

The Central Ohio Firefighter Testing Consortium

2019 Consortium Testing Dates

- 06/03/19 Combined Testing Notice will be posted by all departments, and or before C-TEC will post on their website.
- 07/08/19 Deadline for complete application submission and payment by 5:00 pm.
- 07/09/19 First optional CPAT orientation held at C-TEC at 6 pm.
- 08/08/19 Second optional orientation and first practice session held at 6 pm.
- 09/12/19 Second optional practice session held 6 pm.
- 09/27/19 Written test administered and CPAT video viewed by all candidates at 1:00 pm.
- 09/28/19 CPAT test begins at 9:00 am.

Written Test Day Schedule Outline September 27

- 12:00 pm Check-in open for candidates. Candidates receive an assigned CPAT test time when they check in FOR THE FOLLOWING DAY.
- 1:00 pm Candidates view the CPAT video and immediately start the written exam upon the completion of the video. Candidates are released as they complete the exam. No candidates will be allowed to enter the testing room after 1:00 p.m.

CPAT Test Day Schedule Outline September 28

- 8:00 am Fire department personnel who are assisting with the administration of the CPAT arrive.
- 8:45 am First group of candidates report to the CPAT testing area.
- 9:00 am First round of candidates start the CPAT. Testing continues until all assigned CPAT test times are processed.



The Central Ohio Firefighter Testing Consortium

CANDIDATE INFORMATION FOR THE 2019 TESTING PROCESS

Overview

The Central Ohio Firefighting Testing Consortium will conduct pre-employment testing for the position of **entry-level firefighter** for the City of Heath – Division of Fire, Madison Township (Groveport, Ohio), the West Licking Joint Fire District, and the city of Newark – Division of Fire. The testing will consist of the Candidate Physical Ability Test (CPAT) and a written exam.

2019 Test Dates

Written Exam: Friday, September 27 at 1:00 pm

Candidate Physical Ability Test (CPAT): Saturday, September 28 at 9:00 am

Unless otherwise noted, all testing, orientation, and practice sessions will occur at C-TEC Adult Education Center, located at 150 Price Road, Newark, Ohio, 43055. If the test must be rescheduled due to the weather conditions, the CPAT exam will be rescheduled for Sunday, September 29, 2019. If the test date is going to be postponed, all candidates will receive an email to the email address listed on their registration form prior to the scheduled start time for the testing process. If the weather conditions do not permit testing on the backup date, a new test date will be established and all candidates will be advised of the new test date.

Registration will open at 8 a.m. on June 3, 2019.

All candidates must complete the registration process detailed below and submit all required nonrefundable fees to C-TEC Adult Education Center prior to 5:00 pm on Monday, July 8, 2019.

Registration

Candidates must register directly with C-TEC to participate in the testing process. Candidates will register with C-TEC. None of the participating departments can register candidates for the testing process. ***ALL FEES TO PARTICIPATE IN THE TESTING PROCESS ARE TO BE PAID DIRECTLY TO C-TEC AND ARE NONREFUNDABLE.***

At the time of registration, candidates will download a registration packet from www.c-tec.edu or pick up a packet from the C-TEC Adult Education Center located at 150 Price Road, Newark, Ohio, 43055. Candidates may also pick up a registration packet and/or request additional information from the C-TEC Adult Education Center between 8 a.m. and 4 p.m., Monday through Friday, excluding all major holidays. If you have questions, call 740-364-2282.

All candidates must register and submit a **COMPLETED** registration packet with C-TEC **PRIOR** to the July 8, 2019, 5:00 pm deadline, to participate in the orientation/testing process. For the 2019 testing cycle, the orientation period will start on Thursday, July 9, 2019 at 6:00 pm. **No exceptions will be made for submitting completed registration packets late.**

Completed registration packets may be submitted in the following manners:

- Mailed via USPS to the C-TEC Adult Education Center located at 150 Price Road, Newark, Ohio, 43055 (directed to the attention of Erna Holland, Adult Education). Mailed applications must be received by Erna Holland by the deadline date of July 8, 2019, 5:00 pm.
- Hand delivered to the C-TEC Adult Education Center located at 150 Price Road, Newark, Ohio, 43055, between 8 a.m. and 4 p.m. Monday through Friday, excluding all major holidays.

No registration or submission deadlines will be modified by C-TEC or the Central Ohio Firefighter Testing Consortium if the test has to be postponed due to weather conditions.

Orientation and Practice Sessions for the CPAT

It is highly recommended that all candidates participate in the CPAT orientation and practice sessions provided by the departments. These sessions give candidates an overview of the CPAT test and allow candidates to practice going through the course. Candidates are required to submit a liability waiver prior to participating in any practice sessions. The orientation and practice sessions will occur on the following dates:

First Orientation: Tuesday, July 9, at 6 p.m.

Second Orientation/First Practice: Thursday, August 8 at 6 p.m.

Second Practice Date: Thursday, September 12 at 6 p.m.

Candidates may request additional assistance with preparing for the CPAT. If a candidate would like additional assistance, he/she may notify one of the fire department employees during an orientation or practice session or by notifying C-TEC at 740-364-2282.

Minimum Requirements to Participate in Testing

The minimum requirements a candidate must possess in order to participate in the testing process are listed below. Employment credentials will vary by department as noted on the Registration for Testing (page 7).

- Valid driver's license
- EMT-B Certification
- Level II Firefighter certification
- Completed registration packet for participating in the testing process in accordance with the process set forth in this document.

Cost

Candidates must pay in advance to participate in the testing process. Candidates will pay their nonrefundable fees via cash, check, or Visa or MasterCard directly to C-TEC.

The following fees apply to all candidates:

Written exam: \$ 50

CPAT: \$ 25

A CPAT certificate is valid for one (1) year from the date the candidate successfully completes the CPAT exam per the CPAT licensure guidelines set forth by the International Association of Firefighters. Therefore, if a candidate has a CPAT certificate that will be valid on the date of the CPAT exam, they do not have to retest. Candidates must submit a copy of their valid CPAT certificate with their registration packet if they do not intend to participate in the CPAT exam.

However, if the CPAT exam is postponed due to weather conditions, the candidate's CPAT certificate must also be valid on the new test date. If the candidate's CPAT certificate expires prior to the postponed test date and the candidate did not register to participate in the exam in accordance with the aforementioned registration guidelines, the candidate will NOT be allowed to participate in the CPAT exam.

Test Schedule

All candidates will view a video overview of the CPAT starting promptly at 1:00 p.m. on September 27. Immediately following the video overview, the candidates will start their written exam. No candidates will be allowed to enter the testing room after 1:00 p.m. Candidates should plan on arriving 60 minutes prior to the start of the written exam. ***No candidates will be allowed to begin their written exam after 1:00 p.m. All candidates must have a valid government issued ID with them in order to participate in the testing process.***

When candidates check in for their written exam, they will be provided with a time to report to the CPAT testing area **the next day on Saturday, September 28**. The CPAT will be administered in staggered start times starting at 9:00 a.m. Candidates should arrive 15 minutes prior to their designated start times.

****Candidates must wear long pants to participate in the CPAT testing process.***

****No cell phones are permitted during CPAT or written exams.***

Test Results

Candidates will be advised of their CPAT score (pass/fail) the day of testing. If a candidate passes the CPAT, they will receive an official CPAT certificate that day.

The written exams are graded by a third party testing vendor; therefore, the candidates will receive their written scores in the mail within fifteen (15) business days of the test administration. Results will be mailed to the address on the application.

Process after Testing

Applicants will be contacted directly by the departments that they applied to after the testing process has been completed. Applicants who pass both the CPAT and the written exams are eligible to continue with the application process for the department(s) that they applied to. Each department will utilize its own hiring procedure from this point forward, including the completion of official applications for the individual departments. C-TEC will not be able to give you any additional information about the hiring processes of the departments.

The Central Ohio Firefighter Testing Consortium

2019 Summary of Test Components

Written Examination

All applicants will complete the Ergometrics' FireTEAM assessment, a video-based testing system that assesses critical skills needed to be a firefighter. The test takes approximately 2 hours and 20 minutes to complete and covers the content areas of teamwork and human relations as well as mechanical aptitude, reading ability, and basic math skills. Below is a brief description of the four content areas of the test.

FireTEAM Human Relations Video Test

- Judgment
- Teamwork
- Public Relations
- Professionalism in Difficult Situations
- Chore Initiative
- Ability to Live and Work Together

FireTEAM Mechanical Reasoning Test

- Mechanical Reasoning and Aptitude
- Understanding Systems
- Observation and Analysis

FireTEAM Math Test

- Addition, Subtraction, Multiplication, Division and Proportions

FireTEAM Reading Test

- Firefighter Standard Reading Level

Candidate Physical Ability Test (CPAT)

Upon registration for the written test, applicants will be assigned a time to complete the IAFF/IAFC Candidate Physical Ability Test (CPAT). During the entire test the candidate must wear a 50 lb. weighted vest (simulating the weight of a firefighter's protective clothing and equipment). The eight events candidates will be tested on are as follows:

- Stair Climb (climbing stairs while carrying an additional 25 lb. simulated hose pack)
- Ladder Raise and Extension (placing a ground ladder at the fire scene and extending the ladder to the roof or a window)
- Hose Drag (stretching uncharged hoselines, advancing lines)
- Equipment Carry (removing and carrying equipment from fire apparatus to fireground)
- Forcible Entry (penetrating a locked door, breaching a wall)
- Search (crawling through dark unpredictable areas to search for victims)
- Rescue Drag (removing victim or partner from a fire building)
- Ceiling Pull (locating fire and checking for fire extension)

The Central Ohio Firefighter Testing Consortium

2019 Candidate Registration Checklist of Required Documents

Candidate Name: _____

The candidate must have submitted all the following:

(Please place a check next to the items that the candidate submitted)

- _____ Completed Registration Form (pp. 7 & 8)
- _____ Departments checked on Registration Form that applicant is applying to
- _____ Signed CPAT Orientation and Practice Session Waiver (p. 9)
(All applicants must sign and submit even if scheduled for orientation/practice session)
- _____ Signed CPAT Release of Exam Results form (p. 10)
- _____ Signed CPAT Rehabilitation form (p. 11)
- _____ Signed CPAT Liability Release form (p. 12)
- _____ Copy of Driver's License
- _____ Copy of EMT-B or EMT-P Certificate
- _____ Copy of Firefighter Level II Certificate
- _____ Graduation date of Firefighter II, EMT-B, or Paramedic (as applicable)
- _____ Copy of Valid CPAT Certificate (If candidate is not participating in CPAT)
- _____ Military Experience; copy of DD-214 (Veterans only) or documentation of current enlistment status
- _____ All Applicable Fees

The Central Ohio Firefighter Testing Consortium

2019 Registration for Testing

Legal Last Name: _____ Legal First Name: _____ Middle Initial: _____

Phone: _____ Phone: _____ Email: _____
Primary Other

Address: _____ Last four digits of SSN _____
Home Street Address City State Zip

Please identify all department(s) you are applying to. Employment credentials will vary by department as noted.

City of Heath – Division of Fire (Minimum department application requirements: FFII card and paramedic card or currently enrolled in paramedic school)

West Licking Joint Fire District (Minimum department application requirements: FFII card and paramedic card or currently enrolled in paramedic school)

Madison Township (Groveport, Ohio) (Minimum department application requirements: FFII card and EMT-Basic card)

City of Newark – Division of Fire (Minimum department application requirements: FFII card and paramedic card or currently enrolled in paramedic school)

Certifications and Licensures

Do you have a valid driver's license? Yes No If yes, in what state? _____

I am a certified: (check all that apply) Level II Firefighter EMT-B EMT-P

Are you currently enrolled in Paramedic school? Yes No

If yes, what is your anticipated graduation date? _____

Are you currently enrolled in EMT-Basic school? Yes No

*Applicant must present National Registry card for EMT prior to test date. Applicant's initials _____

Are you currently enrolled in Firefighter II school? Yes No

*Applicant must present Professional Firefighter II card prior to test date. Applicant's initials _____

Do you currently have a valid CPAT certificate? Yes No

If yes, what is the expiration date of your CPAT certificate? _____

Note: All applicants must participate in both CPAT and written tests unless applicant already holds active CPAT certification. If you have a valid CPAT certificate that does not expire prior to the test date, you may submit a copy of your CPAT certificate in lieu of participating in the CPAT process. You are required to submit a copy of your driver's license, EMT-Basic certification, Firefighter Level II certification, and CPAT certificate (if applicable) with this registration form.

***If you are currently in the process of getting Firefighter II or EMT-Basic, you may submit this application, but a copy of your Firefighter II and/or EMT-Basic card will be required prior to taking the written and CPAT tests.**

You must present a valid government-issued photo ID on the date of testing to participate in the testing process.

In case of an emergency, I authorize you to contact:

Name: _____ Relationship: _____ Phone # (H): _____

Phone #(C): _____ Address: _____

Demographics

The following information is being collected by the Central Ohio Firefighter Testing Consortium to meet the reporting requirements of the Candidate Physical Ability Test (CPAT). This report will be kept confidential and used for statistical reporting only. ***This portion is required.***

Please identify which of the following preferences you are claiming:

- Veterans' Preference Disabled Veterans' Preference
 Disabled Persons' Preference N/A

If you are a veteran or current military member, you must submit a copy of your DD-214 (veterans only) or documentation of your current enlistment status.

Please identify the one category that best describes your race or ethnicity:

- American Indian or Alaska Native Asian Black/African American
 Hispanic/Latino White Two or More Races
 Native Hawaiian or Other Pacific Islander

Please identify your sex:

- Male Female

Please identify the source where learned of the testing opportunity:

- Newspaper Participating Department Website
 Friend/Family Member Current Participating Department Employee
 Community College Job Fair
 C-TEC Through Another Department
 Internet: _____ Other _____

Specify Site

Reasonable Accommodations

The Central Ohio Firefighter Testing Consortium will make reasonable accommodations for any known disability, including but not limited to color blindness, that may interfere with a candidate's ability to compete in the testing process. For the participating departments to consider any such accommodation, the candidate must make known any needed accommodation to C-TEC (Erna Holland 740-364-2282) prior to the start of the CPAT orientation period.

Equal Opportunity Employer

The Central Ohio Firefighter Testing Consortium does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, genetics, national origin, political ideas, disability, or any other characteristic protected by law. This does not preclude discrimination based on bona fide occupational qualifications or other recognized exceptions under the law.

Certification of Registration

In signing this registration, I certify that all of the foregoing information is a complete and accurate statement of the facts and I understand that if any misrepresentation, omission or falsification is discovered, it will constitute grounds for dismissal from employment or rejection of my application.

Not a Contract of Employment

I understand that successfully completing the CPAT and written exam does not guarantee me employment with the departments included in the Central Ohio Firefighter Testing Consortium. I also understand that if I successfully complete the CPAT and written exam, I must complete the individual application process for each department(s) that I have applied to in order to be considered for employment with the department.

All applicants must participate in both CPAT and written tests unless applicant already holds active CPAT certification.

All fees must be paid in full to C-TEC by 5:00 pm on July 8 for registration to be complete.

*****There will be no refunds*****

Candidate Printed Name

Candidate Signature

Date

The Central Ohio Firefighter Testing Consortium

2019 Candidate Physical Ability Test Orientation and Practice Session Waiver

This form is to be completed and submitted with the registration packet if you will not attend a CPAT orientation and/or practice session.

A fire department administering the CPAT as a condition of hire must ensure that all candidates were provided full and equal access to a CPAT orientation and practice program. The orientation and practice program must commence at least eight (8) weeks before the actual CPAT test date. The program is composed of two (2) phases:

1. The fire department will provide each candidate with a full and equal opportunity to attend at least two (2) orientation sessions during which the candidate will receive "hands-on" familiarity with the actual CPAT test apparatus. These required orientation sessions will be provided by certified Peer Fitness Trainers, fitness professionals, and/or CPAT trained firefighters (proctors). These individuals will familiarize each candidate with each CPAT task and test apparatus. They will advise all candidates concerning specific conditioning regimens and techniques to help each candidate prepare for the CPAT test.
2. The fire department will provide each candidate with a full and equal opportunity to attend at least two (2) timed practice runs of the CPAT, using CPAT apparatus. These required practice runs must occur within thirty (30) days of the actual CPAT test date. Following each practice session, certified Peer Fitness Trainers, fitness professionals, and/or CPAT trained firefighters (proctors) shall help the candidate understand the test elements and how they can improve their performance and conditions.

This two-phased orientation and practice program is a mandatory condition for candidates taking the CPAT. However, it is recognized that some individuals may be capable of passing the CPAT without participation in these programs. These individuals may excuse themselves from this mandatory condition upon the receipt by the fire department of a written and signed waiver, acknowledging that the fire department made the programs available on an equal basis to all candidates and that the candidate knowingly and voluntarily waived participation in the orientation and/or practice sessions.

Orientations and practice sessions are designed to give each candidate identical information regarding the test so that each will have the maximum probability for success. During the classroom orientation, candidates are shown the CPAT orientation video and are given the CPAT Candidate Preparation Guide. The orientation and practice sessions provide an equal and full opportunity for each candidate to view the test events, talk with a qualified professional and/or instructor, and physically examine the test equipment, tools, and props in a controlled and consistent setting. Candidates are directed to familiarize themselves with all elements of the test. Further information regarding the orientation and practice sessions may be obtained from C-TEC if requested by a candidate.

I have read and understand the nature of the orientation and practice sessions and the time period between the orientation period and the actual test date.

By signing this document, I hereby knowingly and voluntarily waive my right to participate in the above described:

Orientation Session and/or Practice Session

This practice waiver must be signed by each applicant in the event that he/she does not participate in the scheduled orientation/practice session.

Candidate Printed Name

Candidate Signature

Date

The Central Ohio Firefighter Testing Consortium

2019 Candidate Physical Ability Test Release of Exam Results

The Central Ohio Firefighter Testing Consortium utilizes C-TEC to administer the written exam and assist with the processing of the Candidate Physical Ability Test (CPAT) for the pre-employment testing for the position of entry-level Firefighter. In order to complete the pre-employment exam process, C-TEC must release all candidate written exam and CPAT scores to the Central Ohio Firefighter Testing Consortium.

By signing this form, I agree to release my CPAT and written exam scores to C-TEC. In addition, I am also agreeing to release C-TEC's testing center from its obligation to "testing candidate's privacy" so that C-TEC can provide my written exam and CPAT scores to the Central Ohio Firefighter Testing Consortium. I agree that my written exam and CPAT scores may be provided to the above mentioned fire departments either in person, by telephone, email, or fax.

Candidate Printed Name

Candidate Signature

Date

The Central Ohio Firefighter Testing Consortium

2019 Candidate Physical Ability Test Rehabilitation Form

It is normal to feel tired after the CPAT. There are some signs that may mean that your exertion during the CPAT has caused more serious problems. If any of the following signs or symptoms occur, you should call a physician or local emergency services.

- Nausea, vomiting, dizziness, or headache lasting more than a few hours.
- Extreme weakness
- Fever
- Confusion
- Generalized muscle aching lasting more than one day
- Dark urine or very little urine

Candidate Printed Name

Candidate Signature

Date

The Central Ohio Firefighter Testing Consortium

2019 Candidate Physical Ability Test Liability Release

PLEASE READ CAREFULLY

This form must be signed before you will be permitted to participate in the Candidate Physical Ability Test (CPAT).

I, the undersigned, being at least eighteen (18) years of age, do hereby state and understand the following:

1. I am an applicant for the position of an entry-level Firefighter with the City of Heath – Division of Fire, West Licking Joint Fire District, Madison Township (Groveport, Ohio) and/or the City of Newark – Division of Fire.
2. I apply for the position voluntarily and of my own free will.
3. I will be asked to perform eight (8) physical tasks and will be given specific instructions, provided by a video tape and test proctors, as to the manner that the physical tasks are to be performed. The eight (8) tasks are:
 - Stair Climb
 - Hose Drag
 - Equipment Carry
 - Ladder Raise and Extension
 - Forcible Entry
 - Search
 - Rescue
 - Ceiling Breach and Pull
4. That I have read the above stated physical tasks and understand the physical effort that the CPAT requires. I also understand that portions of the CPAT testing may be photographed or videotaped.
5. That the Consortium does not have knowledge of my physical condition and is permitting me to perform such a Physical Ability Examination based solely upon my representation herein. I further understand I should have been examined by a physician of my choosing prior to taking the examination.

Now with the intent to be fully bound by this release, and further, in consideration of the Central Ohio Firefighter Testing Consortium permitting me to be reviewed as a candidate for the position of entry-level Firefighter, I do hereby freely assume all risks, hazards, and losses which may befall me in connection with my performing the Physical Ability Examination. I understand this extends to and applies to any personal injury, injurious results, damages or losses, which I, myself, may experience or sustain while performing such agility examinations. I covenant for myself, my spouse, my estate, executors, heirs and assigns, not to file suit or institute any claim procedure, including any procedures pursuant to the Ohio Workers' Compensation Law in respect to any personal injury, property damages, or losses which I may experience or sustain arising directly or indirectly, out of my activities participating in the Physical Ability Examination.

I do hereby specifically agree I will indemnify and hold harmless the Central Ohio Firefighter Consortium and C-TEC, its employees, agents and all other persons, whether participants or bystanders from any and all other losses, claims, actions or proceedings of every kind and character which may be presented or initiated to recover money, property or damages, for any injuries to persons, injurious results, or damages to property suffered directly resulting from my participation in the Physical Ability Examination.

Therefore, with the intent to be legally bound, I have executed this complete and full release.

Candidate Printed Name

Candidate Signature

Date

