**1. Purpose**

This policy sets out standards, limitations, and procedures for those Career Centers with DOE oversight who desire to conduct cognitive and practical skill development, and cognitive and practical skills testing, to students whom are under the age of eighteen (18) years old, to determine compliance with the Board of Firefighting Personnel Standards and Education rules for: Mandatory Firefighter, Firefighter I, Firefighter II, HazMat 1st Responder Awareness, and HazMat 1st Responder Operations.

**2. Authority**

A. State
   i. IC 22-14-2-7 and 655 IAC 1-1-12(e)
B. Federal
   i. None

**3. Scope**

This policy applies to all Career Centers (DOE) who will be training and testing students under eighteen (18) years of age who desire to be trained, tested, and evaluated by an authorized Instructor for the Board after completing the cognitive and practical skills training and testing. The training entity shall file for a variance and submit all paperwork associated with this request.

A. The training entity shall file for a variance with the Board at firefighterboard@dhs.in.gov to allow students to take all cognitive testing prior to completing practical skills, and for an extension of the one hundred eighty (180) day time limit of skills to remain valid.
B. All students shall be at least sixteen (16) years of age, and a junior in high school, before they may participate in any cognitive training and or cognitive exams.
C. All students shall be at least seventeen (17) years of age and one (1) week old before they are permitted to perform any of the practical skills training and/or testing for Mandatory Firefighter, Firefighter I, Firefighter II, HazMat 1st Responder Awareness, and HazMat 1st Responder Operations.
D. All skills associated with fire certifications for Mandatory Firefighter, Firefighter I, Firefighter II, HazMat 1st Responder Awareness, and HazMat 1st Responder Operations are required to be physically performed by the candidate. Simulations are not allowed unless specifically stated in the correlating skills sheet associated with each of these fire certifications.
E. If a student in the career center is attending classes and has an IEP, the instructor shall also fill out an ADA request for each student who qualifies and submit with the variance request.
4. **Terms and Definitions**

A. Board refers to Board of Firefighting Personnel Standards and Education  
B. IC refers to Indiana Code  
C. IAC refers to Indiana Administrative Code  
D. Cognitive Exam refers to a written exam on computer  
E. Practical skills refer to all required skills for each of the courses  
F. ADA refers to the Americans With Disabilities Act  
G. DOE refers to the Department of Education  
H. IEP refers to Individual Educational Plan

5. **Procedure**

A. The training entity shall submit a variance request on official school letterhead with the Board and shall include:  
   i. A list of the students First and Last Name, Date of Birth, and PSID number  
   ii. Variance shall use the following language:  
      a. Cognitive Training and Examination:  
         I am requesting a variance from 655 IAC 1-1-12(e) to allow the following student(s), each of whom is currently 16 years of age or older, and a junior in high school, to take the cognitive examination for Mandatory Firefighter, Firefighter I, Firefighter II, HazMat 1st Responder Awareness, and HazMat 1st Responder Operations.  
      b. Practical skills training and evaluation:  
         I am requesting a variance from 655 IAC 1-1-12(h) to allow the following student(s) to take the practical skills examinations for Mandatory Firefighter, Firefighter I, Firefighter II, HazMat 1st Responder Awareness, and HazMat 1st Responder Operations at the age of seventeen (17) years and 1 week old, and have their passing score remain valid until their 18th birthday, with the variance to be valid until their 19th birthday.  
      c. Instructors are required to fill out an ADA form for any student working under an IEP who may need extra time, etc., for testing purposes. The form is found on the Board’s webpage at https://www.in.gov/dhs/boards-and-commissions/firefighting-personnel-standards-and-education/.

6. **Exceptions or Limitations**

A. Falsification or misrepresentation of any submitted documents for this request for Driver/Operator-Aerial certification shall be an automatic revocation/denial of this variance request by the Board.

7. **Roles and Responsibilities**

Board is responsible for the review of this policy and the procedures herein. A staff member of the Fire Academy is responsible for the upkeep and/or updates to this policy and procedure per the Board.

8. **Classification Level**

Public Use

9. **Review of Policy / Procedure**

This policy shall be reviewed on a bi-annual basis by the IDHS Fire Academy Staff.