

**STATE OF NEW JERSEY**  
**Department of Community Affairs**  
**Division of Fire Safety**  
**Policy and Procedures**

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**SUBJECT:** Policy to govern the delivery and management of the Firefighter 2 and Fire Officer 1 “Challenge” written examinations.

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**EFFECTIVE:** June 1, 2008

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**APPROVAL:** William Kramer, Jr., Bureau Chief  
Fire Department Services

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**POLICY:**

The Office of Training and Certification shall conduct “challenge” Firefighter 2 and Fire Officer 1 written examinations. Eligible Organizations shall be utilized to assist with the delivery and management of the Firefighter 2 examination process.

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**PROCEDURE:**

- 1) Eligible Organizations (EO) shall be permitted to schedule, register, and offer the Firefighter 2 Challenge Written Examination in accordance with the procedures established herein, and in compliance with the procedures adopted by Kean University.
- 2) The Division of Fire Safety shall establish a Fire Officer 1 Challenge Written Examination delivery schedule in venues which will provide for regional testing. It is anticipated that examination schedules will be published in the Division of Fire Safety Training Brochure, or relayed through notices to fire departments and fire academies. Registration into the Fire Officer 1 Challenge Written Examination shall be made through the Division of Fire Safety.

- 3) Course Delivery Form - The EO shall submit a completed “Course Delivery Form” to the Office of Training and Certification at least three weeks prior to the examination delivery date. The form shall indicate “Firefighter 2 Challenge Exam”; delivery date; number of exams requested; and provide other required administrative information indicated on the form. Once the program has been received and approved, the EO will receive a unique ID number for each challenge exam offered.
- 4) Minimum Exams Established - The minimum number of exams requested for each delivery shall not be less than **25**. Requests to offer exams to less than the minimum numbers of candidates shall require the approval of the Office of Training and Certification.
- 5) Security of Exams - The EO shall secure all exams received in a locked location. EO staff shall administer/proctor the exam and shall not copy or permit the release of the exam materials. The EO shall return all answer sheets and exam booklets to Kean University using the transportation services identified by Kean University.
- 6) Firefighter 2 Challenge Exam Registration - The EO shall register individuals into the Firefighter 2 Challenge Written Examination using their own computer systems. It is expected that the EO shall register and admit individuals into the exam using the Firefighter 2 Challenge Criteria established below. The EO shall not deviate from the criteria established by the Division of Fire Safety.
- 7) Fire Officer 1 Challenge Exam Registration - The Division of Fire Safety shall register individuals into the Fire Officer 1 Challenge Written Examination. Registration is permitted through the NJ Portal System, or by calling the Office of Training and Certification. A confirmation notice will be sent to all who register into the exam.

Challenge Criteria:

- 8) Challenge Exam Criteria - The “challenge” written examinations shall be offered to individuals who meet the following criteria:
  - Firefighter 2 Challenge Exam Criteria: Exam candidates must prove that they possess a Firefighter 1 certification issued by the Division of Fire Safety, and that they have completed a Firefighter 2 program of instruction obtained prior to July 1, 2008; or, have a minimum of five years of fire service experience obtained prior to January 1, 2008.

Clarification: For the purpose of this policy “fire service experience” shall mean experience as a structural firefighter within a fire company, fire department, fire district or fire brigade. Time served in an explorer or junior firefighting program shall not be counted as time served as a structural firefighter.

- Fire Officer 1 Challenge Exam Criteria: Exam candidates must prove that they possess an “Incident Management Level 1” certification issued by the Division of Fire Safety. The candidate must further prove that they are currently, or have previously served as a fire officer within a fire company, fire department, fire district or fire brigade.

Clarification: For purposes of this policy “Fire Officer” shall be a Lieutenant, Captain, Battalion Chief, Assistant Chief, Deputy Chief or Fire Chief. This policy shall not recognize “fire police” line officer titles as meeting this policy requirement.

#### Examination Limits Established:

- 9) Firefighter 2 examination candidates shall be given “three” attempts to pass the “challenge” examination. A minimum passing score of “70” shall be required to pass the Firefighter 2 written examination. Upon failing the exam for the third time, the candidate will be prohibited from taking additional Firefighter 2 challenge examinations. For the purpose of the policy the three attempts to pass the examination shall be accumulative, and shall not imply three attempts per Eligible Organization. If the candidate fails to pass the written examination on the third attempt, the candidate must successfully complete the current State sanctioned Firefighter 2 instructional program in its entirety to be eligible to retake the written examination.
- 10) Fire Officer 1 written examination candidates shall have “one” attempt to pass the “challenge” examination. A minimum passing score of “70” shall be required to pass the Fire Officer 1 written examination. Upon failing the exam, the candidate will be prohibited from taking additional Fire Officer 1 challenge examinations. If the candidate fails to pass the written examination, the candidate must successfully complete the State sanctioned Fire Officer 1 instructional program in its entirety to be eligible to retake the written examination.

#### Retest:

- 11) Individuals who desire to retest after failing the Firefighter 2 Challenge Written Exam shall be required to register into a new exam. The Division of Fire Safety shall not provide retesting using previously issued exam numbers.

#### Proctoring of Examinations:

- 12) Each Firefighter 2 “challenge” Written Examination shall be proctored by certified fire service instructors hired/appointed by the Eligible Organization. Proctors must possess a Fire Instructor Level 1 or Fire Instructor Level 2 certification issued by the Division of Fire Safety. All policies and procedures used to conduct State sanctioned Firefighter 1 written examinations shall be used to conduct the Firefighter 2 “challenge” written examinations.

- 13) Each Fire Officer 1 “challenge” written examination shall be proctored by employees selected/hired by the Division of Fire Safety or Kean University. Eligible Organizations will not be permitted to proctor Fire Officer 1 “Challenge” Written Examinations.

Scoring of Examinations:

- 14) The scoring of examinations shall be conducted by Kean University staff incorporating the same policies and procedures established for the Firefighter 1 written examination. Once the examinations are scored Kean University staff will forward the results to the Office of Training and Certification. Division of Fire Safety staff shall review and forward examination results to the Eligible Organizations. The Division of Fire Safety will record the pass/fail status of each person who takes the challenge exams, and will notify the candidates if they fail the exam. Candidates who pass the exam will receive a “State Challenge Exam” certificate of completion from the Office of Training and Certification.

Oral Examinations:

- 15) Eligible Organization’s shall be permitted to conduct the “Firefighter 2” exam orally. The candidate is responsible to make arrangements with the organization’s representatives in advance of the examination date. However, the organization is under no obligation to offer the examination orally to any participant. Reasonable fees charged to the candidate by the Eligible Organization to administer the examination orally shall be permitted by the Division of Fire Safety.
- 16) The Fire Officer 1 written examination shall not be administered orally to a candidate.

Applying Challenge Exam Certificates:

- 17) The Division of Fire Safety shall accept the Challenge Exam Completion Certificate to meet the “Written Examination” credentialing requirements established in the Code for the issuance of the Firefighter 2 and Fire Officer 1 certifications.