

**TITLE 655. Board of Firefighting Personnel Standards and Education**

~~{655 IAC 1-1 to be repealed in its entirety}~~

**Article 2. General Provisions**

**Rule 1. Definitions**

**655 IAC 2-1-1 Applicability of definitions**

Sec. 1. The definitions in this rule apply throughout this title.

**655 IAC 2-1-2 “Certification”**

Sec. 2. “Certification” means a document approved by the education board verifying that an individual has successfully met the qualifications set by the education board for ~~any training and education program that is approved by the education board,~~ **the specific task, function, service, role, or other similar item.**

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**655 IAC 2-1-3 “Certification course”**

Sec. 3. “Certification course” means a course of instruction in firefighting or related emergency services that is established under article 4 of title 655 of the Indiana administrative code for which an individual may receive a certification upon successful completion.

**655 IAC 2-1-4 “Certification standard”**

Sec. 4. “Certification standard” means the standard adopted by the education board upon which a certification course shall be based and for which a certification may be issued.

**655 IAC 2-1-5 “Certified”**

Sec. 5. “Certified” means:

- 1. for voluntary certifications, found to possess, through the issuance of a certification, the skills, education, or training necessary to perform or otherwise engage in the specific task, function, service, role or other similar item for a fire department,**
- 2. for mandatory certifications,** ~~authorized by the education board through the issuance of a certification, to perform or otherwise engage in providing firefighting or related emergency services~~ **the specific task, function, service, role, or other similar item for a fire department.**

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**655 IAC 2-1-6 “Department”**

Sec. 6. “Department” refers to the department of homeland security established under IC 10-19.

**655 IAC 2-1-7 “Education board”**

Sec. 7. “Education board” refers to the board of firefighting personnel standards and education.

**655 IAC 2-1-8 “Education board rules”**

Sec. 8. “Education board rules” means the rules set forth in title 655 of the Indiana administrative

code.

**655 IAC 2-1-9 “Executive director”**

Sec. 9. “Executive director” refers to the executive director of the department of homeland security appointed under IC 10-19-3.

**655 IAC 2-1-10 “Fire Department”**

**Section 10. “Fire department” has the meaning ascribed in IC 22-12-1-2 and IC 36-8-17-2.**

**655 IAC 2-1-11 “Full-time firefighter”**

**Section 11. “Full-time firefighter” has the meaning ascribed in IC 36-8-10.5-3.**

**655 IAC 2-1-12 “Volunteer firefighter”**

**Section 12. “Volunteer-firefighter has the meaning ascribed in IC 36-8-10.5-5.**

**655 IAC 2-1-13 “Volunteer fire department”**

**Section 13. “Volunteer fire department has the meaning ascribed in IC 36-8-12-2.**

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655 IAC 2-1-10 "Political subdivision"

Sec. 10. "Political subdivision" means a municipal corporation or special taxing district pursuant to IC 36-1-2-13.

655 IAC 2-1-11 "Volunteer firefighter"

Sec. 11. "Volunteer firefighter" means one who has executed a pledge to faithfully perform, with or without compensation, the work-related duties assigned and ordered by the chief or officer of the volunteer fire department.

## Rule 2. Certification ~~procedures~~ program

### 655 IAC 2-2-0.5 Certification Program Scope

Sec. 0.5 (a) The certification program established in this article consists of two types:

- (1) voluntary certifications (certifications that identify achievement but are not required by the education board to perform a function); and
- (2) mandatory certifications (certifications that must be obtained to perform a function).

(b) Except where explicitly stated otherwise, this program only applies to full-time firefighters, volunteer firefighters, and other fire department personnel.

(c) Certification courses and certification may be offered to nonfire service personnel.

(d) Nothing in this article shall prohibit a person from performing a function covered by a mandatory certification in an emergency situation.

### 655 IAC 2-2-1.1 ~~Certification required for service~~ Mandatory Certifications

Sec. 1. (a) A volunteer firefighter must successfully complete be certified in the minimum basic training requirements pursuant to 655 IAC 3-1 before performing the emergency response duties of a volunteer firefighter. ~~An individual shall not perform or otherwise engage in the provision of firefighting or related emergency services unless the individual is certified by the education board pursuant to 655 IAC 3-1.~~

~~(b) A full-time firefighter must successfully complete be certified in the minimum basic training requirements established in IC 36-8-10.57(a) – (f), 655 IAC 4-3-1, and 655 IAC 4-3-2 before the firefighter may perform the duties of a full-time firefighter.~~ for the political subdivision. ~~An individual shall not perform any firefighting or related emergency service for which a certification may be obtained under 655 IAC 4-3 unless that individual is certified by the education board to provide that service.~~

(b) No individual under the age of eighteen (18) may be certified by the education board to provide firefighting or related emergency services.

(c) Mandatory certifications for specialty functions are provided for in rule 4 of this article.

### 655 IAC 2-2-1.5 Voluntary Certifications

Section 1.5 (a) In addition to mandatory certifications, the education board offers voluntary certifications to fire service and nonfire service personnel. These certifications are not specifically identified in this article but are adopted by the education board at its public meetings.

(b) To adopt a voluntary certification the education board must:

- (1) identify the name of the certification;

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**Commented [JS1]:** An individual joining a volunteer fire department must successfully complete the minimum basic training requirements pursuant to 655 IAC 3-1 before performing the emergency response duties of a volunteer firefighter. These duties do not include interior structural firefighting operations.

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**Commented [JS2]:** An individual whose employment by a fire department as a full-time firefighter for a political subdivision must complete and be certified in the minimum basic training established in 655 IAC 4-3-1 and 655 4-3-2 during the firefighter's first year of employment.

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(2) identify the specific standards required to be met to obtain the certification;

(3) identify whether the certification expires and if so, any continuing education requirements that must be met to maintain the certification; and

(4) maintain a list of voluntary certifications currently offered on its website.

(c) All voluntary certifications are administered in accordance with this article.

#### **655 IAC 2-2-2 Application for certification**

Sec. 2. (a) No certification shall ~~be issued~~ without approval of a completed application for certification.

(b) Every application for certification shall be made in a form prescribed by the department and include the following information:

- (1) name and contact information of applicant;
- (2) department affiliation, if the applicant is affiliated with a department;
- (3) PSID number of applicant;
- (4) prerequisites met, if required for training.

#### **655 IAC 2-2-3. Approval of application for certification**

Sec. 3. (a) The ~~education board, or the department on the education board's behalf,~~ shall review each application for certification.

(b) Before a certification is issued, the department shall verify the applicant is at least eighteen (18) and has completed all prerequisite training or certifications required under the education board rules.

(c) If an application is approved, a certification shall be issued to the successful applicant.

#### **655 IAC 2-2-4 Denial of application for certification**

Sec. 4. The ~~education board, or the department on the education board's behalf,~~ may deny an application for certification upon receipt of information that:

- (1) an application ~~provided to the education board~~ was falsified; or
- (2) an applicant has failed to:
  - (A) comply with the education board rules; or
  - (B) otherwise meet the qualifications for obtaining a certification.

#### **655 IAC 2-2-5 Sanctions**

Sec. 5. (a) If the ~~education board~~ **department** receives the information described in section 4 of this rule after issuing a certification, or is informed that an individual has:

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- (1) failed to uphold or respect another individual's privacy, dignity, or safety;
- (2) committed a breach of examination security or integrity;
- (3) been convicted in any court of any crime; or
- (4) failed to comply with the education board rules;

the ~~education board~~ **department** may take any action in accordance with IC 4-21.5-3, 4-21.5-4, and IC 22-12-7, including, but not limited to, suspension or revocation of certifications.

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(b) The department ~~or the education board~~ may initiate a review of an individual's certification status in the absence of external written requests or complaints for review.

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### **655 IAC 2-2-6 Reporting of a criminal conviction**

Sec. 6. (a) An individual **holding a mandatory certification** ~~certified by the education board~~ must provide written notice to the department within ninety (90) days of any misdemeanor or felony criminal conviction, except traffic related misdemeanors other than operating a motor vehicle under the influence of a drug or alcohol.

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(b) The notice required by subsection (a) must be submitted in a form approved by the department and include the following:

- (1) name of the individual ~~certified by the education board;~~
- (2) contact information for the individual ~~certified by the education board;~~
- (3) certified copy of the order or judgment of conviction; and
- (4) a letter of explanation from the individual ~~certified by the education board.~~

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(c) This section applies only to criminal convictions occurring on or after the date this rule is promulgated.

## **Rule 3. Variances**

### **655 IAC 2-3-1 Variance request; notice**

Sec. 1. (a) An individual may request a variance to a rule the education board has adopted.

(b) Variance requests shall be filed with and determined by the department in accordance with IC 22-14-2-7.5.

(c) At the education board's first meeting following a variance determination by the department, the department shall notify the education board of its determination.

### **655 IAC 2-3-2 Variance request; form and contents**

Sec. 2. A request for a variance shall be submitted in a form approved by the department and include the following information:

- (a) the name and address of the individual requesting the variance;

- (b) the citation to the rule of the education board from which the individual requests a variance; and
- (c) the basis for the request, including an analysis of the hardship imposed on the applicant if the variance request were denied, and whether there would be an adverse impact to the public health and safety if the variance request were granted.

**655 IAC 2-3-3 Petition for review; notice**

Sec. 3. (a) Any individual aggrieved by a variance determination may petition for review of that determination in accordance with the applicable provisions of IC 4-21.5-3.

(b) No later than the next regular meeting of the education board, the department shall notify the education board of any administrative review proceeding that is initiated following a variance determination by the department.

**Rule 4. Reciprocity**

**655 IAC 2-4-1 Certification based upon reciprocity**

Sec. 1. An individual who meets all the requirements of this rule shall qualify for a certification based upon reciprocity.

**655 IAC 2-4-2 Application for certification based upon reciprocity**

Sec. 2. (a) An individual applying for a certification based upon reciprocity must file an application on a form prescribed by the department.

(b) An application must be filed for each certification based upon reciprocity.

(c) An application for a certification based upon reciprocity must include the following:

- (1) Identifying information about the applicant;
- (2) Evidence that the applicant has completed the same or substantially similar training and testing for the certification as that which is required by the education board, including:
  - (A) a certification at the same level by the International Fire Service Accreditation Congress, the National Board on Fire Service Professional Qualifications, or the United States Department of Homeland Security; or
  - (B) proof of successful completion of a certification program that is based on the same certification standards as the certification approved by the education board;
- (3) A sworn statement by the applicant affirming that the information provided is true and accurate; and
- (4) A non-refundable processing fee of fifty dollars (\$50) pursuant to IC 22-14-2-7(d).

**655 IAC 2-4-3 Application for instructor certification based upon reciprocity**

Sec. 3. (a) In addition to the application requirements in section 2 of this rule, an individual applying for certification based upon reciprocity for any of the following:

- (1) Instructor I;
- (2) Instructor II; or
- (3) Instructor III

shall be required to pass a written examination on the Education Board rules with a minimum score of seventy percent (70%).

### **Article 3. Minimum Training Requirements for Emergency Response Support**

#### **Rule 1. Emergency response support training program**

##### **655 IAC 3-1-1 Program established**

Sec. 1. The emergency response support training program is established.

##### **655 IAC 3-1-2 Emergency response support training program requirements**

Sec. 2. (a) The emergency response support training program shall consist of a minimum of thirty (30) training hours.

(b) The emergency response support training program shall include training in the subjects described in IC 36-8-10.5-7.

(c) In addition to the training described in subsection (b), successful completion of the emergency response support training program shall include:

- (1) completion of the courses described in IC 36-8-10.5-7(c)-(e); and
- (2) demonstrated competency in practical skills.

##### **655 IAC 3-1-3 Certification for completion of emergency response support training program**

Sec. 3. (a) Upon successful completion of the emergency response support training program, a person may apply for a certification in the manner prescribed by 655 IAC 2-2-2.

(b) Upon approval of an application submitted under subsection (a), the successful applicant shall be certified to perform the emergency response duties of a volunteer firefighter which do not include interior firefighting operations.

#### **Rule 2. Vehicle emergency response driving safety instruction course**

##### **655 IAC 3-2-1 Course established**

Sec. 1. An instruction course on vehicle emergency response driving safety is established.

##### **655 IAC 3-2-2 Course operation**

Sec. 2. The vehicle emergency response driving safety instruction course shall be developed by the department as part of the emergency response support training program.

**Article 4. Mandatory Certifications in firefighting and related emergency services**

**Rule 1. Definitions**

**655 IAC 4-1-1 Applicability of definitions**

Sec. 1. The definitions in this rule apply throughout this article.

**655 IAC 4-1-2 “NFPA”**

Sec. 2. “NFPA” means National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

**655 IAC 4-1-3 “NFPA publication”**

Sec. 3. “NFPA publication” means a document published by the National Fire Protection Association and developed through a consensus standards development process approved by the American National Standards Institute

**Rule 2. Adoption by reference**

**655 IAC 4-2-1 Publications adopted by reference**

Sec. 1. Each of the NFPA publications described in this article is adopted by reference and made part of this article as if fully set out in this article.

**655 IAC 4-2-2 Additional documents**

Sec. 2. The documents and all applicable portions thereof that are referenced within a certification standard described in this article shall be considered part of the requirements of that certification standard.

**Rule 3. Certifications**

**655 IAC 4-3-1 Firefighter I**

Sec. 1. (a) The certification standard for Firefighter I shall be as set out in Chapter 4 of the 2019 Edition of the NFPA publication titled NFPA 1001, Standard for Fire Fighter Professional Qualifications.

(b) To qualify for a certification based on this certification standard, an individual must hold a certification in Hazardous Materials-Operations.

**Commented [ZM3]:** The NFPA standard used shall be compliant with the current or previous 2 editions of the applicable National Fire Protection Association Standard for Professional Qualifications Accreditation and Certification Systems.



## 655 IAC 4-3-2 Firefighter II

Sec. 2. (a) The certification standard for Firefighter II shall be as set out in Chapter 5 of the 2019 Edition of the NFPA publication titled NFPA 1001, Standard for Fire Fighter Professional Qualifications.

(b) To qualify for a certification based on this certification standard, an individual must hold a certification in Firefighter I.

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## ~~655 IAC 4-3-3 Driver/Operator General~~

~~Sec. 3. (a) The certification standard for Driver/Operator General shall be as set out in Chapter 4 of the 2017 Edition of the NFPA Publication titled NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.~~

~~(b) To qualify for a certification based on this certification standard, an individual must hold a valid driver's license.~~

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## ~~655 IAC 4-3-4 Driver/Operator Pumper~~

~~Sec. 4. (a) The certification standard for Driver/Operator Pumper shall be as set out in Chapter 5 of the 2017 Edition of the NFPA Publication titled NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.~~

~~(b) To qualify for a certification based on this certification standard, an individual must hold a:~~

- ~~(1) valid driver's license; and~~
- ~~(2) certification in Driver/Operator General.~~

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## ~~655 IAC 4-3-5 Driver/Operator Aerial~~

~~Sec. 5. (a) The certification standard for Driver/Operator Aerial shall be as set out in Chapter 6 of the 2017 Edition of the NFPA Publication titled NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.~~

~~(b) To qualify for a certification based on this certification standard, an individual must hold a:~~

- ~~(1) valid driver's license; and~~
- ~~(2) certification in Driver/Operator General.~~

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## ~~655 IAC 4-3-6 Driver/Operator Mobile Water Supply~~

~~Sec. 6. (a) The certification standard for Driver/Operator Mobile Water Supply shall be as set out in Chapter 10 of the 2017 Edition of the NFPA Publication titled NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications.~~

~~(b) To qualify for a certification based on this certification standard, an individual must hold a:~~

- ~~(1) valid driver's license; and~~
- ~~(2) certification in Driver/Operator General.~~

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### 655 IAC 4-3-7 Airport Firefighter

Sec. 7. (a) The certification standard for Airport Firefighter shall be as set out in Chapter 4 of the 2019 Edition of the NFPA Publication titled NFPA 1003, Standard for Airport Fire Fighter Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Firefighter II prior to the date the certification course begins.

### 655 IAC 4-3-8 Technical Rescue Awareness

Sec. 8. The certification standard for Technical Rescue Awareness shall be as set out in Sections 5.1, 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1, 13.1, 17.1, 18.1, 20.1, and 23.1 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

### 655 IAC 4-3-9 Rope Rescue Operations

Sec. 9. (a) The certification standard for Rope Rescue Operations shall be as set out in Section 5.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Technical Rescue Awareness.

### 655 IAC 4-3-10 Rope Rescue Technician

Sec. 10. (a) The certification standard for Rope Rescue Technician shall be as set out in Section 5.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Rope Rescue Operations.

### 655 IAC 4-3-11 Structural Collapse Rescue Operations

Sec. 11. (a) The certification standard for Structural Collapse Operations shall be as set out in Section 6.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in:

- (1) Technical Rescue Awareness.

### 655 IAC 4-3-12 Structural Collapse Rescue Technician

Sec. 12. (a) The certification standard for Structural Collapse Rescue Technician shall be as set out in Section 6.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

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(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Structural Collapse Rescue Operations.

#### **655 IAC 4-3-13 Confined Space Rescue Operations**

Sec. 13. (a) The certification standard for Confined Space Rescue Operations shall be as set out in Section 7.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in:

- (1) Technical Rescue Awareness; and
- (2) Rope Rescue Operations.

#### **655 IAC 4-3-14 Confined Space Rescue Technician**

Sec. 14. (a) The certification standard for Confined Space Rescue Technician shall be as set out in Section 7.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Confined Space Rescue Operations.

#### **655 IAC 4-3-15 Vehicle Rescue Operations**

Sec. 15. (a) The certification standard for Vehicle Rescue Operations shall be as set out in Section 8.2 and 8.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Technical Rescue Awareness.

#### **655 IAC 4-3-16 Vehicle Rescue Technician**

Sec. 16. (a) The certification standard for Vehicle Rescue Technician shall be as set out in Section 9.2 and 9.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Vehicle Rescue Operations.

#### **655 IAC 4-3-17 Animal Technical Rescue Operations**

Sec. 17. (a) The certification standard for Animal Technical Rescue Operations shall be as set out in Section 10.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in:

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- (1) Technical Rescue Awareness; and
- (2) Rope Rescue Operations.

**655 IAC 4-3-18 Animal Technical Rescue Technician**

Sec. 18. (a) The certification standard for Animal Technical Rescue Technician shall be as set out in Section 10.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Animal Technical Rescue Operations.

**655 IAC 4-3-19 Wilderness Search and Rescue Operations**

Sec. 19. (a) The certification standard for Wilderness Search and Rescue Operations shall be as set out in Section 11.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Technical Rescue Awareness.

**655 IAC 4-3-20 Wilderness Search and Rescue Technician**

Sec. 20. (a) The certification standard for Wilderness Search and Rescue Technician shall be as set out in Section 11.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Wilderness Search and Rescue Operations.

**655 IAC 4-3-21 Trench Rescue Operations**

Sec. 21. (a) The certification standard for Trench Rescue Operations shall be as set out in Section 12.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Technical Rescue Awareness.

**655 IAC 4-3-22 Trench Rescue Technician**

Sec. 22. (a) The certification standard for Trench Rescue Technician shall be as set out in Section 12.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Trench Rescue Operations.

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#### **655 IAC 4 3 23 Machinery Rescue Operations**

~~Sec. 23. (a) The certification standard for Machinery Rescue Operations shall be as set out in Section 13.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.~~

~~(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Technical Rescue Awareness.~~

#### **655 IAC 4 3 24 Machinery Rescue Technician**

~~Sec. 24. (a) The certification standard for Machinery Rescue Technician shall be as set out in Section 13.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.~~

~~(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Machinery Rescue Operations.~~

#### **655 IAC 4 3 25 Surface Water Rescue Operations**

~~Sec. 25. (a) The certification standard for Surface Water Rescue Operations shall be as set out in Section 17.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.~~

~~(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Technical Rescue Awareness.~~

#### **655 IAC 4 3 26 Surface Water Rescue Technician**

~~Sec. 26. (a) The certification standard for Surface Water Rescue Technician shall be as set out in Section 17.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.~~

~~(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Surface Water Rescue Operations.~~

#### **655 IAC 4 3 27 Swift Water Rescue Operations**

~~Sec. 27. (a) The certification standard for Swift Water Rescue Operations shall be as set out in Section 18.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.~~

~~(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in:~~

- ~~(1) Technical Rescue Awareness;~~
- ~~(2) Rope Rescue Operations; and~~
- ~~(3) Surface Water Operations.~~

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#### **655 IAC 4-3-28 Swift Water Rescue Technician**

Sec. 28. (a) The certification standard for Swift Water Rescue Technician shall be as set out in Section 183 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in:

- (1) Swift Water Rescue Operations;
- (2) Rope Rescuer Technician; and
- (3) Surface Water Rescuer Technician.

#### **655 IAC 4-3-29 Ice Rescue Operations**

Sec. 29. (a) The certification standard for Ice Rescue Operations shall be as set out in Section 20.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Technical Rescue Awareness.

#### **655 IAC 4-3-30 Ice Rescue Technician**

Sec. 30. (a) The certification standard for Ice Rescue Technician shall be as set out in Section 19.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Ice Rescue Operations.

#### **655 IAC 4-3-31 Floodwater Rescue Operations**

Sec. 31. (a) The certification standard for Floodwater Rescue Operations shall be as set out in Section 23.2 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in:

- (1) Technical Rescue Awareness;
- (2) Surface Water Rescue Operations; and
- (3) Swift Water Rescue Operations.

#### **655 IAC 4-3-32 Floodwater Rescue Technician**

Sec. 32. (a) The certification standard for Floodwater Rescue Technician shall be as set out in Section 23.3 of the 2021 Edition of the NFPA Publication titled NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications.

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(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Floodwater Rescue Operations.

#### **655 IAC 4-3-33 Fire Officer-Strategy and Tactics**

Sec. 33. (a) The certification standard for Fire Officer-Strategy and Tactics shall be as set out in Sections 4.6.1 and 4.6.2 of Chapter 4 of the 2020 Edition of the NFPA Publication titled NFPA 1021, Standard for Fire Officer Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Firefighter I prior to the date the certification course begins.

#### **655 IAC 4-3-34 Fire Officer-I**

Sec. 34. (a) The certification standard for Fire Officer-I shall be as set out in Chapter 4 of the 2020 Edition of the NFPA Publication titled NFPA 1021, Standard for Fire Officer Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold:

- (1) a certification in Firefighter II for at least one (1) year prior to the date the certification course begins;
- (2) a certification in Fire Officer-Strategy and Tactics; and
- (3) an active certification in Instructor I.

#### **655 IAC 4-3-35 Fire Officer-II**

Sec. 35. (a) The certification standard for Fire Officer-II shall be as set out in Chapter 5 of the 2020 Edition of the NFPA Publication titled NFPA 1021, Standard for Fire Officer Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Fire Officer-I.

#### **655 IAC 4-3-36 Fire Officer-III**

Sec. 38. (a) The certification standard for Fire Officer-II shall be as set out in Chapter 6 of the 2020 Edition of the NFPA Publication titled NFPA 1021, Standard for Fire Officer Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Fire Officer-II.

#### **655 IAC 4-3-37 Fire Officer-IV**

Sec. 37. (a) The certification standard for Fire Officer-II shall be as set out in Chapter 7 of the 2020 Edition of the NFPA Publication titled NFPA 1021, Standard for Fire Officer Professional Qualifications.

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~~(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Fire Officer III.~~

#### **655 IAC 4-3-38 Fire Inspector I**

Sec. 38. (a) The certification standard for Fire Inspector I shall be as set out in Chapter 4 of the 2014 Edition of the NFPA Publication titled NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner.

**(b) In accordance with IC 36-8-17-8(c), this certification is not mandatory for a full-time firefighter meeting the requirements of IC 36-8-10.5.**

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#### **655 IAC 4-3-39 Fire Inspector II**

Sec. 39. (a) The certification standard for Fire Inspector II shall be as set out in Chapter 5 of the 2014 Edition of the NFPA Publication titled NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Fire Inspector I.

**(c) In accordance with IC 36-8-17-8(c), this certification is not mandatory for a full-time firefighter meeting the requirements of IC 36-8-10.5.**

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#### **655 IAC 4-3-40 Fire Investigator**

Sec. 40. (a) The certification standard for Fire Investigator shall be as set out in Chapter 4 of the 2022 Edition of the NFPA Publication titled NFPA 1033, Standard for Professional Qualifications for Fire Investigator.

(b) This certification expires two (2) years after:

- (1) the date that this article was adopted, for any individual to whom this certification was issued prior to the adoption of this article; or
- (2) the date of the certification's issuance, for all other individuals not described in subsection (1).

(c) To be eligible to renew this certification, an individual must comply with the:

- (1) continuing education requirements; and
- (2) certification renewal request submission requirements

described in this article.

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#### ~~**655 IAC 4-3-41 Fire and Life Safety Educator I**~~

~~Sec. 41. The certification standard for Fire and Life Safety Educator I shall be as set out in Chapter 4 of the 2015 Edition of the NFPA Publication titled NFPA 1035, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications.~~

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#### ~~**655 IAC 4-3-42 Fire and Life Safety Educator II**~~

~~Sec. 42. (a) The certification standard for Fire and Life Safety Educator I shall be as set out in Chapter 5 of the 2015 Edition of the NFPA Publication titled NFPA 1035, Standard on Fire and~~

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~~Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications.~~

~~(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Fire and Life Safety Educator I.~~

#### **655 IAC 4-3-43 Fire and Emergency Services Instructor I**

Sec. 43. (a) The certification standard for Fire and Emergency Services Instructor I shall be as set out in Chapter 4 of the 2019 Edition of the NFPA Publication titled NFPA 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Firefighter II for at least one (1) year prior to the date the certification course begins.

(c) This certification expires two (2) years after the date of its issuance unless it is renewed prior to expiration.

(d) To be eligible to renew this certification, an individual must comply with the:

- (1) continuing education requirements; and
- (2) certification renewal request submission requirements

described in this article.

#### **655 IAC 4-3-44 Fire and Emergency Services Instructor II**

Sec. 44. (a) The certification standard for Fire and Emergency Services Instructor II shall be as set out in Chapter 5 of the 2019 Edition of the NFPA Publication titled NFPA 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Fire and Emergency Services Instructor I or Instructor I.

(c) This certification expires two (2) years after the date of its issuance unless it is renewed prior to expiration.

(d) To be eligible to renew this certification, an individual must comply with the:

- (1) continuing education requirements; and
- (2) certification renewal request submission requirements

described in this article.

(e) Renewal of this certification shall automatically renew the individual's prerequisite certification in Instructor I or Fire and Emergency Services Instructor I.

#### **655 IAC 4-3-45 Fire and Emergency Services Instructor III**

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Sec. 45. (a) The certification standard for Fire and Emergency Services Instructor III shall be as set out in Chapter 6 of the 2019 Edition of the NFPA Publication titled NFPA 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications.

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(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in Instructor II or Fire and Emergency Services Instructor II.

(c) This certification expires two (2) years after the date of its issuance unless it is renewed prior to expiration.

(d) To be eligible to renew this certification, an individual must comply with the:

- (1) continuing education requirements; and
- (2) certification renewal request submission requirements

described in this article.

(e) Renewal of this certification shall automatically renew the individual's prerequisite certifications in Instructor I and II or Fire and Emergency Services Instructor I and II.

#### **655 IAC 4-3-46 Hazardous Materials-Awareness**

Sec. 46. The certification standard for Hazardous Materials-Awareness shall be as set out in Chapter 5 of the 2022 Edition of the NFPA Publication titled NFPA 470, Standard for Hazardous Material/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications.

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#### **655 IAC 4-3-47 Hazardous Materials-Operations**

Sec. 47. (a) The certification standard for Hazardous Materials-Operations shall be as set out in Chapter 7 and Sections 8.2, 8.3, 8.6, and 8.7 of the 2017 Edition of the NFPA Publication titled NFPA 470, Standard for Hazardous Material/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications.

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(b) To qualify for a certification based on this certification standard, an individual must hold a certification in Hazardous Materials-Awareness.

#### ~~**655 IAC 4-3-48 Hazardous Materials Technician**~~

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~~Sec. 48. (a) The certification standard for Hazardous Materials Technician shall be as set out in Chapter 11 of the 2022 Edition of the NFPA Publication titled NFPA 470, Standard for Hazardous Material/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications.~~

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~~(b) To qualify for a certification based on this certification standard, an individual must hold a certification in Hazardous Materials-Operations.~~

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#### **655 IAC 4-3-49 Hazardous Materials Incident Commander**

Sec. 49. (a) The certification standard for Hazardous Materials Incident Commander shall be as set out in Chapter 17 of the 2022 Edition of the NFPA Publication titled NFPA 470, Standard for Hazardous Material/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications.

(b) To qualify for a certification based on this certification standard, an individual must hold a certification in Hazardous Materials Technician.

#### 655 IAC 4-3-50 Health and Safety Officer

Sec. 50. The certification standard for Health and Safety Officer shall be as set out in Chapter 4 of the 2020 Edition of the NFPA Publication titled NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications.

#### 655 IAC 4-3-51 Incident Safety Officer

Sec. 51. (a) The certification standard for Incident Safety Officer shall be as set out in Chapter 5 of the 2020 Edition of the NFPA Publication titled NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications.

(b) To qualify for a certification based on this certification standard, an individual must hold a certification in Fire Officer I.

#### 655 IAC 4-3-52 Fire Chief Executive Leadership

Sec. 52. (a) The ~~certification~~ standards and curriculum for Fire Chief Executive Leadership certificate shall be developed by the department and approved by the education board in accordance with IC 36-8--10.6-5.

**(b) In accordance with IC 36-8-10.6-0.5, this certification is not mandatory for a volunteer in an unpaid position.**

#### 655 IAC 4-3-53 Fire and Emergency Services Live Fire Instructor

Sec. 53. (a) The certification standard for Fire and Emergency Services Instructor I shall be as set out in Chapter 7 and 8 of the 2019 Edition of the NFPA Publication titled NFPA 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications.

(b) To qualify for entry into a certification course based on this certification standard, an individual must hold a certification in:

(1) Firefighter II for at least one (1) year prior to the date the certification course begins; and

(2) Fire and Emergency Services Instructor II.

(c) This certification expires two (2) years after the date of its issuance unless it is renewed prior to expiration.

(d) To be eligible to renew this certification, an individual must comply with the:

(1) continuing education requirements; and

(2) certification renewal request submission requirements

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described in this article.

**655 IAC 4-3-54 Required Certifications**

Section 54. (a) The following certifications are required, while all others are voluntary:

- Firefighter I
- Firefighter II
- Fire and Emergency Services Live Fire Instructor
- Fire Investigator
- Fire Chief Executive Leadership
- Emergency Response Support

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**Rule 4. Certification expiration; renewal**

**655 IAC 4-4-1 Certification expiration**

Sec. 1. Upon expiration of a **mandatory** certification described in this article, an individual is prohibited from performing or otherwise engaging in the provision of that ~~firefighting or related emergency service, unless~~ **until** the certification is renewed or reinstated.

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**655 IAC 4-4-2 Renewal authorized**

Sec. 2. Any certification described in this article that is subject to expiration following its issuance ~~by the education board~~ may be renewed in accordance with this rule.

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**655 IAC 4-4-3 Renewal procedure**

Sec. 3. (a) Renewal of an expiring certification may be requested by submitting:

- (1) a certification renewal request containing all information required by the department; and
- (2) documentation that proves the individual has completed all required continuing education hours prior to the date the certification expires.

(b) A certification renewal request must be submitted in compliance with a submission procedure established and administered by the department.

(c) The department shall approve certification renewal requests that meet the requirements set forth in this rule.

**655 IAC 4-4-4 Renewal deadline**

Sec. 4. The submission required by this rule must be completed prior to the expiration of the certification.

**Rule 5. Certification reinstatement after expiration**

**655 IAC 4-5-1 Reinstatement authorized**

Sec. 1. A certification that has expired may be reinstated in accordance with this rule.

**655 IAC 4-5-2 Reinstatement procedure**

Sec. 2. (a) Reinstatement of an expired certification may be requested by submitting:

- (1) a certification reinstatement request containing all information required by the department;
- (2) documentation that proves the individual completed all required continuing education hours prior to the expiration of the certification; and
- (3) a fifty dollar (\$50) nonrefundable reinstatement fee.

(b) A certification reinstatement request must be submitted in compliance with a submission procedure established and administered by the department.

(c) The department shall approve certification reinstatement requests that meet the requirements set forth in this rule.

#### **655 IAC 4-5-3 Reinstatement deadline**

Sec. 3. (a) The submission described in this rule must be completed within one hundred twenty (120) days of the date that the certification expired.

(b) Failure to comply with the deadline described in subsection (a) shall prohibit the reinstatement of a certification.

(c) An individual who is prohibited from reinstatement of an expired certification shall be required to obtain a new certification in accordance with the education board rules.

#### **655 IAC 4-5-4 Effective date of reinstatement**

Sec. 4. (a) A certification shall be reinstated effective on the date that the reinstatement is approved.

(b) A reinstated certification must be renewed prior to the expiration of the period described in Rule 4 of this article.

### **Rule 6. Continuing education**

#### **655 IAC 4-6-1 Continuing education hours required; subject matter**

Sec. 1. (a) As a prerequisite to each renewal of a certification that requires continuing education and is subject to expiration, an individual shall complete at least sixteen (16) hours of continuing education or instruction.

(b) The eligible continuing education subject matter for each certification course described in subsection (a) shall be:

- (1) established by the department;
- (2) approved by the education board; and
- (3) published by the department on the education board's webpage.

#### **655 IAC 4-6-2 Reporting**

Sec. 2. Continuing education shall be reported in compliance with a reporting procedure established and administered by the department.

### **Rule 7. Validity of prior certifications; equivalency**

#### **655 IAC 4-7-1 Validity of prior certifications**

Sec. 1. Certifications issued by the education board prior to the adoption or readoption of this article shall remain valid, subject to the renewal requirements set forth in this article.

## **Article 5. Certification Course Instruction and Examination Procedures**

### **Rule 1. Definitions**

#### **655 IAC 5-1-1 Applicability of definitions**

Sec. 1. The definitions in this rule apply throughout this article.

#### **655 IAC 5-1-2 “Authority having jurisdiction”**

Sec. 2. “Authority having jurisdiction” means the organization, office, or individual responsible for administering a certification course.

#### **655 IAC 5-1-3 “Advanced-level instructor”**

Sec. 3. “Advanced-level instructor” means an individual certified in Indiana in firefighting instruction at or above the level of Fire and Emergency Services Instructor II, Instructor II, or Instructor II/III.

#### **655 IAC 5-1-4 “Job performance requirement”**

Sec. 4. “Job performance requirement” means a professional qualification standard that must be achieved by a student in a certification course, which is based on a written statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

#### **655 IAC 5-1-5 “Lead evaluator”**

Sec. 5. “Lead evaluator” means the individual who coordinates and supervises the administration of practical skills examinations.

#### **655 IAC 5-1-6 “Lead instructor”**

Sec. 6. “Lead instructor” means the individual who manages and oversees the delivery of a certification course.

#### **655 IAC 5-1-7 “Proctor”**

Sec. 7. “Proctor” means an individual who monitors or supervises students during examinations.

### **Rule 2. Personnel qualifications**

#### **655 IAC 5-2-1 Lead instructor qualifications**

Sec. 1. To qualify as a lead instructor, an individual must be certified in:

- (1) Fire and Emergency Services Instructor I or as an advanced-level instructor;
- (2) the subject matter for which the certification course is offered, at or above the level for which the certification course is offered.

#### **655 IAC 5-2-2 Lead evaluator qualifications**

Sec. 2. To qualify as a lead evaluator, an individual must:

- (1) be certified as an advanced-level instructor;
- (2) be certified in the subject matter for which the certification course is offered, at or above the level for which the certification course is offered;
- (3) have prior experience evaluating practical skills; and
- (4) have completed an evaluator qualification program annually developed by the department.

#### **655 IAC 5-2-3 Proctor qualifications**

Sec. 3. To qualify as a proctor, an individual must have completed an annual proctor qualification program developed by the department and be:

- (1) certified in Instructor I or as an advanced-level instructor; or
- (2) a holder of an active Indiana Educator License; or
- (3) a faculty member in postsecondary education; or
- (4) a staff member of an organization that administers certification courses.

### **Rule 3. Authority**

#### **655 IAC 5-3-1 Lead Instructor authority**

Sec. 1. (a) Only a lead instructor may deliver a certification course.

(b) A lead instructor may engage one (1) or more subject matter specialists to assist in the delivery of a certification course.

(c) A lead instructor may be assisted by one (1) or more additional instructors in the delivery of a certification course.

(d) Any instructor assisting the lead instructor in the delivery of a certification course must be certified in:

- (1) Instructor I or as an advanced-level instructor; or
- (2) the subject matter for which the certification course is offered, at the same level as or at an advanced level from the level for which the certification course is offered.

#### **655 IAC 5-3-2 Lead Evaluator authority**

Sec. 2. (a) Only a lead evaluator may supervise the administration of a practical skills examination.

(b) A lead evaluator may be assisted by one (1) or more additional evaluators, as determined and selected by the lead evaluator.



(c) Any evaluator assisting the lead evaluator in the administration of a practical skills examination must be certified in:

- (1) Instructor I or as an advanced-level instructor; and
- (2) the subject matter for which the certification course is offered, at the same level or at an advanced level from the level for which the certification course is offered.

#### **655 IAC 5-3-3 Limitations**

Sec. 3. (a) No person serving as lead instructor or instructor for a certification course may also serve as lead evaluator or evaluator for the same skills and job performance requirements the instructor taught during the certification course.

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(b) No person serving as lead instructor or instructor for a certification course may serve as a proctor for the same certification course.

(c) No person may serve as a lead evaluator or proctor for a certification course in which an immediate family member is enrolled. For purposes of this section, the term “immediate family member” includes a spouse, sibling, parent, child, grandchild, or stepchild.

#### **Rule 4. Certification courses**

##### **655 IAC 5-4-1 Application for certification course administration**

Sec. 1. (a) An application for approval to deliver and administer a certification course shall be submitted to the department not less than fifteen (15) calendar days prior to the commencement of the course.

(b) The application required by subsection (a) shall be made in a form prescribed by the department and include the following information:

- (1) name of the course;
- (2) primary organization requesting the course;
- (3) start date and completion date of the course;
- (4) maximum number of students in the course;
- (5) course syllabus and schedule;
- (6) date and time of the written examination;
- (7) date and time of the practical skills examination;
- (8) all proctor names and contact information;
- (9) lead evaluator and assisting evaluators names and contact information; and
- (10) lead instructor and assisting instructors names and contact information.

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(c) The department shall approve or deny a complete application required by subsection (a) within ten (10) calendar days of its receipt.

##### **655 IAC 5-4-2 Certification course administration**

Sec. 2. (a) Certification course instruction and student participation shall be performed safely and in accordance with the certification standard.

- (b) All job performance requirements for a certification standard shall be completed in their entirety.
- (c) Job performance requirements do not need to be completed in the order in which they appear in the certification standard.
- (d) The lead instructor shall establish the instructional priority for students to complete job performance requirements.
- (e) The subject matter of certification course instruction may exceed the scope of the job performance requirements set forth in the certification standard at the discretion of the authority having jurisdiction.
- (f) Students are responsible for bringing necessary personal protective equipment to a certification course.
- (g) The lead instructor shall be responsible for ensuring that students have and utilize all personal protective equipment necessary to engage in job performance requirements.
- (h) Job performance requirements involving exposure to products of combustion shall be performed in personal protective equipment.
- (i) The lead instructor is not required to provide students with the personal protective equipment necessary to engage in job performance requirements.

#### **655 IAC 5-4-3 Certification course administration procedure**

Sec. 3. (a) Administration of each certification course by the authority having jurisdiction requires:

- (1) instruction of certification course subject matter;
- (2) a practical skills examination; and
- (3) a written examination.

(b) A certification course in emergency response support does not require a written examination as described in subsection (a)(3).

#### **655 IAC 5-4-4 Practical skills examinations**

Sec. 4. (a) A practical skills examination is required to test, at a minimum, each of the skill-based job performance requirements included in the certification standard adopted by the education board.

(b) The content of each practical skills examination shall be obtained from the department following its approval by the education board.

(c) A practical skills examination must be successfully passed not more than one hundred eighty (180) days prior to the issuance of a certification.

(d) Practical skills examinations shall be conducted in accordance with the following procedures:

- (1) All practical skills examinations shall be graded on a pass/fail basis.

- (2) Each examinee must provide sufficient proof of identification to the lead evaluator over administration of the certification course.
- (3) The lead evaluator shall:
  - (A) make certain that all paperwork and equipment are in order prior to initiating and evaluating the practical skills examination;
  - (B) maintain a safe environment during the practical skills examination;
  - (C) ensure that applicable safety and risk management protocols are followed;
  - (D) document the examinee's completion of the practical skills examination on an evaluation form provided by the department; and
  - (E) provide a copy of the evaluation form to the examinee following completion of the practical skills evaluation.

#### **655 IAC 5-4-5 Written examinations**

Sec. 5. (a) A written examination is required to test, at a minimum, each of the knowledge-based job performance requirements included in the certification standard adopted by the education board.

- (b) A minimum score of seventy percent (70%) is required to pass a written examination.
- (c) If an examinee fails a written examination, the examinee may reattempt to pass the written examination no more than two (2) additional times.
- (d) The department shall provide information for reexamination within seven (7) calendar days if a request for reexamination is submitted.
- (e) An examinee must pass the written examination within one-hundred eighty (180) days after completing the certification course and practical skills examination.
- (f) If an examinee is unable to pass the written examination within the period described in subsection (e), the examinee shall be required to retake the certification course and successfully complete the practical skills examination prior to reattempting the written examination.
- (g) Written examinations shall be conducted in accordance with the following procedures:
  - (1) One (1) or more proctors shall monitor each examination.
  - (2) Each examinee must provide sufficient proof of identification to the proctor prior to taking a written examination.
  - (3) The proctor shall record every entry to and exit from the examination room in a manner prescribed by the department.
  - (4) The maximum time allowed for each written examination shall be three (3) hours.

- (5) If more than one (1) room is being used to administer a written examination, at least one (1) proctor shall be present in each room where the written examination is being conducted for the duration of the examination.
- (6) A proctor shall not discuss the contents of a written examination with an examinee.
- (7) If an error or omission is found during an examination, the proctor shall report the error or omission in a manner prescribed by the department.
- (8) If an examinee is observed or otherwise found to be in violation of the security or integrity of a written examination:
  - (i) A proctor shall dismiss the examinee from the written examination;
  - (ii) The examinee shall receive a score of zero (0) on the written examination; and
  - (iii) The proctor shall immediately notify the department of the misconduct in a manner prescribed by the department.

#### **655 IAC 5-4-6 Examination security and integrity**

Sec. 6. (a) Any allegations of cheating, security breach, examination administration breach, loss of materials, or other deviation from acceptable and ethical security and examination integrity procedures shall be reported immediately to the department in a manner prescribed by the department.

(b) The department may investigate any allegation reported under subsection (a) or suspected examination misconduct.

~~(c) Upon completion of an investigation under subsection (b), the department shall report the findings of its investigation to the education board.~~

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~~(c)~~ (d) Upon determining that a violation of acceptable and ethical security and examination integrity procedures or other misconduct has occurred, the ~~education board~~ **department** may take any action in accordance with IC 4-21.5-3, -4, and IC 22-12-7, including, but not limited to, suspension or revocation of certifications.

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~~(c)~~ (d) The department, ~~on behalf of the education board,~~ may notify:

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- (1) any political subdivision that employs; and
- (2) any volunteer fire department that has in its membership

an individual who is found to have committed a violation under subsection ~~(c)~~.

#### **Article 6. Best Practices Fund**

##### **Rule 1. Definitions**

##### **655 IAC 6-1-1 Applicability**

Sec. 1. The definitions in this rule apply throughout this article.

**655 IAC 6-1-2 “Best practices fund”**

Sec. 2. “Best practices fund” means the fund established by IC 36-8-10.5-12.

**655 IAC 6-1-3 “Eligible applicant”**

Sec. 3. “Eligible applicant” means a political subdivision or volunteer fire department.

**Rule 2. Best practices fund administration****655 IAC 6-2-1 Grant application**

Sec. 1. An application for a grant from the best practices fund shall be made in a form prescribed by the department and include the following information:

- (1) name and contact information of the applicant;
- (2) identification of how and on what the funding will be used;
- (3) the amount requested; and
- (4) a statement affirming that:
  - a. the applicant will match or exceed any grant awarded; and
  - b. any purchase made using the grant funds will be for the purpose of implementing best practices established under IC 36-8-10.5-11.

**655 IAC 6-2-2 Maximum grant**

Sec. 2. The maximum amount of a grant awarded from the best practices fund shall not exceed ten-thousand dollars (\$10,000) for an eligible applicant per grant cycle.

**655 IAC 6-2-3 Eligible expenses**

Sec. 3. Grant funds may be used to support programs or initiatives described in the best practices established pursuant to IC 36-8-10.5-11(a).