

PENNSYLVANIA FIRE SERVICE VOLUNTARY CERTIFICATION PROGRAM



AERIAL – TILLER DRIVER/OPERATOR CANDIDATE HANDBOOK

**OFFICE OF THE STATE FIRE COMMISSIONER
PENNSYLVANIA STATE FIRE ACADEMY**

Dear Certification Candidate,

Welcome to the Pennsylvania Fire Service Voluntary Certification Program. This manual provides information to assist you in successfully participating in the certification test. This manual outlines the prerequisites, testing, and application process and provides a study guide reference list. Tests are conducted under the sanction and approval of the Pennsylvania Office of the State Fire Commissioner, with accreditation granted by the National Board on Fire Service Professional Qualifications (National Pro-Board) and the International Fire Service Accreditation Congress (IFSAC)

In accordance with section 7384 of the Emergency Management Services Code (35 Pa. C.S. §§ 7101 *et seq.*), OSFC is entrusted with the duty to implement a statewide firefighter training and certification program. The voluntary certification program in Pennsylvania is available to any Commonwealth resident, regardless of religion, gender, or national origin; any resident may apply for consideration as a test candidate.

All certification candidates are required to have an established and up to date user portal account in the PA State Fire Academy's Acadis Learning Management System prior to participating in **ANY** certification testing opportunity. Please log in to your Acadis portal account and update all personal information before submitting your certification application. (Access can be gained through the OSFC website – [Training and Certification Portal](#)).

Good luck and thank you for participating in the Pennsylvania Fire Service Voluntary Certification Program.

Application Process

Obtain an application from either the Office of the State Fire Commissioner (OSFC) [website](#) or an approved test site. You must fill out the form, in full, and provide all required documentation. The completed application and accompanying documents are to be submitted to an approved test site or PA State Fire Academy (PSFA). Your application is then reviewed and either accepted or rejected based on compliance and deficiencies (i.e., lacks pre-requisites, no signatures, etc.).

The general test process is as follows:

1. A candidate must submit a complete application including all supporting documents;
2. After the application is approved, the candidate takes the written and subsequently the skills tests (NOTE: the skills test cannot be taken before the written test);
3. Upon successful completion of the written and skills tests and a review of the application for completeness by the test site and PSFA or Delegated Authority, the candidate can be certified for the level tested. If a candidate should not pass any part of the testing process, a retest can be administered and must be completed within one (1) year of the original test date.

Application Pointers

1. Make sure the application is legible and complete. Applications **MUST** be typed.
2. You **MUST** provide your FEMA Student Identification Number (FEMA-SID)
3. Social Security Number: please provide the last four (4) digits.
4. Provide your complete name including suffix (Jr, Sr, III, etc.) **NO** nicknames please.
5. Make sure your mailing address includes street, apartment number, city, state, and zip.
6. Make sure all appropriate signatures are obtained and are signed in **BLUE** or **BLACK** ink.
 - a. *Chief Officers **CANNOT** sign for themselves where a Chief Officer's signature is required;*
 - b. *For this requirement, another Chief Officer **MUST** sign this section of the application.*
7. Legible copies of all prerequisites must be attached and signed were applicable. **NOTE:** *Copies must include both the front and back of the document where applicable. (i.e. CPR & Medical cards).*
8. Make sure your Prerequisite Verification Form (found in the back of the application) is appropriately marked off and signed in **BLUE** or **BLACK** ink.

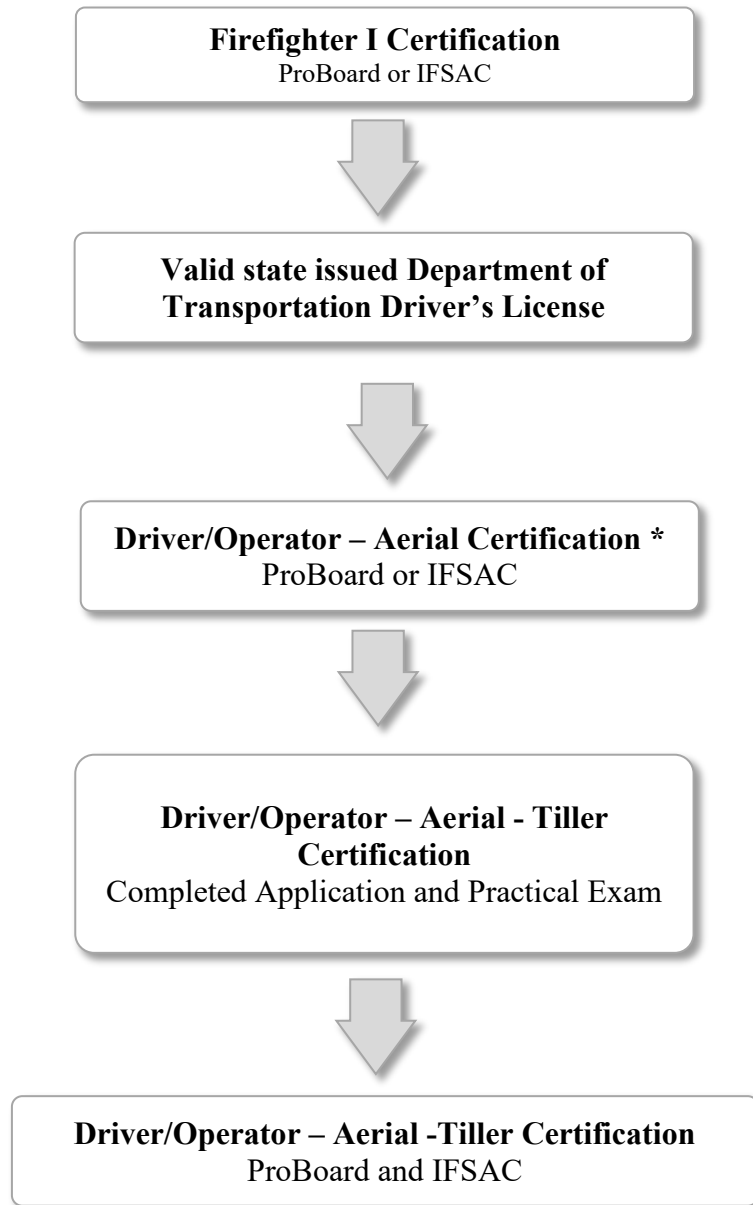
Prerequisites

1. FIREFIGHTER I CERTIFICATION – NFPA 1002 (2017 Ed) Chapter 6; Section 6.1: You **MUST** be certified at the Firefighter I level.
2. Valid State issued Department of Transportation Driver's License. Your driver's license will be verified at the test site before you are allowed to test, and you will be required to fill out a driver's license form.

Requirements (Chief Officer's Endorsement)

1. Complies with NFPA 1002 (2017 Ed) Chapter 4, JPRs 4.2.1, 4.2.2, 4.3.6 and Chapter 6, JPR 6.1.1: perform and document the routine tests, inspections, and servicing functions so that all items are checked for operation and deficiencies.
2. Operates a vehicle using defensive driving techniques under emergency conditions, given a fire department vehicle and emergency conditions, so control of the vehicle is maintained.

Driver/Operator - Aerial – Tiller Certification Pathway



* NFPA 1002, Chapter 7 states that the requirements of Fire Fighter I as specified in NFPA 1001 and the job performance requirements defined in Chapter 6 (Aerial Apparatus) and the JPRs of Chapter 7, Section 7.2 shall be met prior to certifying as a fire department driver/operator — tiller.

Test Policy

Written Test: Currently no written test is utilized; however, the evaluator can, and is expected to ask questions about the operational characteristics of the tiller apparatus. Responses must be appropriate for the type of apparatus used.

Skills Test: Candidates must pass one hundred percent (100%) of the skill stations offered.

NOTE: If a candidate is concurrently testing for Aerial - Driver/Operator with a Tiller Aerial Apparatus, then the Aerial Driver/Operator skills **MUST** be tested **FIRST** from the driver/operator (cab or front) position, then from the tiller position. Skills B, C, and E **MUST** be performed for both Aerial certification testing and Aerial-Tiller certification testing. Neither can be combined to meet the JPR criteria of the NFPA 1002 standard. Also, a candidate **MUST** pass the Aerial certification (and subsequently ADO-Tiller certification) to acquire the Aerial-Tiller certification. **No CDL exemption or equivalence can be given** for Aerial Driver/Operator Skills B and C when using a Tiller Aerial Apparatus.

Re-test Policy

Written Test: currently n/a.

Skills Test: You must pass 100% of the skill stations offered.

- If you are unsuccessful on three (3) or less skill stations, you may retest the same day (only one retest per skill station);
- A total of eight (8) retest attempts are permitted and must be completed in one (1) year to successfully complete the testing process.

Appeals

Within thirty (30) days of receipt of a failure notice, a candidate may request a review of his/her performance records by the State Fire Academy. Appeals must be in writing and in accordance with the policies and procedures of the Certification Program.

Send to: Pennsylvania State Fire Academy
Attn: Certification Program Manager
1150 Riverside Drive
Lewistown, PA 17044

Accommodations

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodations for the written certification exams for individuals with documented disabilities. Only written requests for accommodations for certification examinations are reviewed and each request is reviewed on a case-by-case basis. Requests must be submitted on the Accommodation Request Form. The Pennsylvania Fire Service Voluntary Certification Program provides written notification of its decision to the candidate upon completion of its review and the review by legal counsel of the request for accommodation.

The *Accommodation Request Form* is located on page 7 of this manual or is available from the Pennsylvania State Fire Academy and test site coordinators. Please contact the Certification Program Manager for further information. The candidate who is requesting an accommodation must complete the request form at the time of application submission or as soon as the need for an accommodation is recognized. All requests must be made prior to the scheduled date of the examination. Any request for accommodation not submitted at least twenty (20) working days prior to the scheduled examination will result in a delay in the candidate's date of examination.

Documentation of a specific disability which would impact a candidate's performance on the written examination must be current (within five (5) years of the date of application). Such documentation should include a signed explanation on letterhead stationery from a professional who is familiar with the applicant's disability or a copy of an Individual Education Plan (IEP) from an educational institution. See below comment.

The statement must confirm and describe the disability for which the accommodation is requested. The professional must have expertise in the specific disability for which the accommodation is being requested.

Request for Accommodation Form

Name of Candidate: _____

Last Name

First Name

Middle

Address of Candidate: _____

Telephone Number (area code): _____
(please list a number you can be reached during daylight hours 8am – 4pm)

County of Residence: _____ Email Address: _____

Certification Level Requesting Accommodation for: _____ Date of Test: _____

Test Site to which you have submitted your application: _____

I reviewed the NFPA job performance requirements for the level of certification I am seeking; and
I am requesting the following accommodation(s) due to my disability related needs:

_____ I have attached a statement on letterhead stationery from a professional who is familiar
with my disability. I understand that the professional must have expertise in the specific
disability for which I am seeking an accommodation for, and the statement must confirm and
describe the disability for which the accommodation is requested. Statement is signed by the
professional.

_____ I am submitting a copy of an IEP (Individual Education Plan) which I have obtained from my
educational institution.

Signature of individual completing this form Date

Printed or type name of the individual completing this form

Return this form to: Pennsylvania State Fire Academy
Attn: Certification Program Manager
1150 Riverside Drive
Lewistown, PA 17044
(717) 247-3743

Methodology

To be certified as an Aerial Driver/Operator-Tiller, the candidate **MUST** first be certified as an Aerial Driver/Operator per NFPA 1002 (2017 Ed), Chapter 7, JPR 7.2.1. To meet this requirement, two methods exist:

1. The candidate provides a copy of their ADO certification certificate (ProBoard or IFSAC) with their application for Aerial Driver/Operator-Tiller certification.
2. The candidate concurrently tests for Aerial Driver/Operator and Aerial Driver/Operator Tiller within the same test session.

NOTE: The candidate **MUST** pass both the written and practical test for Aerial Driver/Operator prior to being certified for Aerial Driver/Operator-Tiller. Administration of the Aerial Driver/Operator Skills B - Driving Public Roadways, C - Obstacle Navigation, and E - Aerial Positioning & Operations **MUST** be completed first for Aerial Driver/Operator (ADO), then independently and again for Aerial Driver/Operator-Tiller (ADO-T) per the NFPA 1002 (2017 Ed) of the standard. The first test (ADO) assesses the skills as a driver of the apparatus, and the second test (ADO-T) assesses the skills while positioned at and operating from a tiller position.

Recertification

In the Commonwealth of Pennsylvania, certification is a voluntary process; currently there is no requirement for recertification. Issuance of a certificate indicates the candidate has successfully passed the certification test. The certificate issued indicates the candidate is certified based on the edition and year of the standard under which the candidate certified. Furthermore, issuance of a certification certificate does not imply nor guarantee any indication of future performance because of the testing process.

Safety Policy

A candidate should meet the requirements of *NFPA 1580 (2025) Standard for Emergency Responder Occupational Health and Wellness* prior to participating in any physical test to ensure his/her ability to safely perform the required tasks. Likewise, candidates should understand the importance of physical fitness and a healthy lifestyle in performing the duties of a firefighter and the aspects about a fire department's assistance program.

For the safety and protection of all participants, all equipment, and Personal Protective Equipment (PPE) used in a test **MUST** meet the NFPA standard at the time of manufacturing. PPE will be inspected prior to use in a test.

The facial hair policy states candidates with facial hair which interferes with the operation or use of a Self-Contained Breathing Apparatus (SCBA) will not be permitted to participate in a test that requires use of a SCBA.

Test Results & Release of Results

The Office of the State Fire Commissioner / PA State Fire Academy notifies candidates of their results in writing via US Postal Service (i.e., mail). Only Pass/Fail grades are given.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974 (a federal law that established a minimum standard for the protection of educational records), PSFA requires prior consent from a candidate before any records or other personally identifiable information can be released. In the event a third-party requests test result, a Consent to Release Information form **MUST** be completed, signed, and submitted by the candidate to the PSFA before records are released to the third party.

No show policy

If a candidate is accepted for testing and fails to show up without an acceptable reason, the test site has the right to enforce their no-show policy that could include but is not limited to suspension from testing for an identified period of time and/or financial penalties.

Professional Testing Integrity and Dishonesty

Dishonesty in the professional test environment includes but is not limited to: cheating, plagiarizing, facilitating acts of testing dishonesty by others, having unauthorized possession of examinations, or submitting work of another person. Any instance(s) of testing dishonesty constitutes the need for disciplinary and/or legal actions. All certification candidates shall act with personal integrity, respect others' rights and property, and help maintain a professional environment in which all can be successful.

Test Site Coordinators, Assistant Coordinators, Test Proctors, Evaluators, and Instructors should take reasonable steps to anticipate and deter acts of dishonesty, reinforce integrity, and support appropriate behavior to protect the rights and trust of honest candidates. At the beginning of each test process, it is the responsibility of those to provide candidates with the "Testing Integrity and Dishonesty" policy and clarify questions that may arise.

Falsification of Documents

Any individual found to have forged, altered, or falsified documentation for the purpose of certification testing will be indefinitely suspended from participating in any certification exam within the Commonwealth of Pennsylvania. Further action may be taken in accordance with the Pennsylvania Crimes Code 18 Pa C.S. 4904, relating to unsworn falsifications.

Cheating on Test

All candidates are expected to work entirely on his/her own while taking any exam. Violations of test integrity consist of any attempt to receive assistance from written or printed aids unless provided by the test proctor for the purpose of a specific test, or any persons, papers, or electronic devices, or of any attempt to give assistance

Document Integrity

Certification candidates are expected to complete any and all work individually. For any material obtained from other sources such as plot plans, web maps, etc., a source reference must be given. All essay answers must be the candidate's own work.

Study Reference List

The following is a list of text that may be reference in preparation for testing.

1. National Fire Protection Association NFPA 1002 (2017 Ed) Standard for Fire Apparatus Driver/Operator Professional Qualifications;
2. IFSTA, Pumping and Aerial Apparatus Driver Operator Handbook, 3rd Edition, 1st Printing;
3. Jones and Bartlett, Fire Apparatus Driver/Operator, Pump, Aerial, Tiller, and Mobile Water Supply, 2nd Edition, 1st Printing;
4. ADO-Tiller Skill Sheets can be found under [“Skills we’re looking for”](#)

Additional Information:

1. Applications shall be submitted to the test site by their established deadline or no later than 3 weeks prior to the test date.
2. Please contact the test site of your choice to receive information about fees for testing.
3. Photo ID is required at the time of the written and skills tests.
4. Bring all appropriate PPE and SCBA needed to complete all possible skill stations.
5. Dress appropriately; bring extra dry clothes.
6. Bring food and water or a similar beverage to stay hydrated.

Certification applications and skill sheets, in addition to the test schedule and test site contact information, can be found at [Firefighter Certifications | Commonwealth of Pennsylvania](#). A page will open with information about the certification program and process. Scroll through the page to find the links for certification applications, skill sheets, test schedule, and test site contact information.

If you have additional questions or concerns about the test process, please contact the test site coordinator at the site in which you applied to be tested at or the PA State Fire Academy Certification Program Staff.

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department, and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or others' dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicle, and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
- Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service, and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers