FIRE DEPARTMENT UNDER 18 YEARS OF AGE POLICY AND PROCEDURE

BOARD OF FIREFIGHTING PERSONNEL STANDARDS AND EDUCATION

VERSION: 2.0
DATE: SEPTEMBER 1, 2021

Related Policy or Procedure:
A. Authority: IC 22-14-2-7    Affected: IC 22-14-2-7.5
B. Referenced Code: 655 IAC 1-1-12(e)

1. Purpose
This policy sets out standards, limitations, and procedures for those fire departments who desire to conduct classroom or hands-on training for practical skill development, practical skills testing, and cognitive testing 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 Fire Departments who will be training and testing students under the age of 18 years of age and regardless of whether the individual is a full-time, part-time, intermittent, or temporary employee, or an individual who is working for IDHS through a contract. The training entity shall file for a variance and submit all paperwork associated with this request.
A. The training entity must complete the Fire Department Under 18 years of Age Non-Rule Procedure checklist, which is a list of questions related to the availability of props to conduct some of the specific skills associated with these fire certifications, and shall be submitted with the Variance Request. The form is on the Board’s webpage at https://www.in.gov/dhs/boards-and-commissions.firefighting-personnel-standards-and-education/. Please indicate by marking or checking the box indicating you have the listed training assets, will acquire them through a district fire training council, or will be using a training center/facility that has the listed assets.
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.
### 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

### 5. Procedure

A. The training entity shall submit a variance request 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.

### 6. Exceptions or Limitations

A. The only exception to this policy is if one of the students testing has a valid ADA variance for specific testing either cognitively or practical skills evolution(s). If you need an ADA Variance you will find it at [https://www.in.gov/dhs/boards-and-commissions/firefighting-personnel-standards-and-education/](https://www.in.gov/dhs/boards-and-commissions/firefighting-personnel-standards-and-education/).  
B. 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.