilled the forty (40) hour in-service requirement and therefore eligible for the supplemental pay.
  - (b) Any fire fighter qualifying for in-service training credit in this manner must also meet the eight (8) hours of hazardous material training requirements and the CPR certification requirements as provided in these rules.
- (10) Emergency Medical Training
- (a) Emergency Medical Training shall be considered meeting the requirements of in-service training so long as all other mandatory programs, as provided in these rules, are met.
  - (b) No more than sixteen (16) hours of credit will be awarded for this training.
- (11) Records Storage
- (a) All department records related to the Educational Incentive Pay Program shall be kept by the department in a secure location. Access to the records shall be limited to the fire chief, the chief of training or their designee.
  - (b) Any department that maintains training records via computer or other electronic means, must submit a request to the Commission office in writing. The department's electronic records may be subject to audit by the Commission. The department must describe the electronic records system, identifying the security safeguards that are in place.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, 4-24-111, and 4-24-202.

0360-07-01-.06 Payment Procedures.

The Commission shall disburse to eligible units of government the Educational Incentive Pay awarded to fire fighters who have established eligibility for such under the provisions of the Commission's rules and regulations. The disbursement of these funds shall be subject to all of the following conditions:

- (1) The Educational Incentive Pay will be based on the availability of funds appropriated by the General Assembly.
- (2) Payment will be made only upon request by the unit of government and upon submission of the necessary documentation by the administrative officer of the eligible department.
  - (a) Proof of the successful completion of a Commission-approved training program, by submission of a copy of the following forms by March 1 of the calendar year:
    1. Educational Incentive Pay Request;
    2. In-Service Training Report;
    3. Notarized Statement of Fire Chief attesting to accuracy and completeness of the Information, and
    4. Training Substitution Forms for previous year.
- (3) Payment will be made in a lump sum directly to the governmental entity handling salary accounts for the eligible departments.
- (4) It will be the responsibility of the unit of government to disburse the funds to the individual fire fighters after the deduction of the applicable taxes.
- (5) The unit of government is responsible for any increase in the employer's contribution to social security or like programs necessitated by the increase in the employee's annual base earnings.
- (6) Members of the Fire Service shall not be eligible for supplement pay from more than one agency.
- (7) Effective January 2015, information and training Programs required by the Commission must be received at the Commission office by November 1 of the preceding calendar year in which training is to be taught. Failure to provide all information by the required date may result in a rejection for supplemental pay.
- (8) Departments submitting a certified list of eligible names of fire fighters who have qualified themselves for the forty (40) hour in-service training, Educational Incentive Pay, must also certify to the Commission that each qualifying individual is a member of the department whose name was on the department payroll as of December 31, of the calendar year in which training was received.

If a qualifying individual is separated from the fire service for any of the following reasons, after becoming qualified, they will be considered as having met the December 31 employment requirements if they:

- (a) become eligible and accept a service retirement and begin drawing retirement benefits;  
or
- (b) become eligible and accept a disability retirement; or

- (c) die while employed.
- (9) All requests for supplemental pay must be submitted to the Commission office by certified mail and postmarked no later than March 1 of each calendar year.
  - (a) The Commission will not grant a waiver of this date for two (2) consecutive years.
  - (b) A department shall have fifteen (15) calendar days from the date it receives notice that a correction is required to their request for Educational Incentive Pay to make the necessary correction and return the request to the Commission.
  - (c) Departments may submit additions to their requests for supplemental pay for up to sixty (60) days from the date Educational Incentive Pay checks were mailed to departments. Payment of these additions is contingent upon availability of funds.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-202.

0360-07-01-.07 Waiver.

- (1) The Commission shall only consider requests to waive the following rules and regulations:
  - (a) the waiting periods between certifications in Rules 0360-02-02 and 0360-03-01;
  - (b) the deadline for submission of training programs for approval in Rule 0360-07-01-.05(4); and
  - (c) the deadline for submitting requests for supplemental pay in Rule 0360-07-01-.06(9).
- (2) When considering whether good cause has been shown to grant a waiver pursuant to this rule, the Commission may consider, but is not limited to, the following:
  - (a) hardships on departments through time, staffing, budget or facilities limitations;
  - (b) unavailability of qualified instructors or test proctors due to financial, staffing or time constraints;
  - (c) inclement weather, natural disasters, etc.;
  - (d) illness, injury or disability of training officer that causes the department to miss the submission deadlines in 0360-07-01(4) and (9).
- (3) A waiver shall not be granted in two (2) consecutive years.
- (4) A request for a waiver must be submitted in writing.

Authority: T.C.A. §§ 4-24-101 and 4-24-107.

0360-07-01-.08 Audit.

- (1) All accounts shall be subject to audit by the State Comptroller.
- (2) All records pertaining to the Educational Incentive Pay Program shall be available for inspection by a member of the Commission or its staff and shall be kept for three (3) years after the Educational Incentive Pay was issued.

- (3) An audit committee of the Commission, made up of the Director and a Commission Member or a Commission-approved designee, shall review the Educational Incentive Pay Program records of a minimum of ten percent (10%) of departments participating in the Educational Incentive Pay Program each year. Departments subject to review each year will be chosen at random by each Commission member drawing a minimum of two (2) departments to audit after all Educational Incentive Pay requests have been received.
  - (a) The audit committee shall present its findings to the Commission for consideration. The audit committee shall review the records of the department to ensure compliance with Commission rules, including, but not limited to:
    1. "In-Service Training Verification Sheets" are signed;
    2. attendance records were properly filled out as required by 0360-07-01-.05(5);
    3. test records were properly graded and filled out as required by 0360-07-01-.05(6);
    4. records required by NFPA 1001, Chapter 4 are properly maintained; and
    5. electronic records, if kept, are properly maintained and secured.
  - (b) The audit committee should make one of the following recommendations to the Commission:
    1. Audit was in compliance with Commission requirements.
    2. No action required. This would be used for a minor infraction. Committee counselled the department on the corrective actions needed.
    3. Informal Review. This would be used for minor infractions that the committee felt needed to be reviewed to ensure corrective action was taken. This review would only encompass the areas that needed reviewing and would be done by the participants of the original audit.
    4. Probation. This would be used for more significant infractions. The committee would recommend that the department be audited again for a period ranging from one (1) to three (3) years.
    5. Formal Hearing. The Committee feels that a major violation of the Commission's rules or state statute has occurred; and would recommend a hearing under the Commission's Rules and Regulations for formal discipline under the Commission's rules.
  - (c) When making its report to the Commission, the Committee may make any additional comments and recommendations it feels are appropriate, but the above are the general guidelines to be used. The Commissioner or Commissioner's designee shall send each audited Department a copy of the completed audit report.
- (4) Commission staff and Commission Members may conduct unannounced visits to departments training classes. The visit will not disrupt the training session; however information may be solicited from the participants and/or instructor during a break or after the class. Documentation will be completed about the visit and filed with that department's In-Service Training Program for that year. If training is not being conducted as scheduled, that department will be invited to the next regularly scheduled Commission meeting to offer an explanation.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

0360-07-01-.09 Disciplinary Matters.

- (1) The Commission may revoke, modify, suspend or condition the educational incentive pay, to the unit of government, or governmental entity handling salary accounts for the otherwise eligible departments, if it finds, after appropriate notice and hearing, that;
  - (a) the requirements for the salary pay supplement had not been met as per the Commission's Rules and Regulations.
  - (b) any fraud, collusion, misrepresentation or substantial mistake was involved in the procurement of the educational incentive pay.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-201.

0360-07-01-.10 Prosecution Of False Claims For Educational Incentive Pay.

- (1) As an added measure to guard against the misuse of State funds, the Fire Fighting Commission and staff will vigorously seek criminal prosecution through the State Attorney General's Office against any individual or individuals it finds have engaged in fraudulent conduct or false representation in connection with the completion of training requirements in order to unjustly obtain educational incentive pay.
- (2) The Commission will recognize the possibility of inadvertent mistakes involved in a Department's record keeping, and after close scrutiny of such facts will make the proper recommendation to such Department involved and seek immediate reimbursement of such funds erroneously paid due to the Department's oversight. If such reimbursement is not immediately forthcoming, the Fire Fighting Commission and Staff will commence legal action accordingly.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-201.

0360-07-01-.11 through 0360-07-01-.18 Reserved.

Authority: T.C.A. §4-24-107.

#### Repeals

Chapter 0360-02-02  
Instructor Certification

Rules 0360-02-02-.01 through 0360-02-02-.04 are repealed in their entirety.

\* If a roll-call vote was necessary, the vote by the Agency on these rulemaking hearing rules was as follows:

Board Member	Aye	No	Abstain	Absent	Signature (if required)
Commissioner Biggs	X				
Commissioner Cotton	X				
Commissioner Finucane	X				
Commissioner McCormack	X				
Commissioner Naifeh	X				
Commissioner Slay	X				
Commissioner Sorge	X				
Commissioner Vance	X				
Commissioner Wakefield	X				

I certify that this is an accurate and complete copy of rulemaking hearing rules, lawfully promulgated and adopted by the Tennessee Commission for Firefighting Personnel Standards and Education on 4/30/14, and is in compliance with the provisions of T.C.A. § 4-5-222.

I further certify the following:

Notice of Rulemaking Hearing filed with the Department of State on: 3/12/14

Rulemaking Hearing(s) Conducted on: (add more dates). 4/30/14



Date: 10/01/2014

Signature: Joseph Underwood

Name of Officer: Joseph Underwood

Title of Officer: Chief Counsel for Fire Prevention & Law Enforcement

Subscribed and sworn to before me on: October 1, 2014

Notary Public Signature: Ann Jones

My commission expires on: June 21, 2016

All rulemaking hearing rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

Herbert H. Slatery III  
 Herbert H. Slatery III  
 Attorney General and Reporter  
10/23/2014  
 Date

Department of State Use Only

Filed with the Department of State on: 10/27/14

Effective on: 11/25/15

Tre Hargett  
Tre Hargett  
Secretary of State

2014 OCT 27 PM 3:57  
SECRETARY OF STATE

### **Public Hearing Comments**

A public comment was made by Deputy Chief David Dillingham of the Jackson Fire Department regarding Rule 0360-07-01-.05 and whether implementation of videoconference training for members of their department will be affected by the amendment of this rule. The Commission responded that this type of training will still be permitted; however, the new rule will require a minimum of ten questions or one question per hour depending on the length of the course.

**Regulatory Flexibility Addendum**

Pursuant to T.C.A. §§ 4-5-401 through 4-5-404, prior to initiating the rule making process as described in T.C.A. § 4-5-202(a)(3) and T.C.A. § 4-5-202(a), all agencies shall conduct a review of whether a proposed rule or rule affects small businesses.

The rules are not expected to affect small businesses.

### **Impact on Local Governments**

Pursuant to T.C.A. §§ 4-5-220 and 4-5-228 "any rule proposed to be promulgated shall state in a simple declarative sentence, without additional comments on the merits of the policy of the rules or regulation, whether the rule or regulation may have a projected impact on local governments." (See Public Chapter Number 1070 (<http://state.tn.us/sos/acts/106/pub/pc1070.pdf>) of the 2010 Session of the General Assembly)

The rule may have an impact on local governments.

**Additional Information Required by Joint Government Operations Committee**

All agencies, upon filing a rule, must also submit the following pursuant to T.C.A. § 4-5-226(i)(1).

- (A) A brief summary of the rule and a description of all relevant changes in previous regulations effectuated by such rule;

The primary objective of the proposed rules is to offer additional certifications to expand the level of firefighter professionalism, and to streamline the payment procedures for the Firefighter Educational salary supplement.

The amendment to Chapter 0360-01-01 is minimal and addresses submission of documents to the Commission's office.

The amendments to Chapter 0360-01-02 revise current definitions and add several new definitions including all of the new classifications being added to the program in this rulemaking.

The amendments to Chapter 0360-02-01 are related to certification, by the Commission, of training and education programs. The amendments are intended to clarify the minimum requirements that an applicant must meet in order for training programs to be approved by the Commission.

The amendments to Chapter 0360-02-02 repeals several sections of the chapter. Some of the sections are repealed as a result of being unnecessary and other sections have been moved to a different chapter within the rules.

Chapter 0360-03-01 addresses classifications for full-time and volunteer firefighters. The amendments to this chapter repeal the existing classification for recruit firefighter and add many new classifications.

The amendments to Chapter 0360-04-01 add examination requirements for the new firefighter classifications that have been added in this rulemaking and add information regarding the form of the examinations and how examinations and training courses are conducted and graded.

The amendments to Chapter 0360-05-01 are minimal and of a housekeeping nature. Specifically, the amendment removes reference to a firefighter classification that is repealed in this rulemaking.

Chapter 0360-06-01 addresses the requirements that must be met in order for firefighters to progress to another certification level. The amendments remove the ninety (90) day waiting period that is currently required before a firefighter may take the exam for another certification level. The amendments also clarify the standards regarding requests for a certification to be approved through reciprocity.

Chapter 0360-07-01 addresses education incentive pay. The amendments to the chapter are related to the following: credit hours for instructors of in-service training, submission dates for in-service training curriculum, specific requirements for the testing instruments used in training sessions, and dates and time frames for submission of applications for supplemental pay.

- (B) A citation to and brief description of any federal law or regulation or any state law or regulation mandating promulgation of such rule or establishing guidelines relevant thereto;

These rules are promulgated pursuant to Tenn. Code Ann. § 4-24-100 et seq. and Tenn. Code Ann. § 4-24-200 et seq.

- (C) Identification of persons, organizations, corporations or governmental entities most directly affected by this rule, and whether those persons, organizations, corporations or governmental entities urge adoption or rejection of this rule;

These rule changes will have the greatest impact on those departments, and the members of these departments, that participate in the State's educational incentive pay program for fire fighters and those

paid and volunteer departments that participate in the State's certification program.

- (D) Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule;

None. I am unaware of any attorney general and reporter or any judicial ruling that directly relates to these rules.

- (E) An estimate of the probable increase or decrease in state and local government revenues and expenditures, if any, resulting from the promulgation of this rule, and assumptions and reasoning upon which the estimate is based. An agency shall not state that the fiscal impact is minimal if the fiscal impact is more than two percent (2%) of the agency's annual budget or five hundred thousand dollars (\$500,000), whichever is less;

The rules are expected to have minimal impact on state and local government revenues and expenditures.

- (F) Identification of the appropriate agency representative or representatives, possessing substantial knowledge and understanding of the rule;

Joseph Underwood, Chief Counsel for Fire Prevention and Law Enforcement, and Randy Fox, Director of Commission for Firefighting Personnel Standards and Education.

- (G) Identification of the appropriate agency representative or representatives who will explain the rule at a scheduled meeting of the committees;

Joseph Underwood, Chief Counsel for Fire Prevention and Law Enforcement, and Randy Fox, Director of Commission for Firefighting Personnel Standards and Education.

- (H) Office address, telephone number, and email address of the agency representative or representatives who will explain the rule at a scheduled meeting of the committees; and

Joseph Underwood (joseph.underwood@tn.gov), Chief Counsel for Fire Prevention and Law Enforcement, 500 James Robertson Parkway, Nashville, TN 37243, 615-741-3899; Randy Fox (randy.fox@tn.gov), Director of Commission for Firefighting Personnel Standards and Education, 500 James Robertson Parkway, Nashville, TN 37243 615-741-1788.

- (I) Any additional information relevant to the rule proposed for continuation that the committee requests.

**RULES  
OF  
THE TENNESSEE COMMISSION ON FIRE FIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-01-01  
GENERAL**

**TABLE OF CONTENTS**

0360-01-01-.01 Address	0360-01-01-.03 Mission Statement
0360-01-01-.02 Meetings	0360-01-01-.04 Appeals Process

**0360-01-01-.01 ADDRESS.** Whenever some document is required to be submitted to or filed with the Commission, mailing by first class mail to the ~~office of the Commission~~ office in Nashville, Tennessee shall suffice.

**Authority:** T.C.A. § 4-24-107.

**RULES  
OF  
THE TENNESSEE COMMISSION ON FIRE FIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-01-02  
DEFINITIONS**

**TABLE OF CONTENTS**

0360-01-02-.01 Definitions

**0360-01-02-.01 DEFINITIONS.**

- (1) "Closed examination" shall mean an examination which is administered to the firefighters of a single fire department.
- ~~(2)~~(4) "Commission" shall mean the Tennessee Commission on Fire Fighting Personnel Standards and Education. "Commission" may also refer to a person designated by the Commission for a particular purpose.
- (3) "Commission office" shall mean the office of the Director and staff of the Tennessee Commission on Fire Fighting Personnel Standards and Education. "Commission office" may also refer to persons defined as "Commission Representatives."
- (4) "Commission Representative" shall mean a person authorized by the Commission to act on its behalf. This may include, but is not limited to, the Commission director, Commission coordinators, and field representatives.
- ~~(5)~~ "A Non Fire Fighter Recruit" shall mean an individual who is not a member of a participating fire department, but seeks training pursuant to T. C. A. § 4-24-107(7).
- (6) "TC" shall mean the Training Committee composed of a minimum of three (3) members with equal representation from the Department officers and employees.
- ~~(7)~~ "Trainee" shall mean a member of a department who is engaged in learning the craft of Fire Fighter II.
- ~~(5)~~(2) "Department" shall mean the agency that provides fire protection service to a district and agrees to abide by standards adopted by the Commission. a department of a municipality, county, or political subdivision, or an organization, agency, or entity that offers its services, for or without pay, for the purpose of suppressing fires, performing rescue services, or for other emergency response purposes. Excluded from this definition are law enforcement agencies, emergency medical agencies licensed by the Tennessee emergency medical services board, and rescue squads that do not provide fire protection.
- (6) "Firefighter" shall mean any person hired or accepted as a full-time, part-time or volunteer firefighter, by a department recognized under the Fire Department Recognition Act, T.C.A. § 68-102-301, et seq., and who has satisfied the minimum training requirements of T.C.A. § 4-24-112.
- (7)(3) "IFSAC" shall mean the International Fire Service Accreditation Congress.
- (8)(4) "NFPA" shall mean the National Fire Protection Association.

- (9) "Performance examination" shall mean a skill evaluation used to assess a candidate's ability to perform a particular job performance requirement, requisite skill, or objective of a standard for the purpose of certification.
- (10) "Pro Board" shall mean the National Board on Fire Service Professional Qualifications.
- (11) "Training Coordinator" shall mean a person at the department who acts as a point of contact for receipt of Commission-related information.
- (12) "Written examination" shall mean an assessment administered on paper or on a computer that is used to measure a candidate's knowledge of a particular job performance requirement, requisite knowledge, or objective of a standard for the purpose of certification.

Authority: T.C.A §§ 4-24-101 and 4-24-107 ~~4-24-107(3)~~.

**RULES  
OF  
THE TENNESSEE COMMISSION ON FIRE FIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-02-01  
CERTIFICATION OF TRAINING AND EDUCATION PROGRAMS**

**TABLE OF CONTENTS**

0360-02-01-.01	Local Fire Departments	0360-02-01-.03	Special Courses and Programs
0360-02-01-.02	Vocational Schools and Institutions of Higher Education	0360-02-01-.04	Repealed <u>Reserved</u>
		0360-02-01-.05	Minimum Training

**0360-02-01-.01 LOCAL FIRE DEPARTMENTS.**

- (1) Fire Departments recognized under the Fire Department Recognition Act, T.C.A. § 68-102-301 et seq. may participate participating in any eligible the Commission programs will be approved by the Commission upon receipt of a properly signed application in a form provided by the Commission. Recognition shall be deemed participation in Firefighting programs.
- (2) Any firefighter who is a member of a recognized department is automatically eligible for any Commission program for which he or she has satisfied the prerequisites.
- ~~(2) The fire department must commit that its training programs meet or exceed the standards set forth in these rules and regulations.~~
- ~~(3) All phases of the department training programs must meet or exceed the performance standards set forth in these rules and regulations.~~
- ~~(4) Each participating fire department must have at least one person with an interim or permanent instructor certification.~~
- (3)(5) If a course or program has not been properly submitted and certified by the Commission, persons completing such course or program will not receive credit from the Commission for having taken the course or program.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-02-01-.02 VOCATIONAL SCHOOLS AND INSTITUTIONS OF HIGHER EDUCATION.**

- (1) If an institution wishes to have its courses certified, it must submit written descriptions of said courses to the Commission for consideration. All courses in fire training leading to certification must meet or exceed the applicable NFPA standard(s) and be consistent with the rules and regulations of the Commission.
- (2) In order to receive course approval certification, the course content must be submitted, in writing, to the Commission at least ~~thirty (30)~~ sixty (60) days prior to consideration by the Commission. The submission must include specific citations to the portions of the NFPA standard(s) that correlate with the course content.

- ~~(3)~~ Courses in fire training must meet or exceed the applicable NFPA standard(s), include correlation to those standards, and be consistent with the rules and regulations of the Commission.
- ~~(3)~~(4) Advanced courses and seminars in fire service, fire engineering or other advanced fire related training must be submitted to the Commission in sufficient detail to show adequacy of course content on the subject.
- ~~(5)~~(4) Any institution desiring to have a program (consisting of one or more courses or seminars) ~~certified~~ approved must:
- (a) submit a detailed description of the program at least ~~thirty (30)~~ sixty (60) days prior to consideration by the Commission; and
  - (b) have each course or seminar certified by the Commission as set forth above; ~~and~~
  - ~~(c)~~ show that at least 80% of the advanced courses and seminars set forth in 0360-02-01-04 are included in the subject matter of proposed certified programs.
- ~~(5)~~(6) If a course or program has been properly submitted and certified by the Commission, persons completing such course or program will be given credit toward individual certification. Completion of unapproved courses or programs will not result in such credit.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(2)~~, 4-24-107 and ~~4-24-107(3)~~.

**0360-02-01-.03 SPECIAL COURSES AND PROGRAMS.**

- (1) Any entity or organization not otherwise covered by these rules and regulations which offers special courses, programs, or seminars in fire related subjects may request approval of such offerings. Approval will be considered, giving due weight to course content and qualifications of instructors.
- (2) When coursework is submitted toward a level of certification, a correlation sheet showing how the coursework meets the appropriate NFPA standard must be attached. Coursework cannot substitute for the practical examination for levels of certification accredited by IFSAC or any other national fire service accreditation body.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(2)~~, 4-24-107 and ~~4-24-107(3)~~.

**0360-02-01-.04 REPEALED. RESERVED.**

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, 4-24-106(2), 4-24-107 and 4-24-107(3).

**0360-02-01-.05 MINIMUM TRAINING.**

- (1) (a) In order for the Commission to determine if a training is equivalent to a required training offered by the Tennessee Fire Service and Codes Enforcement Academy, ~~a fire department~~ all training programs seeking such determination of equivalency must submit:
  - 1. an outline of the training to be used; and either
  - 2. a correlation of the program to the applicable NFPA standards; and/or

3. a correlation of the program to the class offered by the Tennessee Fire Service and Codes Enforcement Academy.
  - ~~(b) A Commission-approved recruit training program shall be considered equivalent to the training courses offered by the Tennessee Fire Service and Codes Enforcement Academy.~~
  - (b) A fire department may use a previously approved training program on file with the Commission ~~on approval of the Commission~~ as long as the program meets or exceeds the current Commission-adopted NFPA standard and is approved by the Commission.
- (2) ~~To sit for certification testing, each individual~~ Each Fire Department must submit proof of completion of each requirement for each fire fighter to the Commission. This requirement can be met by submitting: documentation of proof of completion of the prerequisites for the appropriate level of certification.
  - ~~(a) a copy of the fire fighter's certificate of completion issued by the Tennessee Fire Service and Codes Enforcement Academy; or~~
  - ~~(b) a letter certifying completion of the requirement on departmental letterhead and signed by the instructor and the fire chief.~~
  - (a) An applicant must have satisfied the requirements of T.C.A. § 4-24-112 to challenge a certification test.
  - ~~(b) Certificates of course completion do not constitute certification.~~
  - (c) Certification as Fire Fighter I shall be considered proof of a fire fighter's completion of a minimum sixteen (16) hours of initial training and basic and live fire training requirement.

**Authority:** T.C.A. §§ 4-24-101, 4-24-107~~(3)~~ and 4-24-112.

**RULES  
OF  
THE TENNESSEE COMMISSION ON FIRE FIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-02-02  
INSTRUCTOR CERTIFICATION**

**TABLE OF CONTENTS**

0360-02-02-.01	<del>Repealed</del> Interim Fire Department Instructor	0360-02-02-.04	<del>Repealed</del> Fire Department Instructor III
0360-02-02-.02	<del>Repealed</del> Fire Department Instructor I	0360-02-02-.05	<del>Repealed</del>
0360-02-02-.03	<del>Repealed</del> Fire Department Instructor II	0360-02-02-.06	Vocational School and Higher Education Instructor

**0360-02-02-.01 REPEALED INTERIM FIRE DEPARTMENT INSTRUCTOR.**

- (1) ~~An individual from a participating fire department may apply to be classified by the Commission as an Interim Instructor. This Interim Instructor classification shall be valid for a period of three (3) years and cannot be renewed.~~
- (2) ~~Qualifications. To qualify for Interim Instructor classification, an applicant must show to the satisfaction of the Commission that he/she:~~
- ~~(a) is a member of a participating fire department; and~~
  - ~~(b) is recommended in writing by the TC, approved by a majority vote; and~~
  - ~~(c) has served for a minimum period of three (3) years as a fire fighter in a department; and~~
  - ~~(d) presently has, or will have full or part time training responsibilities in the department; and~~
  - ~~(e) agrees to conduct training and examinations, maintain records, and submit reports as prescribed by the Commission.~~
- (3) ~~The applicant must take the Journeyman Fire Fighter/Fire Fighter II examination within twelve (12) months of receiving his/her Interim Instructor Classification, and if unsuccessful, take it at least two (2) times each calendar year until a passing score is achieved, or if he/she so chooses, he/she may start at the Fire Fighter I level but must progress through the Journeyman Fire Fighter/Fire Fighter II level within a period of three (3) years.~~

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-02-02-.02 REPEALED FIRE DEPARTMENT INSTRUCTOR I.**

- (1) ~~Qualifications. An applicant for Instructor I may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:~~
- ~~(a) is a member of the participating fire department; and~~
  - ~~(b) is recommended in writing by the TC, approved by a majority vote; and~~

- ~~(c) is certified as a Journeyman Fire Fighter/Fire Fighter II pursuant to Rule 0360-03-01-.03; and~~
- ~~(d) has served for a minimum period of three (3) years as a fire fighter in a department; and~~
- ~~(e) has satisfactorily passed the examination(s) given by the Commission; and~~
- ~~(f) agrees to conduct training and examinations, maintain records, and submit reports in a manner prescribed by the Commission.~~

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-02-02-.03 REPEALED FIRE DEPARTMENT INSTRUCTOR II.**

~~(1) Qualifications. An applicant for Instructor II may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:~~

- ~~(a) is recommended in writing by the TC, approved by a majority vote; and~~
- ~~(b) has successfully completed all of the requirements of the Instructor I as prescribed in these rules and regulations; and~~
- ~~(c) has satisfactorily passed the examination(s) given by the Commission; and~~
- ~~(d) agrees to conduct training and examinations, maintain records, and submit reports as prescribed by the Commission.~~

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, 4-24-106(1), 4-24-107 and 4-24-107(3).

**0360-02-02-.04 REPEALED FIRE DEPARTMENT INSTRUCTOR III.**

~~(1) Qualifications. An applicant for Instructor III may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:~~

- ~~(a) is recommended in writing by the TC, approved by a majority vote; and~~
- ~~(b) has successfully completed all of the requirements of Instructor II as prescribed in these rules and regulations; and~~
- ~~(c) satisfactorily passed the examination(s) given by the Commission; and~~
- ~~(d) agrees to conduct training and examination(s), maintain records, and submit reports as prescribed by the Commission.~~

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, 4-24-106(1), 4-24-107 and 4-24-107(3).

**0360-02-02-.05 REPEALED.**

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-02-02-.06 VOCATIONAL SCHOOL AND HIGHER EDUCATION INSTRUCTOR.**

- (1) An applicant may be certified by the Commission as an instructor in a vocational school or institution of higher education, provided he/she can show to the satisfaction of the Commission that he/she has a sufficient combination of education and experience to qualify him/her to teach the subject matter. In the alternative, the applicant can qualify for certification by passing the Fire Department Instructor I examination or the equivalent credentials appropriate for the vocational school or institution of higher education.
- ~~(2) The applicant agrees to conduct training and examinations, maintain records, and submit reports as prescribed by the Commission.~~
- (2)(3) The applicant provides information sufficient for the Commission to determine that applicant will utilize ~~their~~ his/her certification at a specialized vocational school or institution of higher learning.
- ~~(4) The certification shall list the names of the Commission-approved courses that may be taught.~~
- ~~(5) This certification expires three (3) years from the date it was issued, but may be renewed.~~

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(1)~~, 4-24-107 and ~~4-24-107(3)~~.

**RULES  
OF  
THE TENNESSEE COMMISSION ON FIRE FIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-03-01  
CLASSIFICATIONS FOR FULL-TIME AND VOLUNTEER FIRE FIGHTERS**

**TABLE OF CONTENTS**

0360-03-01-.01	Recruit Fire Fighter <u>Reserved</u>		
0360-03-01-.02	Fire Fighter I		
0360-03-01-.03	Fire Fighter II		
0360-03-01-.04	Repealed <u>Fire Fighter I/II Combined</u>	0360-03-01-.27	Aerial Apparatus Driver/Operator <u>Incident</u>
			<u>Safety Officer I</u>
0360-03-01-.05	Fire Department Instructor I	0360-03-01-.28	Safety Officer <u>Health &amp; Safety Officer I</u>
0360-03-01-.06	Fire Department Instructor II	0360-03-01-.29	Vehicle and Machinery Rescue <u>Reserved</u>
0360-03-01-.07	Fire Department Instructor III <u>Fire Department</u>	0360-03-01-.30	Exterior Industrial Fire Brigade Member
<u>Instructor I/II Combined</u>			<u>Technical Rescuer</u>
		0360-03-01-.31	Interior Structural Fire Brigade Member
			<u>Rope Rescuer</u>
0360-03-01-.08	Repealed <u>Fire Department Instructor III</u>	0360-03-01-.32	Non-Fire-Fighter-Recruit <u>Confined Space</u>
0360-03-01-.09	Fire Officer I		<u>Rescuer</u>
		0360-03-01-.33	Trench Rescuer
0360-03-01-.10	Fire Officer II	0360-03-01-.34	Structural Collapse Rescuer
0360-03-01-.11	Fire Officer III <u>Fire Officer I/II Combined</u>	0360-03-01-.35	Vehicle Rescue
0360-03-01-.12	Fire Officer IV <u>Fire Officer III</u>	0360-03-01-.36	Surface Water Rescuer
0360-03-01-.13	Repealed <u>Fire Officer IV</u>	0360-03-01-.37	Swiftwater Rescuer I
0360-03-01-.14	Repealed <u>Hazardous Materials Awareness</u>	0360-03-01-.38	Swiftwater Rescuer II
<u>Certification</u>		0360-03-01-.39	Dive Rescuer
0360-03-01-.15	Repealed <u>Hazardous Materials Operations</u>	0360-03-01-.40	Ice Rescuer
<u>Certification</u>			
0360-03-01-.16	Hazardous Materials Awareness <u>Airport</u>	0360-03-01-.41	Surf Rescuer
<u>Firefighter</u>		0360-03-01-.42	Wilderness Rescuer
0360-03-01-.17	Hazardous Materials Operations <u>Wildland</u>		
<u>Firefighter I</u>		0360-03-01-.43	Mine and Tunnel Rescuer
0360-03-01-.18	Airport Firefighter <u>Wildland Firefighter II</u>	0360-03-01-.44	Cave Rescuer
0360-03-01-.19	Wildland Firefighter I <u>Fire and Life Safety</u>	0360-03-01-.45	Machinery Rescuer
<u>Educator I</u>		0360-03-01-.46	Exterior Industrial Fire Brigade Member
0360-03-01-.20	Wildland Firefighter II <u>Fire and Life Safety</u>	0360-03-01-.47	Interior Structural Fire Brigade Member
<u>Educator II</u>		0360-03-01-.48	Fire Inspector I
0360-03-01-.21	Fire and Life Safety Educator I <u>Fire Safety</u>	0360-03-01-.49	Fire Investigator I
<u>Compliance Officer I</u>			
0360-03-01-.22	Fire and Life Safety Educator II <u>Fire Safety</u>		
<u>Compliance Officer II</u>			
0360-03-01-.23	Fire Safety Compliance Officer I <u>Fire</u>		
<u>Apparatus Operator</u>			
0360-03-01-.24	Fire Safety Compliance Officer II <u>Pumper</u>		
<u>Driver/Operator</u>			
0360-03-01-.25	Fire Apparatus Operator <u>Aerial Apparatus</u>		
<u>Driver/Operator</u>			
0360-03-01-.26	Pumper Driver/Operator <u>Safety Officer</u>		

**0360-03-01-.01 RECRUIT FIRE FIGHTER, RESERVED.**

- (1) A Recruit Fire Fighter is an individual recruited by a participating fire department after the date such department enters into the Commission's programs.
- (2) A Recruit Fire Fighter shall serve a probationary period to demonstrate the willingness and ability to perform the duties demanded of a fire fighter at fires and other scenes of emergency, as well as the willingness and ability to perform the routine duties in the station and elsewhere as assigned. The length of the probationary period shall be determined by the local department.

- ~~(3) A Recruit Fire Fighter shall serve at least twelve (12) months in this classification or complete two hundred forty (240) hours of formal entry level training correlated to NFPA 472 and 1001 and containing a minimum of two (2) hours training in the area of investigating sudden unexpected infant death which has the prior approval of the Commission before qualifying to become a Fire Fighter I.~~

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, 4-24-106(4), 4-24-107, 4-24-107(3) and 68-1-1102.

### **0360-03-01-.02 FIRE FIGHTER I.**

- ~~(1) A Fire Fighter I must successfully complete all of the requirements of Recruit Fire Fighter or Non Fire Fighter Recruit as prescribed in these rules.~~
- ~~(1)(2) A Fire Fighter I must meet the entrance requirements of NFPA 472, NFPA 1001, and T.C.A. § 4-24-112.~~
- ~~(3) A Fire Fighter I must satisfactorily complete Hazardous Materials Awareness and Hazardous Materials Operations as prescribed in these rules.~~
- ~~(4) A Fire Fighter I must successfully complete a minimum sixteen (16) hours of initial training and basic and live fire training developed by the Tennessee Fire Service and Codes Enforcement Academy, or an equivalent course approved by the Commission.~~
- ~~(2)(5) A Fire Fighter I must satisfactorily pass the examination(s) for Fire Fighter I as promulgated by the Commission.~~
- ~~(3)(6) A Fire Fighter I must successfully obtain CPR certification through an entity recognized by the Commission. A copy of the CPR card must be attached to the "Application for Written Examination."~~
- ~~(4)(7) A Fire Fighter I must successfully complete a Commission approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.~~
- ~~(5)(8) A Fire Fighter I must submit proof with their his/her application of successfully completing NIMS IS-700: An Introduction and ICS-100: Introduction to ICS training or the equivalent of each.~~
- ~~(96) A Fire Fighter I shall serve at least twelve (12) months in the classification before qualifying to become a Fire Fighter II. However, an An individual having previously been cCertified by the Commission as a Fire Fighter II at a recognized level and whose cCertifications are current but wishes to re-challenge the Fire Fighter I and Fire Fighter II levels a level in order to obtain an IFSAC Seal on their his/her cCertifications does not have to wait twelve (12) months before attempting to re-qualify as Fire Fighter II at that level.~~

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, 4-24-106(4), 4-24-107, 4-24-107(3) and 4-24-111.

### **0360-03-01-.03 FIRE FIGHTER II.**

- (1) A Fire Fighter II must successfully complete all of the requirements of Fire Fighter I as prescribed in these rules.
- (2) A Fire Fighter II must satisfactorily pass the examination(s) for Fire Fighter II as promulgated by the Commission.

- (3) A Fire Fighter II must successfully obtain CPR certification through an entity recognized by the Commission. A copy of the CPR card must be attached to the "Application for Written Examination."
- (4) A Fire Fighter II must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (5) A Fire Fighter II ~~must~~ shall submit proof with ~~their~~ his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent of each. A fire fighter who has been certified by the Commission as a Fire Fighter I need not show proof of completing NIMS IS-700: An Introduction and ICS-100: Introduction to ICS training or the equivalent to each.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(4)~~, 4-24-107, ~~4-24-107(3)~~ and 4-24-111.

**0360-03-01-.04 ~~REPEALED, FIRE FIGHTER I/II COMBINED.~~**

- (1) A Fire Fighter I/II Combined must meet the entrance requirements of NFPA 472, NFPA 1001, and T.C.A. § 4-24-112.
- (2) A Fire Fighter I/II Combined must satisfactorily pass the examination(s) for Fire Fighter I/II Combined as promulgated by the Commission.
- (3) A Fire Fighter I/II Combined must successfully obtain CPR certification through an entity recognized by the Commission. A copy of the CPR card must be attached to the "Application for Written Examination."
- (4) A Fire Fighter I/II Combined must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (5) A Fire Fighter I/II Combined must submit proof with his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent of each
- (6) A Fire Fighter I/II Combined must successfully complete a Commission-approved Fire Fighter I/II Combined course of training.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, 4-24-107, and 4-24-111.

**0360-03-01-.05 FIRE DEPARTMENT INSTRUCTOR I.** ~~A fire department instructor I must successfully complete all of the requirements set forth in Rule 0360-02-02-.02, and be certified by the Commission.~~

- (1) Qualifications. An applicant for Fire Department Instructor I may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:
  - (a) is a member of the participating department; and
  - (b) is certified as a Journeyman Fire Fighter or Fire Fighter II pursuant to Rule 0360-03-01-.03; and
  - (c) has served for a minimum period of three (3) years as a fire fighter in a \_\_\_\_\_ department; and

(d) has satisfactorily passed the examination(s) for Fire Department Instructor I given by the Commission; and

(e) agrees to conduct training and examinations, maintain records, and submit reports in a manner prescribed by the Commission.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.06 FIRE DEPARTMENT INSTRUCTOR II.** ~~A Fire Department Instructor II must successfully complete all of the requirements set forth in Rule 0360-02-02-.03, and be certified by the Commission.~~

(1) Qualifications. An applicant for Fire Department Instructor II may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:

(a) has successfully completed all of the requirements of the Fire Department Instructor I as prescribed in these rules and regulations; and

(b) has satisfactorily passed the examination(s) for Fire Department Instructor II given by the Commission; and

(c) agrees to conduct training and examinations, maintain records, and submit reports as prescribed by the Commission.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.07 FIRE DEPARTMENT INSTRUCTOR III I/II COMBINED .** ~~A Fire Department Instructor III must successfully complete all of the requirements set forth in Rule 0360-02-02-.04, and be certified by the Commission.~~

(1) Qualifications. An applicant for Fire Department Instructor I/II Combined may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:

(a) has successfully completed all of the requirements of the Fire Department Instructor I and Fire Department Instructor II as prescribed in these rules and regulations; and

(b) has satisfactorily passed the examination(s) for Fire Department Instructor I/II Combined given by the Commission; and

(c) agrees to conduct training and examinations, maintain records, and submit reports as prescribed by the Commission.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.08 REPEALED- FIRE DEPARTMENT INSTRUCTOR III.**

(1) Qualifications. An applicant for Fire Department Instructor III may be certified by the Commission provided the applicant can meet the following requirements and show to the satisfaction of the Commission that he/she:

(a) has successfully completed all of the requirements of Fire Department

Instructor II as prescribed in these rules and regulations; and

- (b) satisfactorily passed the examination(s) for Fire Department Instructor III given by the Commission; and
- (c) agrees to conduct training and examination(s), maintain records, and submit reports as prescribed by the Commission.

Authority: T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.09 FIRE OFFICER I.**

- (1) A Fire Officer I must successfully complete all of the requirements of Journeyman Fire Fighter~~or~~ Fire Fighter II and Fire Department Instructor I as prescribed in these rules and regulations, and by Commission policy.
- (2) A Fire Officer I must satisfactorily pass the examination(s) for Fire Officer I as promulgated by the Commission.
- (3) A Fire Officer I must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (4) A Fire Officer I who was not certified as a Fire Fighter II or Fire Department Instructor I by the Commission must shall submit proof with ~~their~~ his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent to each.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-106(4), 4-24-107, 4-24-107(3) and 4-24-111.

**0360-03-01-.10 FIRE OFFICER II.**

- (1) A Fire Officer II must successfully complete all of the requirements of Fire Officer I as prescribed in these rules and regulations, and by Commission policy.
- (2) A Fire Officer II must satisfactorily pass the examination(s) for Fire Officer II as promulgated by the Commission.
- (3) A Fire Officer II must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (4) A Fire Officer II who was not certified as a Fire Officer I by the Commission must shall submit proof with ~~their~~ his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent to each.

Authority: T.C.A. §§ 4-24-101, 4-24-106, 4-24-106(4), 4-24-107, 4-24-107(3) and 4-24-111.

**0360-03-01-.11 FIRE OFFICER III I/II COMBINED.**

- (1) A Fire Officer I/II Combined must successfully complete all of the requirements of Journeyman Fire Fighter or Fire Fighter II and Fire Department Instructor I as prescribed in these rules and regulations, and by Commission policy.

- (2) A Fire Officer I/II Combined must complete a Commission-approved course of training and satisfactorily pass the examination(s) for Fire Officer I/II Combined as promulgated by the Commission.
- (3) A Fire Officer I/II Combined must successfully complete a Commission-approved domestic violence course, a minimum of two (2) hours in length, within the previous three (3) years of the written test date.
- (4) A Fire Officer I/II Combined who was not certified as a Fire Fighter II or Fire Department Instructor I by the Commission shall submit proof with their application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training and ICS-200: ICS for Single Resources and Initial Action Incidents training or the equivalent to each."

Authority: T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(4)~~, 4-24-107, ~~4-24-107(3)~~ and 4-24-111.

**0360-03-01-.14.12 FIRE OFFICER III.**

- (1) A Fire Officer III must successfully complete all of the requirements of Fire Officer II as prescribed in these rules and regulations, and by Commission policy.
- (2) A Fire Officer III must satisfactorily pass the examination(s) for Fire Officer III as promulgated by the Commission.
- (3) A Fire Officer III ~~must~~ shall submit proof with ~~their~~ his/her application of successfully completing ~~NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, ICS-200: ICS for Single Resources and Initial Action Incidents training, ICS-300: Intermediate ICS training and ICS-400: Advanced Incident Command System~~ ICS-300: Intermediate ICS training or its equivalent. A Fire Officer III who was not certified as a Fire Officer II by the Commission shall submit proof with his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, ICS-200: ICS for Single Resources and Initial Action Incidents training, and ICS-300: Intermediate ICS training or the equivalent to each

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(4)~~, 4-24-107 and ~~4-24-107(3)~~.

**0360-03-01-.12.13 REPEALED-FIRE OFFICER IV.**

- (1) A Fire Officer IV must successfully complete all of the requirements of Fire Officer III as prescribed in these rules and regulations, and by Commission policy.
- (2) A Fire Officer IV must satisfactorily pass the examination(s) for Fire Officer IV as promulgated by the Commission.
- (3) A Fire Officer IV ~~must~~ shall submit proof with ~~their~~ his/her application of successfully completing ~~NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, ICS-200: ICS for Single Resources and Initial Action Incidents training, ICS-300: Intermediate ICS training and ICS-400: Advanced Incident Command System or its equivalent. A Fire Officer IV who was not certified as a Fire Officer III by the Commission shall submit proof with his/her application of successfully completing NIMS IS-700: An Introduction, ICS-100: Introduction to ICS training, ICS-200: ICS for Single Resources and Initial Action Incidents training, ICS-300: Intermediate ICS training, and ICS-400: Advanced Incident Command System~~ or the equivalent to each.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(4)~~, 4-24-107 and ~~4-24-107(3)~~.

**0360-03-01-.16.14 REPEALED. HAZARDOUS MATERIALS AWARENESS CERTIFICATION**

- (1) ~~A candidate for Hazardous Materials Awareness certification must successfully complete all of the requirements of Recruit Firefighter as prescribed in these rules and regulations and by Commission policy or complete the hazardous materials portion of a Commission-approved recruit training program.~~
- (1)(2) A candidate for Hazardous Materials Awareness certification must successfully pass the examination(s) for Hazardous Materials Awareness Certification as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(4)~~, 4-24-107 and ~~4-24-107(3)~~.

**0360-03-01-.17.15 REPEALED. HAZARDOUS MATERIALS OPERATIONS CERTIFICATION.**

- (1) A candidate for Hazardous Materials Operations certification must successfully complete all of the requirements of Hazardous Materials Awareness as prescribed in these rules and regulations and by Commission policy or complete the hazardous materials portion of a Commission-approved recruit training program.
- (2) A candidate for Hazardous Materials Operations certification must successfully pass the examination(s) for Hazardous Materials Operations Certification as promulgated by the Commission.
- (3) This level may be taken at the same time as Hazardous Materials Awareness Certification. If the candidate does not successfully pass the examination for Hazardous Materials Awareness Certification, the examination for Hazardous Materials Operations Certification shall not be graded and shall be discarded. Both examinations must be challenged again.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.18.16 AIRPORT FIREFIGHTER.**

- (1) An Airport Firefighter must successfully complete all of the requirements for Fire Fighter II and Hazardous Materials Operations Certification as prescribed in these rules and regulations and by Commission policy.
- (2) An Airport Firefighter must successfully pass an examination(s) for Airport Firefighter as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-101, ~~4-24-106(4)~~, ~~4-24-107(3)~~ and 4-24-110.

**0360-03-01-.19.17 WILDLAND FIREFIGHTER I.**

- (1) A Wildland Firefighter I must successfully complete all of the requirements for Fire Fighter I as prescribed in these rules and regulations and by Commission policy.
- (2) A Wildland Firefighter I must successfully pass the examination(s) for Wildland Firefighter I as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.20.18 WILDLAND FIREFIGHTER II.**

- (1) A Wildland Firefighter II must successfully complete all of the requirements for Wildland Firefighter I as prescribed in these rules and regulations and by Commission policy.
- (2) A Wildland Firefighter II must successfully pass the examination(s) for Wildland Firefighter II as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.2119 FIRE AND LIFE SAFETY EDUCATOR I.**

- (1) A Fire and Life Safety Educator I must successfully pass the examination(s) for Fire and Life Safety Educator I as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.2220 FIRE AND LIFE SAFETY EDUCATOR II.**

- (1) A Fire and Life Safety Educator II must successfully complete all of the requirements for Fire and Life Safety Educator I as prescribed in these rules and regulations and by Commission policy.
- (2) A Fire and Life Safety Educator II must successfully pass the examination(s) for Fire and Life Safety Educator II as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.2321 FIRE SAFETY COMPLIANCE OFFICER I.**

- (1) A Fire Safety Compliance Officer I must successfully complete all of the requirements for Fire Fighter II as prescribed in these rules and regulations or be certified in compliance with T.C.A. § 68-120-113.
- (2) A Fire Safety Compliance Officer I must successfully pass an examination(s) for Fire Safety Compliance Officer I as promulgated by the Commission.
- (3) Certification as a Fire Safety Compliance Officer I does not qualify the individual as a fire prevention and building official under ~~Tenn. Code Ann.~~ T.C.A. § 68-120-113.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(4)~~, 4-24-107 and ~~4-24-107(3)~~.

**0360-03-01-.2422 FIRE SAFETY COMPLIANCE OFFICER II.**

- (1) A Fire Safety Compliance Officer II must successfully complete all of the requirements for Fire Safety Compliance Officer I as prescribed in these rules and regulations and by Commission policy.
- (2) A Fire Safety Compliance Officer II must successfully pass the examination(s) for Fire Safety Compliance Officer II as promulgated by the Commission.
- (3) Certification as a Fire Safety Compliance Officer II does not qualify the individual as a fire prevention and building official under ~~Tenn. Code Ann.~~ T.C.A. § 68-120-113.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106, ~~4-24-106(4)~~, 4-24-107 and ~~4-24-107(3)~~.

**0360-03-01-.2523 FIRE APPARATUS OPERATOR.**

- (1) A Fire Apparatus Operator must successfully complete all of the requirements for Fire Fighter I as prescribed in these rules and regulations and by Commission policy.
- (2) A Fire Apparatus Operator must successfully pass the examination(s) for Fire Apparatus Operator as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.2624 PUMPER DRIVER/OPERATOR.**

- (1) A Pumper Driver/Operator must successfully complete all of the requirements for Fire Fighter I as prescribed in these rules and regulations and by Commission policy.
- (2) A Pumper Driver/Operator must successfully pass the examination(s) for Pumper Driver/Operator as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.2725 AERIAL APPARATUS DRIVER/OPERATOR.**

- (1) An Aerial Apparatus Driver/Operator must successfully complete all of the requirements for Fire Fighter I as prescribed in these rules and regulations and by Commission policy.
- (2) An Aerial Apparatus Driver/Operator must successfully pass the examination(s) for Aerial Apparatus Driver/Operator as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.2826 SAFETY OFFICER.**

- (1) A Safety Officer must successfully complete all of the requirements for Fire Officer I as prescribed in these rules and regulations and by Commission policy.
- (2) A Safety Officer must successfully pass the examination(s) for Safety Officer as promulgated by the Commission.
- (3) Safety Officer will not be available after July 1, 2015 and will be replaced by Incident Safety Officer I.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.27 INCIDENT SAFETY OFFICER I.**

- (1) An Incident Safety Officer I must successfully complete a Commission-approved training program compliant with the NFPA 1521, Standard for Fire Department Safety Officer.
- (2) An Incident Safety Officer I must pass the examination(s) for Incident Safety Officer I as promulgated by the Commission.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-03-01-.28 HEALTH & SAFETY OFFICER I.**

- (1) A Health and Safety Officer I must have successfully completed all of the requirements for Fire Officer I as prescribed in these rules and regulations and by Commission policy Fire Officer I.
- (2) A Health and Safety Officer I must successfully complete a Commission-approved training program compliant with the NFPA 1521, Standard for Fire Department Safety Officer.
- (3) A Health and Safety Officer I must pass the examination(s) for Health & Safety Officer I as promulgated by the Commission.

*Authority: T.C.A. §§ 4-24-106 and 4-24-107.*

**0360-03-01-.29 VEHICLE AND MACHINERY RESCUE. RESERVED.**

- ~~(1) A Vehicle and Machinery Rescuer must successfully complete a Commission-approved NFPA 1006, Standard for Technical Rescue Professional Qualifications, compliant training program and pass the examination(s) as promulgated by the Commission.~~

*Authority: T.C.A §§ 4-24-101, 4-24-106(4) and 4-24-107(3).*

**0360-03-01-.30 TECHNICAL RESCUER.**

- (1) A Technical Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Technical Rescuer must pass the examination(s) for Technical Rescuer as promulgated by the Commission.

*Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.*

**0360-03-01-.31 ROPE RESCUER.**

- (1) A Rope Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Rope Rescuer must pass the examination(s) for Rope Rescuer as promulgated by the Commission.

*Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.*

**0360-03-01-.32 NON FIRE FIGHTER RECRUIT CONFINED SPACE RESCUER.**

- ~~(1) A Non Fire Fighter Recruit shall complete a minimum of two hundred forty (240) hours of formal entry level training correlated to NFPA 472 and 1001 and containing a minimum of two (2) hours training in the area of investigating sudden unexpected infant death which has the prior approval of the Commission before qualifying to become a Fire Fighter I.~~
- (1) A Confined Space Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Confined Space Rescuer must pass the examination(s) for Confined Space Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106(4) and 4-24-107(3) AND 68-1-1102.

**0360-03-01-.33 TRENCH RESCUER.**

- (1) A Trench Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Trench Rescuer must pass the examination(s) for Trench Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.34 STRUCTURAL COLLAPSE RESCUER.**

- (1) A Structural Collapse Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Structural Collapse Rescuer must pass the examination(s) for Structural Collapse Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.35 VEHICLE RESCUER.**

- (1) A Vehicle Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Vehicle Rescuer must pass the examination(s) for Vehicle Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.36 SURFACE WATER RESCUER.**

- (1) A Surface Water Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Surface Water Rescuer must pass the examination(s) for Surface Water Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.37 SWIFTWATER RESCUER I.**

- (1) A Swiftwater Rescuer I must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Swiftwater Rescuer I must pass the examination(s) for Swiftwater Rescuer I as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.38 SWIFTWATER RESCUER II**

- (1) A Swiftwater Rescuer II must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Swiftwater Rescuer II must pass the examination(s) for Swiftwater Rescuer II as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.39 DIVE RESCUER.**

- (1) A Dive Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Dive Rescuer must pass the examination(s) for Dive Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.40 ICE RESCUER.**

- (1) An Ice Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) An Ice Rescuer must pass the examination(s) for Ice Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.41 SURF RESCUER.**

- (1) A Surf Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Surf Rescuer must pass the examination(s) for Surf Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.42 WILDERNESS RESCUER.**

- (1) A Wilderness Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Wilderness Rescuer must pass the examination(s) for Wilderness Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.43 MINE AND TUNNEL RESCUER.**

- (1) A Mine and Tunnel Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Mine and Tunnel Rescuer must pass the examination(s) for Mine and Tunnel Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.44 CAVE RESCUER.**

- (1) A Cave Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Cave Rescuer must pass the examination(s) for Cave Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.45 MACHINERY RESCUER.**

- (1) A Machinery Rescuer must successfully complete a Commission-approved training program compliant with the NFPA 1006, Standard for Technical Rescue Professional Qualifications.
- (2) A Machinery Rescuer must pass the examination(s) for Machinery Rescuer as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.30.46 EXTERIOR INDUSTRIAL FIRE BRIGADE MEMBER.**

- (1) An Exterior Industrial Fire Brigade Member must successfully pass the examination(s) for Exterior Industrial Fire Brigade Member as promulgated by the Commission.

**Authority:** T.C.A §§ 4-24-101, 4-24-106(4) and 4-24-107(3).

**0360-03-01-.34.47 INTERIOR STRUCTURAL FIRE BRIGADE MEMBER.**

- (1) An Interior Structural Fire Brigade Member must successfully complete all of the requirements for Exterior Industrial Fire Brigade Member as prescribed in these rules and regulations and by Commission policy.
- (2) An Interior Structural Fire Brigade Member must successfully pass the examination(s) for Interior Structural Fire Brigade Member as promulgated by the Commission.

**Authority:** T.C.A §§ 4-24-101, 4-24-106(4) and 4-24-107(3).

**0360-03-01-.48 FIRE INSPECTOR I.**

- (1) A Fire Inspector I must have successfully completed all of the requirements for Hazardous Materials Awareness Certification.
- (2) A Fire Inspector I must successfully complete all of the requirements for Fire Inspector I as prescribed in NFPA 1031 and Commission rules, regulations and policy.

- (3) A Fire Inspector I must complete a Commission-approved training course and successfully pass the examination(s) for Fire Inspector I as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**0360-03-01-.49 FIRE INVESTIGATOR I.**

- (1) A Fire Investigator I must successfully complete all of the requirements for Fire Investigator I as prescribed in NFPA 921, NFPA 1033, and Commission rules, regulations and policy.
- (2) A Fire Investigator I must complete a Commission-approved training course and successfully pass the examination(s) for Fire Investigator I as promulgated by the Commission.

Authority: T.C.A §§ 4-24-101, 4-24-106, and 4-24-107.

**RULES  
OF  
THE TENNESSEE COMMISSION ON FIRE FIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-04-01  
EXAMINATIONS**

**TABLE OF CONTENTS**

0360-04-01-.01	General	0360-04-01-.06	Examination Form
0360-04-01-.02	Applications	0360-04-01-.07	<del>Repealed</del> Reserved
0360-04-01-.03	Character of Examinations	0360-04-01-.08	Written Examinations
0360-04-01-.04	Grading	0360-04-01-.09	Practical Examinations
0360-04-01-.05	Retesting		

**0360-04-01-.01 GENERAL.**

- (1) All training, practicals and examinations will be based on the performance standards for the appropriate progression level as set forth in these rules and regulations and meet or exceed all applicable NFPA standards, including NFPA 1500. All tests will be given at a location reasonably proximate to local departments in an effort to make it as convenient as possible for applicants.
- (2) Generally, Commission representatives are prohibited from testing personnel from their affiliated department. However, Commission representatives may test personnel from their affiliated department only in a regional test setting and if a majority of the applicants come from other departments.
- (2) ~~3~~ An applicant must be at least eighteen (18) years of age in order to take an a certification examination.
- (3) ~~4~~ Applicants must present a valid state or federally government-issued photo identification card prior to being admitted to any examination.
- (4) ~~Field Representatives may only test personnel from their own fire department in a regional test setting if a majority of the applicants come from other departments. In all other circumstances, Field Representatives are prohibited from testing personnel from their own fire department.~~
- (5) Commission members and Field Commission Representatives who wish to challenge a Commission-administered practical or written examination shall do so only under the proctoring of ~~the Director~~ a Commission-approved person who shall create an examination that is used only once.
- (6) Any individual found cheating on a Commission examination will be prohibited from participating in the Certification program for a period of two (2) years and will be required to restart the certification level upon the expiration of the two (2) years. An individual found cheating a second time will be barred from participating in the Certification program.
- (7) Applicants who do not successfully complete all examinations for a level of certification within one (1) year of the date they first challenge that level of certification's written examination will be required to successfully complete another practical/performance examination for that level of certification prior to retaking the written examination. Individuals called to active military duty shall have the time for which their practical examinations are valid towards a written examination be extended for the amount of time the applicant was on active military duty. Furthermore, if the applicant is on active military duty for a period greater than six (6) months,

the clock will restart on the time allowed for the practical examinations to be valid; the applicant will have one (1) year to complete that level of certification. A letter from the Fire Chief or Training Officer certifying this leave must accompany the application for written examination. If the Commission has adopted a new standard, the applicant will be required to complete a new practical/performance examination which complies with the latest standard adopted by the Commission.

- (8) An applicant may request accommodation for a disability in taking a written examination offered by the Commission. The request for accommodation must be made on the form provided by the Commission and submitted ~~in advance of the examination to the Director along with the test application.~~ Any documentation regarding an applicant's disability and his/her need for accommodation in testing will be considered strictly confidential.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106(2), and 4-24-107. ~~4-24-107(3).~~

### 0360-04-01-.02 APPLICATIONS.

- (1) Any department electing to host an examination shall contact the Commission office or its representative to schedule an examination date. At the time of the examination, each individual fire fighter applicant must have a completed application signed by him/her certified by the TC with original signatures. ~~The application will be that provided by the Commission upon entering into the Certification Program. All testing must be requested by the Fire Chief or the Training Officer of the department and will not be considered when requested by individual members of the fire department. submitted with appropriate documentation of necessary prerequisites.~~
- (a) Applications must be received by the Commission a minimum of two (2) weeks before any anticipated examination date. The "Application for Examination" form must be completed in its entirety with original signatures.
- (b) ~~The department and the Field Representative Commission office will schedule the examination date based upon requested examinations.~~
- (c) This test date shall be open to other applicants unless a specific reason exists to have a closed examination. Approval of the Director must be obtained in order to have a closed examination.
- (d) The Field Commission Representative will administer the examination on the examination date. At the end of the examination, the Field Commission Representative will collect all examinations testing materials and answer sheets and send them to the Commission for grading.
- (2) ~~In the event a fire fighter is a member of a fire department which is not participating in the certification program and said fire fighter desires to apply for certification, he/she may attend an approved recruit training academy or identify a sponsoring department for the purpose of meeting application requirements, and the following provisions would apply:~~
- (a) ~~The sponsoring fire department must accept the responsibility to sponsor the applicant, and provide proof of same to the Commission.~~
- (b) ~~The applicant will meet the performance requirements of the sponsoring fire department, which shall be the authority having jurisdiction where applicable.~~
- (3) ~~The Tennessee Fire Service and Codes Academy shall only sponsor fire fighters who are from a fire department that is not enrolled in the Commission's program.~~

~~(4) The Tennessee Fire Service and Codes Academy may complete and submit applications for Commission testing on behalf of, and with the approval of, departments who have students enrolled in classes where Commission testing is desired.~~

**Authority:** T.C.A. §§ 4-24-101, 4-24-106(2), and 4-24-107. ~~4-24-107(3)~~

**0360-04-01-.03 CHARACTER OF EXAMINATIONS.**

- (1) Written - shall include a written demonstration of each applicant's knowledge and skill in the progression level tested.
  - (a) The Commission shall validate written examination test banks in the following manner:
    1. A Commission ~~member~~ representative or designee shall chair a committee of fire service personnel certified at or above the level of certification being validated;
    2. The committee will ensure that:
      - (i) each test question is appropriately referenced to the NFPA Standard;
      - (ii) each test question is properly referenced to the reference manual(s) cited by the Commission;
      - (iii) terminology used in the question is appropriate for all manuals cited;
      - (iv) the answer indicated is correct for all manuals cited;
      - (v) the question is job relevant to Tennessee; and
      - (vi) there is only one correct answer.
    3. The Commission shall review and approve the work of the committee.
- (2) Oral - may be used to supplement the written examination to obtain information regarding the abilities of the applicant that are not readily determined in a written examination at a particular progression level.
- (3) Performance - shall include such tests of performance as shall determine the ability, manual skills, and leadership of each applicant to perform the work at the appropriate level.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106(2), and 4-24-107. ~~4-24-107(3)~~

**0360-04-01-.04 GRADING.**

- (1) Written - The Commission will prepare a list with the correct answer to each question. ~~The executive director~~ Commission office personnel will be responsible for the actual grading of each examination. The passing grade shall be seventy percent (70%) of the total point value of the examination. Any questions concerning the examination or grading thereof must be resolved by the Commission.
  - (a) Disputes over the validity of any test question(s) on the Commission's written examinations must be submitted to the Commission, in writing, local Training Committee. ~~The Training Committee, upon determination that the challenge is justified, shall forward, in writing, the dispute and proper documentation (International Fire Service Training Association (IFSTA) Referencing) with the proper referencing materials supporting the dispute to the Commission within sixty (60) thirty (30) calendar~~

days of receipt of the results of the examination. The Commission shall review the dispute and render a decision on the dispute. The decision of the Commission shall be forwarded to the local Training Committee via the Training Officer. individual.

(b) Individuals wanting to review their tests:

1. must submit to the Commission a written request, signed by the Chairman of the Training Committee, within thirty (30) days of receipt of the test score which includes the applicant's name, last four (4) digits of applicant's social security number, phone number and test date;
2. must make an appointment with the Commission Office, for no more than ~~twenty (20)~~ thirty (30) minutes, after submittal of the written request;
3. must score at least ~~sixty~~ sixty-five percent (60%) (65%) on the test; and
4. will not be allowed to take notes when reviewing the test. but may not leave the Commission office with the notes;
5. will be allowed to see the answer sheet; and
6. will be allowed to review the test only one (1) time.

(c) Test scores will not be released over the telephone.

- (2) Oral - The Commission or its designee will conduct the oral examination where applicable. This portion of the examination will be graded on a pass-or-fail basis.
- (3) Performance - The Commission will designate a qualified individual ~~or the TC~~ to conduct the performance examinations. The Commission will require that each examinee perform these activities and grade that performance on a pass-or-fail basis.

(a) Disputes over the grading/validity of any written practical must be submitted to the Commission local Training Officer. ~~The Training Officer, upon determination that the dispute is justified, shall forward, in writing, the dispute and proper documentation (IFSTA Referencing) with the proper referencing materials supporting the dispute to the Commission within sixty (60) thirty (30) calendar days of receipt of the results of the examination. A three (3) member Appeals Committee of the The Commission shall review the dispute, determine the merit of the dispute and determine the appropriate corrective action to be taken, if any is needed, within thirty (30) days of receipt of a dispute. The decision of the Appeals Committee Commission shall be forwarded to the local Training Officer. individual.~~

**Authority:** T.C.A. §§ 4-24-101, 4-24-106(2), and 4-24-107. ~~and 4-24-107(3)~~

**0360-04-01-.05 RETESTING.** An applicant failing any examination may retake such examination, ~~after 30 days,~~ at the next regularly scheduled examination or any other examination thereafter. An applicant may not retake the exam until at least fifteen (15) days after the initial examination.

**Authority:** T.C.A. §§ 4-24-106 and 4-24-107.

**0360-04-01-.06 EXAMINATION FORM.**

- (1) The examination for Fire Fighter I shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Fighter I as adopted in standards in Chapter 0360-06-01.

- (a) The performance examination requirements for Fire Fighter I shall consist of all of the following:
1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on and meeting the standards in NFPA 1001.
  2. A live fire practical must be completed. One of the following options must be completed:
    - (i) Completion of the Tennessee Fire Service and Codes Enforcement Academy's Firefighter I Live Burn course or Firefighter I and II Live Burn course. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination."
    - (ii) Completion of the live fire objectives in NFPA 1001 for Fire Fighter I during a live fire training. ALL of the exercises listed on the Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local ~~fire~~ department's training program. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination." The department must provide the Commission with a minimum of ~~fifteen (15) working~~ fourteen (14) calendar days' notice by submitting an Application for Live Fire Training by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a ~~fire~~ department. This option must be completed during a training exercise; no working fires can be utilized for this option.
- (2) The examination for Fire Fighter II shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Fighter II as adopted in standards in Chapter 0360-06-01.
- (a) The performance examination requirements for Fire Fighter II shall consist of all the following:
1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on and meeting the standards in NFPA 1001.
  2. A live fire practical must be completed. One of the following options must be completed:
    - (i) Completion of the Tennessee Fire Service and Codes Enforcement Academy's Firefighter II Live Burn course or Firefighter I and II Live Burn course. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination."
    - (ii) Completion of the live fire objectives in NFPA 1001 for Fire Fighter II during a live fire training. All of the exercises listed on the Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local ~~fire~~ department's training program. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination." The department must provide the Commission with a minimum of ~~fifteen (15) working~~ fourteen (14) calendar days notice by submitting an Application for Live Fire Training by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises

conducted by a fire department. This option must be completed during a training exercise; no working fires can be utilized for this option.

(3) The examination for Fire Fighter I/II Combined shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Fighter I/II Combined as adopted in standards in Chapter 0360-06-01.

(a) The performance examination requirements for Fire Fighter I/II Combined shall consist of all the following:

1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on and meeting the standards in NFPA 1001.

2. A live fire practical must be completed. One of the following options must be completed:

(i) Completion of the Tennessee Fire Service and Codes Enforcement Academy's Firefighter II Live Burn course or Firefighter I and II Live Burn course. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination."

(ii) Completion of the live fire objectives in NFPA 1001 for Fire Fighter II during a live fire training. All of the exercises listed on the Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local department's training program. A Live Fire Suppression Verification Form must be completed and attached to the "Application for Written Examination." The department must provide the Commission with a minimum of fourteen (14) calendar days' notice by submitting an Application for Live Fire Training by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a department. This option must be completed during a training exercise; no working fires can be utilized for this option.

(3)(4) The examination for Fire Department Instructor I shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor I as set forth in Chapter 0360-06-01.

(a) Any applicant challenging the Fire Department Instructor I written examination must complete the Fire Department Instructor I Practical Skills Checklist provided by the Commission. This practical is to be graded by an individual certified by the Tennessee Commission on Fire Fighting as either a Fire Department Instructor I or a Vocational and Higher Education Instructor. A completed copy of the checklist must be attached to the "Application for Written Examination."

(4)(5) The examination for Fire Department Instructor II shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor II as set forth in Chapter 0360-06-01.

(a) The performance examination for the Fire Department Instructor II shall consist of ~~completing a lesson plan for the fire service related subject assigned to him/her at random by the Commission.~~ prescribed Fire Department Instructor II workbook meeting the current standard.

(b) ~~After completion of this lesson plan, these materials,~~ the applicant shall return ~~it~~ them to the Commission Office for grading on a pass/fail basis and will be notified of his/her

results in writing. If the applicant is successful, he/she may apply for the written examination through established procedures; should the applicant be unsuccessful, the applicant will be notified of which areas need improvement and the ~~lesson plan~~ workbook will be returned for revision.

- (6) The examination for Fire Department Instructor I/II Combined shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor I/II Combined as set forth in Chapter 0360-06-01.
- (a) The performance examination for the Fire Department Instructor I/II Combined shall consist of completing a prescribed Fire Department Instructor II workbook meeting the current standard.
- (b) After completion of these materials, the applicant shall return them to the Commission Office for grading on a pass/fail basis and will be notified of his/her results in writing. If the applicant is successful, he/she may apply for the written examination through established procedures; should the applicant be unsuccessful, the applicant will be notified of which areas need improvement and the workbook will be returned for revision.
- (5)(7) The examination for Fire Department Instructor III shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Department Instructor III as set forth in Chapter 0360-06-01.
- (6)(8) The examination for Fire Officer I shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer I as set forth in Chapter 0360-06-01.
- (a) The performance examination for Fire Officer I shall be administered by the Commission in conjunction with written examinations. The practical requirement shall be completion of two projects assigned to the applicant at random which are derived from NFPA 1021. These projects will be graded by ~~a committee of the Commission~~ designated Commission representatives.
- (7)(9) The examination for Fire Officer II shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer II as set forth in Chapter 0360-06-01.
- (a) The performance examination for the Fire Officer II shall consist of completing a workbook based on NFPA 1021 for Fire Officer II. The workbook may be obtained from the Commission. This project will be graded by the Commission.
- (10) The examination for Fire Officer I/II Combined shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer I/II Combined as set forth in Chapter 0360-06-01.
- (a) The performance examination for the Fire Officer I/II Combined shall consist of completing a workbook based on NFPA 1021 for Fire Officer II. The workbook may be obtained from the Commission. This project will be graded by the Commission.

- (8)(11) The examination for Fire Officer III shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer III as set forth in Chapter 0360-06-01.
- (a) The performance examination for the Fire Officer III shall consist of completing a workbook based on NFPA 1021 for Fire Officer III. The workbook may be obtained from the Commission. This project will be graded by the Commission.
- (9)(12) The examination for Fire Officer IV shall consist of a performance and a written examination. The subjects tested will be substantially derived from the Performance Standards for Fire Officer IV as set forth in Chapter 0360-06-01.
- (a) The performance examination for the Fire Officer IV shall consist of completing a workbook based on NFPA 1021 for Fire Officer IV. The workbook may be obtained from the Commission. This project will be graded by the Commission.
- (10)(13) The examination for Hazardous Materials Awareness Certification shall consist of a written examination. The subjects tested shall be substantially derived from the performance standards for Hazardous Materials Awareness as set forth in Chapter 0360-06-01.
- (11)(14) The examination for Hazardous Materials Operations Certification shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Hazardous Materials Operations as set forth in Chapter 0360-06-01.
- (a) The performance examination for Hazardous Materials Operations Level Certification shall be part of the Fire Fighter I hands-on practical or administered individually. A minimum of one evolution shall be selected from NFPA 472 Hazardous Materials Operations level.
- (b) The written examination for Hazardous Materials Operations level will be administered in conjunction with the Hazardous Materials Awareness written examination or administered individually.
- (12)(15) The examination for Airport Firefighter shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Airport Firefighter as set forth in Chapter 0360-06-01.
- (a) The performance examination requirements for Airport Firefighter shall consist of all the following:
1. A hands-on performance/practical administered on a regional basis. This practical shall be developed by the Commission based on the standards in NFPA 1003.
  2. A live fire practical must be completed. One of the following options must be completed:
    - (i) Completion of a Federal Aviation Administration training course where, at minimum, all requirements of the Commission's Airport Live Fire Verification Sheet are accomplished.
    - (ii) All of the exercises listed on the Airport Live Fire Suppression Verification Sheet for the appropriate level must be completed through the local airport fire department's training program. An Airport Live Fire Suppression Verification Form must be completed and attached to the "Application for

Written Examination". The department must provide the Commission with a minimum of seventy two (72) hours prior notification of live fire exercises, either by e-mail, US mail, or fax. A Commission member or staff may witness any live fire exercises conducted by a fire department. This option must be completed during a training exercise; no working fires can be utilized for this option.

~~(b) Guidelines for Hands-On Practical and Live Burn Practical Examinations:~~

- ~~1. No fee will be charged by the Commission for these examinations.~~
- ~~2. Hands-on Practical regional test sites are to be established in each field representative's territory, on an as needed basis in order to meet the needs of the airport fire departments within their territories.~~
- ~~3. Live Fire Practical Tests sites are to be established by the field representatives in conjunction with fire departments able to host this type of practical.~~
- ~~4. Applicants may travel out of their region to test at other test sites.~~
- ~~5. The Field Representative is to conduct a training seminar for evaluators prior to each practical examination to ensure the evaluator's understanding of testing procedures, grading procedures, performance criteria, and instructions on completing required paperwork. The Commission will provide the field representative with documents to be utilized during this training. Any evaluator who fails to attend this training will not be allowed to serve as an evaluator.~~
- ~~6. Applications to challenge the practical examination must be submitted to the Commission a minimum of two (2) weeks prior to the examination date. A minimum of fifteen (15) applicants must be scheduled in order to conduct the practical examinations; a maximum of thirty five (35) applicants can be tested per day. The Director may waive this requirement if justification exists.~~
- ~~7. An applicant who fails any evolution shall be notified immediately of his/her failure and will be allowed to leave the practical immediately.~~
- ~~8. Copies of the entire practical examination will be provided to all fire departments. A copy may also be requested by individuals from the Commission Office either by e-mail or US mail.~~
- ~~9. Applicants who complete the examination must remain at the host facility until the end of the day to assist in cleaning and restoring the host facility to original condition prior to receiving test results. Leaving early will result in automatic failure unless the applicant is given permission to leave by the field representative.~~
- ~~10. Persons who have completed their practical must remain separate from those waiting to challenge.~~
- ~~11. Persons waiting to challenge the practical examination must be secluded from the actual practical. Under no circumstances should an applicant waiting to challenge the practical examination be allowed to see the practicals being administered or be in contact with any individual who has completed the practical.~~

- ~~12. The applicant's home department must send with their personnel at least one SCBA and mask; and each applicant must bring a mask which has been fit tested to them.~~
- ~~13. The applicant's home department shall inspect each applicant's equipment to ensure it meets current additions of applicable safety standards. These standards include:
 
  - ~~(i) NFPA 1981~~
  - ~~(ii) NFPA 1971~~
  - ~~(iii) NFPA 1976~~
  - ~~(iv) NFPA 1977~~
  - ~~(v) NFPA 1982~~~~
- ~~14. Each applicant must bring his/her own turn-out gear.~~
- ~~15. The host department shall provide the equipment to be used for testing, e.g. ladders, hose, etc.~~
- ~~16. The applicant's home department must assume liability in case of injury. A statement to this effect is included on the application which must be signed by the chief of the applicant's department.~~
- ~~17. The Commission will solicit individuals who are Airport Firefighter certified or individuals deemed by the Commission to be subject matter experts in the area of airport firefighting and interested in serving as evaluators, who will be required to submit their names and qualifications. This list of names will be maintained by the field representative who will rotate through the names for each examination. Individuals may add their names at any time.~~
- ~~18. An applicant must perform the evolutions provided. An applicant cannot discard an evolution because their department does not have the equipment specified.~~
- ~~19. The Commission Representative shall have the authority to adapt these guidelines to address specific life safety problems as they arise.~~

~~(13)~~(16) The examination for Wildland Firefighter I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Wildland Firefighter I as set forth in Chapter 0360-06-01.

- (a) The performance examination for Wildland Firefighter I shall consist of one (1) of the following:
  - (i) Completion of a performance examination based upon NFPA 1051 which has been submitted to the Commission for approval, or
  - (ii) Completion of the "Task Book for the Position of Firefighter Type 2" offered by the Tennessee Division of Forestry.

~~(14)~~(17) The examination for Wildland Firefighter II shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Wildland Firefighter II as set forth in Chapter 0360-06-01.

(a) The performance examination for Wildland Firefighter II shall consist of one (1) of the following:

1. Completion of a performance examination based upon NFPA 1051 which has been submitted to the Commission for approval, or
2. Completion of the "Task Book for the Position of Advanced Firefighter/Squad Boss" offered by the Tennessee Division of Forestry.

~~(45)~~(18)The examination for Fire and Life Educator I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire and Life Safety Educator I as set forth in Chapter 0360-06-01.

(a) The performance examination for Fire and Life Safety Educator I shall consist of completing a workbook based upon NFPA 1035 for the appropriate level and returning it to the Commission for grading. Once the performance examination has been passed, the applicant can submit his/her application for written examination. An applicant has one year from the completion of the workbook to pass the written examination or must redo the workbook. The workbook can be obtained upon request from the Commission.

~~(46)~~(19)The examination for Fire and Life Educator II shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire and Life Safety Educator II as set forth in Chapter 0360-06-01.

(a) The performance examination for Fire and Life Safety Educator II shall consist of completing a workbook based upon NFPA 1035 for the appropriate level and returning it to the Commission for grading. Once the performance examination has been passed, the applicant can submit his/her application for written examination. An applicant has one (1) year from the completion of the workbook to pass the written examination or must redo the workbook. The workbook can be obtained upon request from the Commission.

~~(47)~~(20)The examination for Fire Safety Compliance Officer I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Safety Compliance Officer I as set forth in Chapter 0360-06-01.

(a) The performance examination for personnel assigned to fire suppression shall consist of:

1. the applicant monitoring a minimum of eight (8) fire safety inspections conducted by a Fire Safety Compliance Officer II or an individual certified by the State Fire Marshal's Office in accordance with T.C.A. § 68-120-113 utilizing Standards outlined in NFPA 101 and 1031. Two (2) fire safety inspections of each of the four (4) occupancies, industrial, educational, general business, and institutional, as defined in the NFPA 101 Life Safety Code, are to be conducted; or
2. becoming certified by the State Fire Marshal's Office in accordance with T.C.A. § 68-120-113.

~~(48)~~(21)The examination for Fire Safety Compliance Officer II shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Safety Compliance Officer II as set forth in Chapter 0360-06-01.

(a) The performance examination for personnel assigned to fire suppression shall consist of:

1. the applicant conducting a minimum of eight (8) fire safety inspections under the supervision of a Fire Safety Compliance Officer II or an individual certified by the State Fire Marshal's Office in accordance with T.C.A. § 68-120-113 utilizing Standards outlined in NFPA 101 and 1031. Two (2) inspections of each of the four (4) occupancies, industrial, educational, general business, and institutional, as defined in the NFPA 101 Life Safety Code, are to be conducted. The evaluator shall evaluate each inspection on a pass/fail basis determining whether the applicant conducted a thorough and complete inspection ensuring compliance with NFPA Standards and any applicable local ordinances. In order to successfully complete the performance examination, the applicant must receive a passing grade for each of the inspections on each of the four (4) occupancies; or
2. becoming certified by the State Fire Marshal's Office in accordance with T.C.A. § 68-120-113.

~~(19)~~~~(22)~~The examination for Fire Apparatus Operator shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Apparatus Operator as set forth in Chapter 0360-06-01.

(a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1002, Chapters 4, 5, and 6. In order to challenge this level, the applicant must be able to perform the evolutions on both pumper and aerial apparatus equipment.

~~(20)~~~~(23)~~The examination for Pumper Driver/Operator shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Pumper Driver/Operator as set forth in Chapter 0360-06-01.

(a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1002, Chapters 4 and 5.

~~(21)~~~~(24)~~The examination for Aerial Apparatus Driver/Operator shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Aerial Apparatus Driver/Operator as set forth in Chapter 0360-06-01.

(a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1002, Chapters 4 and 6.

~~(22)~~~~(25)~~The examination for Safety Officer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Safety Officer as set forth in Chapter 0360-06-01.

(a) The performance examination for Safety Officer shall be the completion of a written outline of the Safety Officer's role, duties, and responsibilities in accordance with NFPA 1521, OSHA, and other standards given an incident scenario provided by the Commission. The applicant will be provided the incident scenario in a written examination setting. This outline will be evaluated by a Committee of the Commission which will meet in conjunction with a regularly scheduled Commission meeting on an as-needed basis. Successful completion of this outline will qualify the applicant to ~~challenge~~ take the written examination for Safety Officer.

- (26) The examination for Incident Safety Officer I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Incident Safety Officer I as set forth in Chapter 0360-06-01.
- (a) The performance examination for Incident Safety Officer I shall be the completion of a written outline of the Incident Safety Officer I's role, duties, and responsibilities in accordance with NFPA 1521, OSHA, and other standards given an incident scenario provided by the Commission. The applicant will be provided the incident scenario in a written examination setting. This outline will be evaluated by a Committee of the Commission which will meet in conjunction with a regularly scheduled Commission meeting on an as-needed basis. Successful completion of this outline will qualify the applicant to take the written examination for Incident Safety Officer I.
- (27) The examination for Health & Safety Officer I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Health & Safety Officer I as set forth in Chapter 0360-06-01.
- (a) The performance examination for Health & Safety Officer I shall be the completion of a written outline of the Health & Safety Officer I's role, duties, and responsibilities in accordance with NFPA 1521, OSHA, and other standards given an incident scenario provided by the Commission. The applicant will be provided the incident scenario in a written examination setting. This outline will be evaluated by a Committee of the Commission which will meet in conjunction with a regularly scheduled Commission meeting on an as-needed basis. Successful completion of this outline will qualify the applicant to take the written examination for Health and Safety Officer I.
- (28) The examination for Technical Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Technical Rescuer as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 4 and 5.
- (29) The examination for Rope Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Rope Rescuer as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 6.
- (30) The examination for Confined Space Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Confined Space Rescuer as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 7.
- (31) The examination for Trench Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Trench Rescuer as set forth in Chapter 0360-06-01.

- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 8.
- (32) The examination for Structural Collapse Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Structural Collapse Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 9.
- (33) The examination for Vehicle Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Vehicle Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 10.
- (34) The examination for Surface Water Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Surface Water Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 11.
- (35) The examination for Swiftwater Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Swiftwater Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 12.
- (36) The examination for Dive Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Dive Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 13.
- (37) The examination for Ice Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Ice Rescuer as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 14.

- (38) The examination for Surf Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Surf Rescuer as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 15.
- (39) The examination for Wilderness Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Wilderness Rescuer as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 16.
- (40) The examination for Mine and Tunnel Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Mine and Tunnel Rescuer as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 17.
- (41) The examination for Cave Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Cave Rescuer as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 18.
- (42) The examination for Machinery Rescuer shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Machinery Rescuer as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1006, Chapters 5 and 19.
- (43) The examination for Exterior Industrial Fire Brigade Member shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Exterior Industrial Fire Brigade Member as set forth in Chapter 0360-06-01.
- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1081, Chapters 4 and 6.
- (44) The examination for Interior Structural Fire Brigade Member shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Interior Structural Fire Brigade Member as set forth in Chapter 0360-06-01.

- (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1081, Chapters 4 and 7.
- (45) The examination for Fire Inspector I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Inspector I as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1031, Chapter 4.
- (46) The examination for Fire Investigator I shall consist of a performance and a written examination. The subjects tested shall be substantially derived from the performance standards for Fire Investigator I as set forth in Chapter 0360-06-01.
  - (a) The applicant must complete a hands-on performance/practical examination promulgated by the Commission utilizing the Standards outlined in NFPA 1033.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106(4), 4-24-107, 4-24-107(3), 4-24-110 and 68-1-102.

**0360-04-01-.07 REPEALED. RESERVED.**

**Authority:** T.C.A. § 4-24-107.

**0360-04-01-.08 WRITTEN EXAMINATIONS.**

- (1) ~~Written examinations cannot be scheduled unless a minimum of six (6) applicants are scheduled for the examination.~~ will be scheduled by the Commission office.
  - (a) ~~If fewer than six (6) applicants are at the test site when the examination is scheduled to be administered, the examination may still be administered.~~
  - (b) ~~If a fire department requests a written examination to be conducted within the fire department and the minimum of number of applicants is not present for two examinations within a one (1) calendar year period, the fire department will not be allowed to host written examinations for a period of one (1) calendar year. After the first instance, the chief of the fire department will be notified in writing of the event and the rules of this part.~~
- (2) A test site for a written examination must:
  - (a) have sufficient space with tables/desks and chairs for the applicants;
  - (b) have sufficient lighting;
  - (c) be sufficiently free of outside noise or other distractions which could interfere with the examination;
  - (d) be reasonably comfortable with respect to the environment so as to not provide a distraction from the examination; and
  - (e) meet all ADA requirements.
- (3) The ~~field~~ Commission representative shall ensure that the test site meets these requirements prior to the start of the written examination.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106~~(2)~~ and 4-24-107~~(3)~~.

**0360-04-01-.09 PRACTICAL EXAMINATIONS.**

- (1) One department may administer a performance/practical examination to another participating department and/or may enroll students from another department in an approved Recruit Training Program provided the following conditions are met:
  - (a) The administering department's practical/performance examination and/or Recruit Training Program have been approved by the Commission;
  - (b) Both departments have agreed to allow the applicant(s) to utilize the administering department's practical examination; and
  - (c) Proof of successful completion of the practical is sent to the applicant(s)' fire department and placed on file.
- (2) The application for examination shall be submitted by the fire department of which the applicant is a member and the examination results will be forwarded to that department.
- (3)
  - (a) For hands-on or live burn practical examinations, compliance with 29 CFR 1910.134, Respiratory Protection Standard, is required. An applicant is required to have been SCBA fit tested within twelve (12) months of the examination and a SCBA Fit Testing Verification form is to be completed, ~~and signed by the Fire Chief or Training Officer from the applicant's sponsoring fire department. Appropriate documentation shall include: 1) the signature of the Fire Chief from the applicant's sponsoring department; and 2) documentation from an authorized fit-testing entity.~~ No one will be allowed to participate in the hands-on or live burn practical examination in which a SCBA is used unless their fit testing is documented.
  - (b) Candidates for Tennessee State Fire Commission Certification in Fire Fighter I or II hands-on or live burn practicals, who have beards or facial hair in the area of the SCBA face piece seal (examples may include full-face beards, muttonchops, goatees, sideburns, mustaches, or even a few days growth of stubble etc.) will not be allowed to participate in the skills exam. Facial hair between the wearer's skin and the sealing surfaces of the face piece will prevent a good seal. A fire fighter shall not enter an area in which it has been determined that respiratory protection is necessary when conditions prevent a good seal of the respirator face piece to the face. This will be enforced regardless of the live fire skills being tested at any site. No exceptions to this policy will be granted. This is in conjunction with 29 CFR 1910.134 Respiratory Protection Standard.
  - (c) Ordinary eyeglasses shall not be used with full-face piece respirators. Eye glasses with temple bars or straps that pass between the sealing surface of a full-face piece and the fire fighter's face will prevent a good seal. Special spectacle kits can be ordered and mounted inside a full-face piece respirator.
  - ~~(d) An academy or fire department which sponsors a non-firefighter recruit shall be responsible for fit testing the candidate in accordance with Commission rules and applicable national standards prior to the candidate challenging a written or hands on practical. The academy or fire department shall sign and submit the applications for written and practical examinations for non-firefighter recruits. The practical examination must be completed at the host academy's or fire department's test site and they shall assume liability for the candidate who is not a member of a fire department.~~

- (4) (a) For Regional Practical Examinations, a fire department is required to furnish a minimum of one (1) evaluator for every two (2) applicants that the department submits for examination. If a department submits less than two applicants, that department will not be required to provide an evaluator but is strongly encouraged to do so. ~~Failure to meet this requirement may result in personnel from the department not being allowed to test.~~
- (b) Evaluators must be certified by the Commission at a minimum of Fire Fighter-II level (Fire Fighter-III for 1987 NFPA Standard or earlier) and are encouraged to be certified at the Fire Department Instructor-I level.
- ~~(c) For fire departments which participate in the Educational Incentive Pay Program, an evaluator must have participated in this program within the past year, as this ensures training and evaluation have occurred.~~
- (c) Evaluators will be required to successfully complete a Commission-approved examination before being allowed to serve as an Evaluator. The Evaluator training and examination may be available online over the Internet.
- ~~(d) For departments that do not participate in the Educational Incentive Pay Program, a resume must be submitted of training completed by any person who wishes to serve as an evaluator and must be approved by the Commission prior to that person serving as an evaluator. The Commission shall maintain a list of approved evaluators who utilize this option. Updated resumes will be required each time the Commission adopts a revised edition of NFPA 1001 standard.~~
- ~~(e) Should a fire department send an unqualified evaluator, the department will be requested to appear before the Commission at the next regularly scheduled Commission meeting to explain its actions. It is noted that mistakes do occur which would definitely be taken into consideration at the meeting.~~
- (5) Regional Practical Examination Site Requirements. The department hosting a regional practical exam must be able to meet the following conditions:
- (a) have adequate space to conduct the practical examinations;
- (b) be able to provide all equipment required for the examination, excluding the equipment each applicant must provide in accordance with Commission rules;
- (c) a member of the host department must have attended a regional practical examination before hosting one within the department;
- (d) provide a minimum of three (3) evaluators who are certified by the Commission at a minimum of Fire Fighter-II level (Fire Fighter-III for 1987 NFPA Standard or earlier) and are encouraged to be certified at the Fire Department Instructor-I level;
- (e) the proposed test site was inspected by the field Commission representative in order to ensure it meets the requirements of the program; and
- (f) provide for their firefighters and for practical examinations equipment which has been inspected and meets all applicable NFPA safety standards.
- (6) A host ~~fire~~ department for a practical examination must provide the field Commission representative on the day of the practical examination a letter addressed to the Commission and signed by the Fire Chief or Training Chief certifying that all equipment used in the practical examination meets all applicable NFPA, OSHA and other applicable Standards for

safety and required inspections. Included in the letter shall be a certification statement that all equipment that is required to be tested according to said Standard (e.g., ladders, hose, pumps, SCBA, etc.) has been tested according to the Standard. Failure to provide this letter will result in cancelation of the practical examination for that day.

- (7) ~~Any individual who~~ All instructors, evaluators, and approved applicants who participates in a live fire practical must meet the requirements of Chapter 4, Section 4.43, Student Prerequisites, of the latest adopted edition of NFPA 1403. Written documentation of completion of this training must be kept on file by the fire department and will be subject to audit by the Commission. All requirements listed in the Live Fire Training Requirements Book must be completed.
- (8) Hands-on practical skill sheets shall be available to all applicants through the Commission Internet website. The Commission shall provide each fire department with at least one copy of the skill sheets. It shall be the responsibility of the Training Officer to provide each applicant a copy of the skill sheets prior to the applicant challenging the practical examination for Fire Fighter I/II. Additional copies are available in paper or electronic format from the Commission upon request.
- (9) Practical examination sites must have adequate space to safely hold the examination. The test site should have an isolated holding area for the applicants waiting to take the examination and a separate area for applicants who have completed the examination. The field Commission representative shall ensure that the test site meets these requirements prior to the start of the examination.

(10) Guidelines for Hands-On Practical and Live Burn Practical Examinations:

- (a) No fee will be charged by the Commission for these examinations.
- (b) Hands-on Practical regional test sites are to be established in each Commission representative's territory, on an as needed basis in order to meet the needs of the airport fire departments within their territories.
- (c) Live Fire Practical Tests sites are to be established by the Commission representatives in conjunction with departments able to host this type of practical and must be NFPA 1403 compliant.
- (d) Applicants may travel out of their region to test at other test sites.
- (e) The Commission representative is to conduct a training seminar for evaluators prior to each practical examination to ensure the evaluator's understanding of testing procedures, grading procedures, performance criteria, and instructions on completing required paperwork. The Commission will provide the Commission representative with documents to be utilized during this training. Any evaluator who fails to attend this training will not be allowed to serve as an evaluator.
- (f) Applications to challenge the practical examination must be submitted to the Commission a minimum of two (2) weeks prior to the examination date. A minimum of ten (10) applicants must be scheduled in order to conduct the practical examinations; a maximum of fifty (50) applicants can be tested per day. The Commissioner or Commissioner's designee may waive this requirement if justification exists.
- (g) An applicant who fails any evolution shall be notified immediately of his/her failure and will be allowed to leave the practical immediately.

- (h) Copies of the entire practical examination will be provided to all departments. A copy may also be requested by individuals from the Commission Office either by e-mail or US mail.
- (i) Applicants who complete the examination must remain at the host facility until the end of the day to assist in cleaning and restoring the host facility to original condition prior to receiving test results. Leaving early will result in automatic failure unless the applicant is given permission to leave by the Commission representative.
- (j) Persons who have completed their practical must remain separate from those waiting to challenge.
- (k) Persons waiting to challenge the practical examination must be secluded from the actual practical. Under no circumstances should an applicant waiting to challenge the practical examination be allowed to see the practicals being administered or be in contact with any individual who has completed the practical.
- (l) The applicant or the applicant's sponsoring department must provide at least one SCBA and mask; and each applicant must bring a mask which has been fit tested to them.
- (m) The applicant or the applicant's sponsoring department shall inspect each applicant's equipment to ensure it meets current additions of applicable safety standards. These standards include:

  - 1. NFPA 1981
  - 2. NFPA 1971
  - 3. NFPA 1976
  - 4. NFPA 1977
  - 5. NFPA 1982
- (n) Each applicant must bring his/her own personal protective equipment (i.e. helmet, turnout gear, gloves, and coat) including SCBA.
- (o) The host department shall provide the equipment to be used for testing, e.g. ladders, hose, etc.
- (p) The applicant must assume liability in case of injury. A statement to this effect is included on the application which must be signed by the applicant.
- (q) The Commission will solicit individuals who are Fire Fighter II or Fire Instructor I certified or individuals deemed by the Commission to be subject matter experts in the area of firefighting and are interested in serving as evaluators. Individuals shall submit their names and qualifications. This list of names will be maintained by the Commission office which will rotate through the names for each examination. Individuals may add their names at any time.
- (r) An applicant must perform the practical skills examinations as required for each class of certification. An applicant cannot refuse to perform a practical skills

examination even if his/her department does not have the equipment specified to perform that practical skill.

- (s) The Commission representative shall have the authority to adopt these guidelines to address specific life safety problems as they arise.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106~~(2)~~ and 4-24-107~~(3)~~.

**RULES  
OF  
THE TENNESSEE COMMISSION ON FIRE FIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-05-01  
REVOCATION OF CERTIFICATION**

**0360-05-01-.02 SEPARATION FROM ACTIVE FIRE SERVICE.**

- (1) An individual's certification will automatically terminate upon the expiration of three (3) years after such person ceases to be an active member of a fire department. It will be the responsibility of each individual fire department to notify the Commission of any fire service personnel leaving the fire department due to separation, termination, retirement, death, etc.
- (2) Work for the Commission as a Commission Member or Commission staff shall constitute continued work in the fire service and shall not be considered as a separation from active fire service if that individual is no longer employed by a fire department.
- (3) Personnel leaving the fire service for active military duty shall not be subject to termination of certification while on active duty as stated in this part. It will be the responsibility of each individual fire department's Chief of Training to notify the Commission in writing of any fire service personnel leaving the fire department on active military duty for more than twelve (12) months. This notification shall be submitted at the end of each twelve (12) month period.
- (4) The Fire Fighter I/Hazardous Materials Awareness/Hazardous Materials Operations Certificates issued to a non firefighter recruit shall terminate three (3) years from the date of certification if the candidate has not become affiliated with a fire department. If the candidate does become affiliated with a fire department, it is the responsibility of the candidate to have the Chief of the Fire Department notify the Commission Office, in writing, of the date of said affiliation.
- (5) Work as a full- or part-time employee of a unit of government (local, state, or federal) in the State of Tennessee, where the job responsibilities include, but are not limited to, the training of firefighters, fire investigations, fire inspections or significant interaction with the fire services, shall not be considered to be a separation from active fire service. It is the responsibility of the firefighter to provide proof to the Commission that his/her new job duties include training of firefighters, fire investigations, fire inspections or significant interaction with the fire services in the State of Tennessee.

**Authority:** T.C.A. § 4-24-101 and 4-24-107.

**RULES  
OF  
THE TENNESSEE COMMISSION ON FIRE FIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-06-01  
MISCELLANEOUS CERTIFICATION STANDARDS**

**0360-06-01-.04 PROGRESSION.**

- (1) ~~Unless otherwise provided in these rules, an applicant may progress to another level of certification after ninety (90) days from the date of the last certification awarded. If an applicant fails a written examination for a level, the applicant must wait ninety (90) days before attempting a different level of certification.~~
- (2) ~~The Commission may waive the waiting periods for progression for individuals called to active military duty during wartime to allow firefighters to achieve the level of certification that they would have been eligible to achieve should their firefighting career not have been interrupted by the military service. A letter from the fire department, signed by the Chief or Training Officer, certifying the individual's military duty must accompany the individual's application requesting this waiver.~~
- (3)(1) ~~Fire service personnel who have been certified at a specific progression level are prohibited from taking may take the examination for a lower (regression) level, except for as provided in 0360-03-01-02(9).~~
- (4)(2) ~~If an applicant who has already achieved certification at a particular level(s) under prior NFPA standards wishes to achieve certification for those levels after the date Tennessee becomes accredited, the applicant will be allowed to do so and the waiting period shall not apply. The applicant will be required to complete all the requirements for the level(s) of certification sought.~~
- (3) ~~Unless otherwise prescribed in these rules, an applicant may progress to the next level of certification after achieving the prior certification level.~~

**Authority:** ~~T.C.A. §§ 4-24-101 and 4-24-107. 4-24-107(3).~~

**0360-06-01-.05 RECIPROCITY.**

- (1) Reciprocity of certification shall be considered by the Commission for applicants who have achieved certification from another agency that has achieved national accreditation from an organization recognized by the Commission and who meet the criteria established by the Commission.
- (2) The following must be submitted to request reciprocity:
  - (a) Application for Reciprocity ~~(one form for each level with a list of certification(s) for which the applicant is requesting reciprocity);~~
  - (b) ~~Letter(s) from the applicant's previous fire department(s) showing the dates the applicant was a member (employed) by that department as a firefighter; and Documentation that the applicant has not been out of the fire service for a period of greater than three (3) years, and~~

- (c) Proof of Certification (copies of certificates). Certificates of Attendance do not constitute Proof of Certification.
- (3) When considering whether to grant reciprocity to another jurisdiction's certifications, the Commission will only grant reciprocity if the following criteria are met:
  - (a) the Commission certifies an equivalent course;
  - (b) the certification was issued by an entity accredited by the IFSAC or the National Fire Service Professional Qualifications Board and the certification is in the registry of the national accrediting agency and the certification was issued after the date the entity became accredited;
  - (c) the applicant has not been out of the fire service for a period greater than three (3) years; and
  - (d) the applicant has not previously failed a written or performance examination for that level of certification in the State of Tennessee.
- (4) If reciprocity is granted, the Commission shall issue a letter recognizing the applicant's certifications in the State of Tennessee and this recognition shall meet the requirements of certification in Tennessee.
- (5) For progression purposes in the Certification Program and for purposes related to Educational Incentive Pay, the date of recognition of the certification shall be used for "Date of Certification."
- (6) If a fire department requires or an individual, who has received reciprocity of a level of certification, chooses to pursue certification in the State of Tennessee, the applicant will be eligible to pursue certification but will be required to meet all of the certification requirements in force.
- (7) The Commission will not recognize or grant reciprocity to a certification issued by a fire department in Tennessee even if that fire department is accredited by a national accrediting agency.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106~~(2)~~, 4-24-107, 4-24-107~~(3)~~ and 4-24-202~~(b)~~.

**RULES  
OF  
THE TENNESSEE COMMISSION ON FIRE FIGHTING  
PERSONNEL STANDARDS AND EDUCATION**

**CHAPTER 0360-07-01  
EDUCATIONAL INCENTIVE PAY**

**TABLE OF CONTENTS**

0360-07-01-.01	Minimum Employment Standards – Definitions	0360-07-01-.11 0360-07-01-.12	<del>Repealed</del> <u>Reserved</u> <del>Repealed</del> <u>Reserved</u>
0360-07-01-.02	Fire Fighter – Definition	0360-07-01-.13	<del>Repealed</del> <u>Reserved</u>
0360-07-01-.03	<del>Repealed</del> <u>Reserved</u>	0360-07-01-.14	<del>Repealed</del> <u>Reserved</u>
0360-07-01-.04	Entry-Level Personnel		
0360-07-01-.05	Requirements for In-Service Training Programs	0360-07-01-.15 0360-07-01-.16	<del>Repealed</del> <u>Reserved</u> <del>Repealed</del> <u>Reserved</u>
0360-07-01-.06	Payment Procedures	0360-07-01-.17	<del>Repealed</del> <u>Reserved</u>
0360-07-01-.07	Waiver		
0360-07-01-.08	Audit	0360-07-01-.18	<del>Repealed</del> <u>Reserved</u>
0360-07-01-.09	Disciplinary Matters		
0360-07-01-.10	Prosecution of False Claims for Educational Incentive Pay		

**0360-07-01-.01 MINIMUM EMPLOYMENT STANDARDS -- DEFINITIONS.** The minimum employment standards as established by the Commission shall be as follows:

- (1) All persons who are hired as a fire fighter by an eligible unit of government on or after January 1, 1986, shall:
  - (a) be at least eighteen (18) years of age; and
  - (b) be a citizen of the United States; and
  - (c) be a high school graduate or possess equivalency; and
  - (d) have not been convicted of any felony charge, have not pleaded guilty to any felony charge, have not entered a plea of nolo contendere to any felony charge; and
  - (e) have not been released or discharged ~~under~~ for any other reason than honorable discharge from any of the armed forces of the United States; and
  - (f) have no history, within the past three (3) years, of habitual intoxication and/or personal misuse of any drugs, and/or the use of intoxicating liquors, narcotics, controlled substances and/or stimulants in such a manner as to adversely affect the person's ability to perform as a fire fighter to cause discredit to the fire service; and
  - (g) must meet all local requirements; and
  - (h) have passed a physical examination by a licensed physician which, at minimum, meets the requirements of Section E of Occupational Health and Safety Administration ("OSHA") regulation 1910.134; and
  - (i) have a good moral character; or
  - (j) ~~of~~ have successfully appealed such cause of ineligibility to the appropriate local authority having jurisdiction.

- (2) All persons hired as a fire fighter by an eligible unit of government prior to January 1, 1986, shall be considered as having met the minimum employment standards.

**Authority:** T.C.A. §§4-24-107 and 4-24-202.

**0360-07-01-.02 FIRE FIGHTER -- DEFINITION.** For the purpose of qualifying for the pay supplement, a person must meet all of the following criteria:

- (1) any person in the employ of a unit of government who is a full-time employee of the fire department of such unit; and
- (2) is trained in fire fighting or prevention of fires and is actively engaged in such work; and
- (3) whose primary livelihood is derived from such work.

**Authority:** T.C.A. §§ 4-24-107 and 4-24-201.

**0360-07-01-.03 REPEALED. RESERVED**

**Authority:** T.C.A. §§4-24-107.

**0360-07-01-.04 ENTRY LEVEL PERSONNEL.**

- (1) It shall be mandatory for all qualified personnel that have entered the Fire Service after December 31, 1990, to become certified, when eligible, at the Fire Fighter I level and progress when eligible through the Fire Fighter II level of certification in order to become eligible for supplemental pay.
- (2) The Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness and Hazardous Materials Operations certification level must be completed by the end of the calendar year in which the applicant reaches his/her thirty-sixth (36th) month of employment with a participating fire department. Fire Service personnel that have not obtained Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness and Hazardous Materials Operations certification after this date will not be eligible for Educational Incentive Pay until said certification has been obtained.
- (3) Qualified personnel who are separated from the fire service for a period of greater than three (3) years and then reenter the fire service, must subsequently obtain certification in accordance with Rule 0360-05-01-.02.
- (4) Individuals hired into a fire department as Fire Safety Inspectors after December 31, 1990, and who are not trained in fire suppression may meet the requirements of this section by completing certification as prescribed by Tenn. Code Ann. 68-120-113 by the end of the calendar year in which they reach their twelfth (12) month of employment. If an individual is hired as a Fire Safety Inspector and later transfers to fire suppression, the individual must achieve Fire Fighter I, Fire Fighter II, Hazardous Materials Awareness and Hazardous Materials Operations certification within three (3) years after the transfer date.
- (5) Individuals hired into a fire department as Public Fire and Life Safety Educators after December 31, 1990, and who are not trained in fire suppression may meet the requirements of this section by completing certification as Public Fire and Life Safety Educator I and Public Fire and Life Safety Educator II by the end of the calendar year in which they reach their thirty-sixth (36) month of employment. If an individual is hired as a Public Fire and Life Safety Educator and later transfers to fire suppression, the individual must achieve Fire Fighter I/Fire Fighter II/Hazardous Materials Awareness and Operations certification within three (3) years after the transfer date.

- (6) The date an individual entered the fire service for participation in the educational incentive pay program shall be the date the individual joins a paid fire department in Tennessee that participates in the educational incentive pay program as a full-time paid firefighter of that department. Service as a volunteer, paid on call, part-time firefighter or other non full-time firefighter shall not count toward an individual's time in the fire service as it relates to Educational Incentive Pay Program.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106~~(5)~~, 4-24-107, ~~4-24-107(3), 4-24-107(6)~~, 4-24-201 and 4-24-202.

#### **0360-07-01-.05 REQUIREMENTS FOR IN-SERVICE TRAINING PROGRAMS.**

- (1) Length of Training
  - (a) Certified or recognized programs must be of at least forty (40) hours duration. A fire department may count one (1) hour for testing as part of the department's forty (40) hour in-service training program.
  - (b) Each subject area segment of the program must be scheduled for not less than two (2) hours ~~and must be completed on assigned shift.~~
- (2) Appointment of Training Officer.
  - (a) Each fire department conducting a forty (40) hour in-service training program must meet the minimum standards as defined in this chapter ~~0360-02-02~~ of the Commission's rules and regulations.
  - (b) Within twelve (12) months of their appointment, each new Training Officer for a department participating in the Educational Incentive Pay Program must attend a training session on the Commission's laws, rules, programs, policies and procedures. Commission staff may offer one-on-one training sessions at the Commission office and will hold at least one (1) regional training session in each Grand Division of the state per year.
- (3) Appointment of Instructor.
  - (a) Instructors used for in-service training must be approved by the Training Officer and must be qualified by experience and training in the subject matter of the course to be taught.
  - (b) Instructors cannot teach themselves. However, instructors of Commission-approved in-service training classes shall receive one (1) hour credit for each hour taught provided that the teaching does not consist ~~exclusively of playing a video tape of a previously recorded, Commission-approved in-service training class or supervising Commission-approved computerized training.~~ of the use of electronic media exclusively.
  - (c) Fire service personnel who serve as evaluators at Commission Sponsored Hands-on or Live Burn Practical Examinations shall receive four (4) hours Specialized Training Credit for each practical where the firefighter serves as an evaluator up to a maximum of ~~four (4) two (2) practicals per calendar year for a (maximum of 46 eight (8) hours credit).~~ In-house practical/live burn examinations do not qualify. One (1) In-Service Training Substitution form should be submitted per evaluator for the year noting the date(s) the applicant served as an evaluator.
- (4) Course Curriculum Requirements.

(a) Course curricula must be based on a needs survey of the area served and courses required by the Commission. All curricula must be substantially derived from the appropriate standards as set forth in the Commission's rules, Chapter 0360-06-01 with the exception of any required subject material not adequately covered in these standards and must be submitted for review by the Director or his/her designee, and be approved by the Commission. At least thirty (30) days prior to commencement of training, a copy of the curriculum noting instructors and their qualifications, the dates and location of training, the dates of testing, and a copy of the test instrument and answers, and other such data as required by the Commission, must be submitted to the Commission for approval.

1. All Training Programs must be submitted ~~for~~ to the Commission office for approval no later than ~~May~~ November 1 of the calendar year that the training is to be conducted ~~effective January 1, 1994. 2014 for the training conducted in calendar year 2015. Thereafter, information and training programs required by the Commission must be received at the Commission office by November 1 of the preceding calendar year in which training is to be taught. Failure to provide all information by the required date may result in a rejection of supplemental pay. All information shall be submitted in a form prescribed by the Commission.~~
2. Course dates submitted for a department's In-Service Training Program are the dates on which the courses are to be taught. However, due to unforeseen circumstances, changes must sometimes occur. If a change in a date is necessary less than thirty (30) days from the scheduled date, a ~~fire~~ department is to make note of the change in their program along with the reason for the change. If a change in class date is required thirty (30) or more days before the scheduled date, a written notification must be sent to the Commission office with the new class date and the reason for change. The notice may be submitted by fax, email or by U.S. Mail.
3. If a ~~fire~~ department must provide a range of dates and locations that a particular class will be taught when submitting their In-Service Training Program, the department must provide to the Commission office the exact dates, times, and locations of the classes a minimum of seventy-two (72) hours prior to the classes being taught. This notice may be submitted ~~by fax, email or by mail in a form prescribed by the Commission;~~ however if by mail, sufficient time should be allowed so that the notice has time to arrive in the Commission Office a minimum of seventy-two (72) hours in advance of the new class dates. No credit will be given for classes for which the Commission office has not received advance notice of specific dates.
4. A ~~fire~~ department may not use the substantially same in-service training program in consecutive years.

(b) The Commission requires that the following minimum training be included in all training programs that are submitted for Commission approval:

1. at least eight (8) but not more than sixteen (16) hours on Hazardous Materials; and
2. at least once every three (3) years, four (4) hours of the following subjects:
  - (i) Firefighter safety;
  - (ii) Post Traumatic/Critical Incident Stress Training;

- (iii) Domestic violence training/Sudden Infant Death Syndrome ("SIDS") training; and
  - 3. The Commission also requires that eligible fire fighters be currently trained and demonstrate proficiency in the skills of CPR by an agency recognized by the Commission. A maximum of four (4) hours credit toward the required forty (40) hours in-service training shall be allowed for this training.
  - 4. Should the department elect to participate in a two (2) year CPR training program, a minimum of forty (40) hours in-service training will still be required in order to qualify for the Educational Incentive Pay.
- (c) Training subjects curricula must demonstrate in-depth training and preliminary subjects that are normally found in basic training will not be acceptable.
  - (d) Courses taught by a fire department on routine functions of the fire department (hose testing, pre-planning, pumper testing, vehicle maintenance, station maintenance, etc.) will not be considered training for purposes of the in-service training program.
  - (e) Training provided to members of a fire department must be appropriate to a firefighter's rank and responsibility and the size and location of a firefighter's department. (e.g., an Arson Investigator or Codes Enforcement Officer who has no fire suppression duties should not complete a course in fire suppression activities.)
  - (f) Computerized training courses and/or Internet courses may be part of a fire department's In-Service Training Program but must meet the following conditions:
    - 1. The course software must provide sufficient safeguards to ensure each individual claiming credit has completed his/her own work.
    - 2. The course software must prohibit the student from skipping any of the courses and proceeding to the final examination.
    - 3. The course software must have a final examination and the examination test bank must be, at a minimum, twice the size of the final examination. The final examination should be randomly generated from this test bank for each student completing the course. If the software cannot meet this provision, then the Training Officer is to develop a final examination for this course based upon Commission requirements for the final examination of an in-service training program to be submitted with the program.
    - 4. The software provider must provide a Certificate of Completion for each student who successfully completes the course. This Certificate should be kept on file by the fire department for audit purposes.
    - 5. The software provider must provide information that outlines the course objectives, instructional method(s), and the time it takes to complete the course. This information should be briefly outlined as part of the fire department's In-Service Training Program.
    - 6. The fire department must schedule the training in accordance with the requirements of the Commission.

7. The Training Officer or a Fire Department Instructor-I must be available (either in person or by telephone) during the allocated training time to answer any questions that a student may have regarding the course.
  8. The fire department must have audit procedures in place to ensure that a student is completing his/her own work. These procedures should be briefly outlined as part of the fire department's In-Service Training Program.
  9. No more than ~~ten (10)~~ twenty (20) hours of credit will be given for computerized training.
- (5) Attendance Records. Attendance records must be maintained on each trainee in a form prescribed by the Commission and must be made available for inspection upon request by the Commission or its representative. The Training Officer and head of the department conducting in-service training must certify to the local unit of government those fire fighters who successfully completed the training, and certified records must be maintained in each individual fire department for a period of three (3) years. Such certification must include:
- (a) name (printed and signed);
  - (b) rank or position;
  - (c) Employee Identification Number or last four digits of Social Security Number;
  - (d) employing department;
  - (e) test score;
  - (f) title of class;
  - (g) number of students in class;
  - (h) instructor's name (printed and signed);
  - (i) date of course;
  - (j) length of course (number of hours of course and time it was instructed);
  - (k) test date; and
  - (l) the instructor must void any unused lines on the Class roster by drawing a line through each line and writing the word "VOID".
- (6) Testing Instrument.
- (a) Multiple test instruments must be designed to assure that the same test is not administered to two (2) consecutive training sessions using the same curriculum. The test must include at least forty (40) questions of the multiple choice type. The test must be in the form of multiple choice questions and a separate test administered to cover each unique course of instruction in the training program. The Each test must contain the greater of ten (10) questions relating to a course of instruction or at least one (1) question relating to the subject material of each hour of course instruction. (e.g. sixteen (16) hazardous materials questions for a sixteen (16)-hour hazardous materials course.) The tests may be administered either independently or in a single cumulative test at the conclusion of the training program. If a cumulative test option is selected, the test must be divided by section of each unique course of instruction.

- (b) Test answer sheets must follow a format which must show the following:
1. name;
  2. rank or position;
  3. Employee Identification Number or last four digits of Social Security Number;
  4. employing department; and
  5. score of the trainee.
- (c) Test Instruments which combine the questions with the answer sheet will not be accepted for grading. Answer sheets must be separate and must be maintained as a record for at least three (3) years and shall be submitted to the Commission office upon request by the Commission.
- (d) The Each test covering a course of instruction should be developed, administered and scored by the Training officer and or Instructor. Each trainee must score at least seventy percent (70%) on each test. Only one retest will be allowed for individuals failing to achieve seventy percent (70%). If administered as a single cumulative test, each trainee must score at least seventy percent (70%) on each section of the test. If the trainee fails any section of the test, the trainee can retest one time on each section.

(7) Approval of Specialized Schools/Courses.

- (a) If a fire fighter attends a specialized school appropriate to his rank (or position) and responsibility, the eligibility of the school must be approved by the Commission office. Only schools of a fire service related nature of at least two (2) hours in duration will be considered for in-service credit toward meeting the forty (40) hour training requirement. When submitting a course for Commission approval, the ~~fire~~ department shall indicate the NFPA Standard Number and Section that is applicable to the course being submitted. When applicable, the course will be submitted for pre-approval by the Commission office. In cases where the curriculum and instructors are unknown and when admittance is by short notice, the curriculum and proof of successful completion will be submitted after the course is completed.
- (b) If no test is administered, the attending fire fighter should submit to his Training Officer a detailed evaluation of the course and a correlation sheet showing how their coursework meets the appropriate NFPA Standard. If satisfied that the training was valid and beneficial, the Training Officer should submit a statement to that effect, along with a copy of the report, to the Commission office. If this is not done, no credit will be given.
- (c) In-service credit requests will be reviewed and may be granted for an individual fire fighter for the current training year only, if the course is relevant to his duties and responsibilities.
- (d) In some instances, the above type training session may be combined with the regularly scheduled and Commission-approved forty (40) hour in-service training sessions. If this is done, the attending fire fighter must be tested on those hours attended in the departmental forty (40) hour program. This will necessitate the local training officer being responsible for identifying the appropriate questions involved in the Commission-approved testing instrument.

- (e) Fire service personnel attending the National Fire Academy and successfully completing courses taught on campus will be given credit. In addition, Hazardous Materials training is required annually and a current CPR certification is required in order to be qualified for the Educational Incentive Pay.
- (8) Approval of Fire Courses (Colleges and Universities).
- (a) Any fire fighter who successfully completes a fire related course (or courses) at any accredited institution, institution of higher education, college or university, may be considered for annual fulfillment of all or a portion of the required forty (40) hour in-service training, not to include the eight (8) hours of hazardous material training or the CPR certification requirements as provided for in the provisions herein and approved by the Commission.
  - (b) Course completion toward credit for the annual forty (40) hour in-service training requirements may be met by completing three (3) semester hours (45 classroom hours) or four (4) quarter hours (40 class room hours) of instruction with a passing grade. The completion date of the course must be within the calendar (training) year for which in-service training credit is sought.
  - (c) Applicants for in-service training credit under these provisions must have the approval of the department head and must submit the required Commission form for consideration to the Commission office. When submitting a course for Commission approval, the ~~fire~~ department shall indicate the NFPA Standard Number and Section that is applicable to the course being submitted.
  - (d) In some instances, the above type training hours may be combined with the regularly scheduled and Commission-approved forty (40) hour in-service training sessions. If this is done, the attending fire fighter must be tested on those hours attended in the departmental forty (40) hour program. This will necessitate the local Training Officer being responsible for identifying the appropriate questions involved in the Commission-approved testing instrument.
  - (e) Final approval by the Commission is contingent upon official notification from the institution in which the course was completed with a passing grade.
- (9) Approval of Certification Programs.
- (a) Fire fighters completing the required number of hours of preparation training, certified by the training officer, and successfully passing the appropriate progression level examination in the Commission's certification program within the calendar year for which training is sought, shall be considered as having fulfilled the forty (40) hour in-service requirement and therefore eligible for the supplemental pay.
  - (b) Any fire fighter qualifying for in-service training credit in this manner must also meet the eight (8) hours of hazardous material training requirements and the CPR certification requirements as provided in these rules.
- (10) Emergency Medical Training
- (a) Emergency Medical Training shall be considered meeting the requirements of in-service training so long as all other mandatory programs, as provided in these rules, are met.
  - (b) No more than sixteen (16) hours of credit will be awarded for this training.

(11) Records Storage

- (a) All ~~fire~~ department records related to the Educational Incentive Pay Program shall be kept by the ~~fire~~ department in a secure location. Access to the records shall be limited to the fire chief, the chief of training or their designee.
- (b) Any ~~fire~~ department that maintains training records via computer or other electronic means, must submit a request to the ~~Director~~ Commission office in writing. ~~The Director and a Commission member shall conduct an on-site audit of the department's electronic system to ascertain the security, safeguards, etc. of the system and make a recommendation to the Commission at the next regularly scheduled Commission meeting on whether to approve the request and, if needed, any conditions which need to be placed on the approval. All departments who receive approval must obtain signatures of all eligible personnel on the "In-Service Training Verification Sheet" annually. The department's electronic records may be subject to audit by the Commission. The department must describe the electronic records system, identifying the security safeguards that are in place.~~

**Authority:** T.C.A. §§ 4-24-101, 4-24-106(5), 4-24-107, ~~4-24-107(3)~~, 4-24-111, and 4-24-202.

**0360-07-01-.06 PAYMENT PROCEDURES.** The Commission shall disburse to eligible units of government the Educational Incentive Pay awarded to fire fighters who have established eligibility for such under the provisions of the Commission's rules and regulations. The disbursement of these funds shall be subject to all of the following conditions:

- (1) The Educational Incentive Pay will be based on the availability of funds appropriated by the General Assembly.
- (2) Payment will be made only upon request by the unit of government and upon submission of the necessary documentation by the administrative officer of the eligible department.
  - (a) Proof of the successful completion of a Commission-approved training program, by submission of a copy of each signed "~~In-Service Training Verification Sheet~~" and as prescribed in these rules and regulations, within the calendar year by all recipients of the Educational Incentive Pay. the following forms by March 1 of the calendar year:
    - 1. Educational Incentive Pay Request;
    - 2. In-Service Training Report;
    - 3. Notarized Statement of Fire Chief attesting to accuracy and completeness of the information, and
    - 4. Training Substitution Forms for previous year.
- (3) Payment will be made in a lump sum directly to the governmental entity handling salary accounts for the eligible ~~fire~~ departments.
- (4) It will be the responsibility of the unit of government to disburse the funds to the individual fire fighters after the deduction of the applicable taxes.
- (5) The unit of government is responsible for any increase in the employer's contribution to social security or like programs necessitated by the increase in the employee's annual base earnings.

- (6) Members of the Fire Service shall not be eligible for supplement pay from more than one agency.
- (7) Effective January 2015, information and training Programs required by the Commission must be received at the Commission office by May 1 November 1 of the preceding calendar year in which training is to be taught. Failure to provide all information by the required date may result in a rejection for supplemental pay.
- (8) Departments submitting a certified list of eligible names of fire fighters who have qualified themselves for the forty (40) hour in-service training, Educational Incentive Pay, must also certify to the Commission that each qualifying individual is a member of the department whose name was on the department payroll as of December 31, of the calendar year in which training was received.

If a qualifying individual is separated from the fire service for any of the following reasons, after becoming qualified, they will be considered as having met the December 31 employment requirements if they:

- (a) become eligible and accept a service retirement and begin drawing retirement benefits; or
  - (b) become eligible and accept a disability retirement; or
  - (c) die while employed.
- (9) All requests for supplemental pay must be submitted to the Commission office by certified mail and postmarked no later than March 1 of each calendar year.
    - (a) The Commission will not grant a waiver of this date for two (2) consecutive years.
    - (b) A ~~fire~~ department shall have fifteen (15) calendar days from the date it receives notice that a correction is required to their request for Educational Incentive Pay to make the necessary correction and return the request to the Commission.
    - (c) ~~Fire~~ Departments may submit additions to their requests for supplemental pay for up to sixty (60) days from the date Educational Incentive Pay checks were mailed to ~~fire~~ departments. Payment of these additions is contingent upon availability of funds.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106~~(5)~~, 4-24-107, ~~4-24-107(3), 4-24-107(6)~~ and 4-24-202.

**0360-07-01-.07 WAIVER.**

- (1) The Commission shall only consider requests to waive the following rules and regulations:
  - (a) the waiting periods between certifications in Rules 0360-02-02 and 0360-03-01;
  - (b) the deadline for submission of training programs for approval in Rule 0360-07-01-.05(4); and
  - (c) the deadline for submitting requests for supplemental pay in Rule 0360-07-01-.06(9).
- (2) When considering whether good cause has been shown to grant a waiver pursuant to this rule, the Commission may consider, but is not limited to, the following:
  - (a) hardships on ~~fire~~ departments through time, staffing, budget or facilities limitations;

- (b) unavailability of qualified instructors or test proctors due to financial, staffing or time constraints;
  - (c) inclement weather, natural disasters, etc.
  - (d) illness, injury or disability of training officer that causes the department to miss the submission deadlines in 0360-07-01(4) and (9).
- (3) A waiver shall not be granted in two (2) consecutive years.
  - (4) A request for a waiver must be submitted in writing.

**Authority:** T.C.A. §§ 4-24-101, 4-24-107, ~~4-24-107(3) and 4-24-107(6)~~.

**0360-07-01-.08 AUDIT.**

- (1) All accounts shall be subject to audit by the State Comptroller.
- (2) All records pertaining to the Educational Incentive Pay Program shall be available for inspection by a member of the Commission or its staff and shall be kept for three (3) years after the Educational Incentive Pay was issued.
- (3) An audit committee of the Commission, made up of the Director and a Commission Member or a ~~Field Representative~~ Commission-approved designee, shall review the Educational Incentive Pay Program records of a minimum of ten percent (10%) of ~~fire~~ departments participating in the Educational Incentive Pay Program each year. Departments subject to review each year will be chosen at random by each Commission member drawing a minimum of two (2) departments to audit after all Educational Incentive Pay requests have been received.
  - (a) The audit committee shall present its findings to the Commission for consideration. The audit committee shall the review records of the ~~fire~~ department to ensure compliance with Commission rules, including, but not limited to:
    - 1. "In-Service Training Verification Sheets" are signed;
    - 2. attendance records were properly filled out as required by 0360-07-01-.05(5);
    - 3. test records were properly graded and filled out as required by 0360-07-01-.05(6);
    - 4. records required by NFPA 1001, Chapter 4 are properly maintained; and
    - 5. electronic records, if kept, are properly maintained and secured.
  - (b) The audit committee should make one of the following recommendations to the Commission:
    - 1. Audit was in compliance with Commission Requirements.
    - 2. No action required. This would be used for a minor infraction. Committee counselled the department on the corrective actions needed.
    - 3. Informal Review. This would be used for minor infractions that the committee felt needed to be reviewed to ensure corrective action was taken. This review would

only encompass the areas that needed reviewing and would be done by the participants of the original audit.

4. Probation. This would be used for more significant infractions. The committee would recommend that the ~~fire~~ department be audited again for a period ranging from one (1) to three (3) years.
5. Formal Hearing. The Committee feels that a major violation of the Commission's ~~R~~rules or ~~S~~state statute has occurred; and would recommend a hearing under the Commission's Rules and Regulations for formal discipline under the Commission's rules.

(c) When making its report to the Commission, the Committee may make any additional comments and recommendations it feels are appropriate, but the above are the general guidelines to be used. The ~~Director~~ Commissioner or Commissioner's designee shall send each audited Department a copy of the completed audit report.

- (4) Commission staff and Commission Members may conduct unannounced visits to ~~fire~~ departments training classes. The visit will not disrupt the training session; however information may be solicited from the participants and/or instructor during a break or after the class. Documentation will be completed about the visit and filed with that department's In-Service Training Program for that year. If training is not being conducted as scheduled, that department will be invited to the next regularly scheduled Commission meeting to offer an explanation.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106(5), 4-24-107, ~~4-24-107(3) and 4-24-107(6)~~.

#### **0360-07-01-.09 DISCIPLINARY MATTERS.**

- (1) The Commission may revoke, modify, suspend or condition the educational incentive pay, to the unit of government, or governmental entity handling salary accounts for the otherwise eligible ~~fire~~ departments, if it finds, after appropriate notice and hearing, that;
  - (a) the requirements for the salary pay supplement had not been met as per the Commission's Rules and Regulations.
  - (b) any fraud, collusion, misrepresentation or substantial mistake was involved in the procurement of the educational incentive pay.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106(5), 4-24-107, ~~4-24-107(3), 4-24-107(6)~~ and 4-24-201.

#### **0360-07-01-.10 PROSECUTION OF FALSE CLAIMS FOR EDUCATIONAL INCENTIVE PAY.**

- (1) As an added measure to guard against the misuse of State funds, the Fire Fighting Commission and Staff will vigorously seek criminal prosecution through the State Attorney General's Office against any individual or individuals it finds have engaged in fraudulent conduct or false representation in connection with the completion of training requirements in order to unjustly obtain educational incentive pay.
- (2) The Commission will recognize the possibility of inadvertent mistakes involved in a Department's record keeping, and after close scrutiny of such facts will make the proper recommendation to such Department involved and seek immediate reimbursement of such funds erroneously paid due to the Department's oversight. If such reimbursement is not immediately forthcoming, the Fire Fighting Commission and Staff will commence legal action accordingly.

**Authority:** T.C.A. §§ 4-24-101, 4-24-106~~(5)~~, 4-24-107, ~~4-24-107(3)~~, ~~4-24-107(6)~~ and 4-24-201.

**0360-07-01-.11 THROUGH 0360-07-01-.18** ~~REPEALED.~~ RESERVED.

**Authority:** T.C.A. §4-24-107.