PENNSYLVANIA FIRE SERVICE
VOLUNTARY CERTIFICATION PROGRAM

FIRE & EMERGENCY SERVICES
INSTRUCTOR II

CANDIDATE HANDBOOK

OFFICE OF THE STATE FIRE COMMISSIONER
PENNSYLVANIA STATE FIRE ACADEMY

July 2026

Dear Certification Candidate,

Welcome to the Pennsylvania Fire Service Voluntary Certification Program. The purpose of this manual is to provide you information that will assist you in successfully participating in the certification test. This manual outlines the pre-requisites, testing and application process, and provides you with 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 *Act 61 of 1995, The State Fire Commissioner Act*, the Office of the State Fire Commissioner is the certifying agency within the Commonwealth of Pennsylvania and the Pennsylvania State Fire Academy is the administering agency. Any United States Citizen eighteen (18) years of age or older who resides in Pennsylvania may apply for consideration as a test candidate.

Effective March 1, 2026:

- All certification candidates are required to maintain an active Acadis user portal account. (Acadis portal location = OSFC website/ Training and Certification Portal, or click here: ENVISAGE Acadis®)
- All certification candidates are to be registered with the designated test site and rostered for the certification test.

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

Application Process

Obtain an application from 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 supporting documentation. The completed application and accompanying documents are to be submitted to an approved test-site or the PA State Fire Academy (PSFA). Your application is 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 test process, a retest can be administered and must be completed within one (1) year of the original test date.

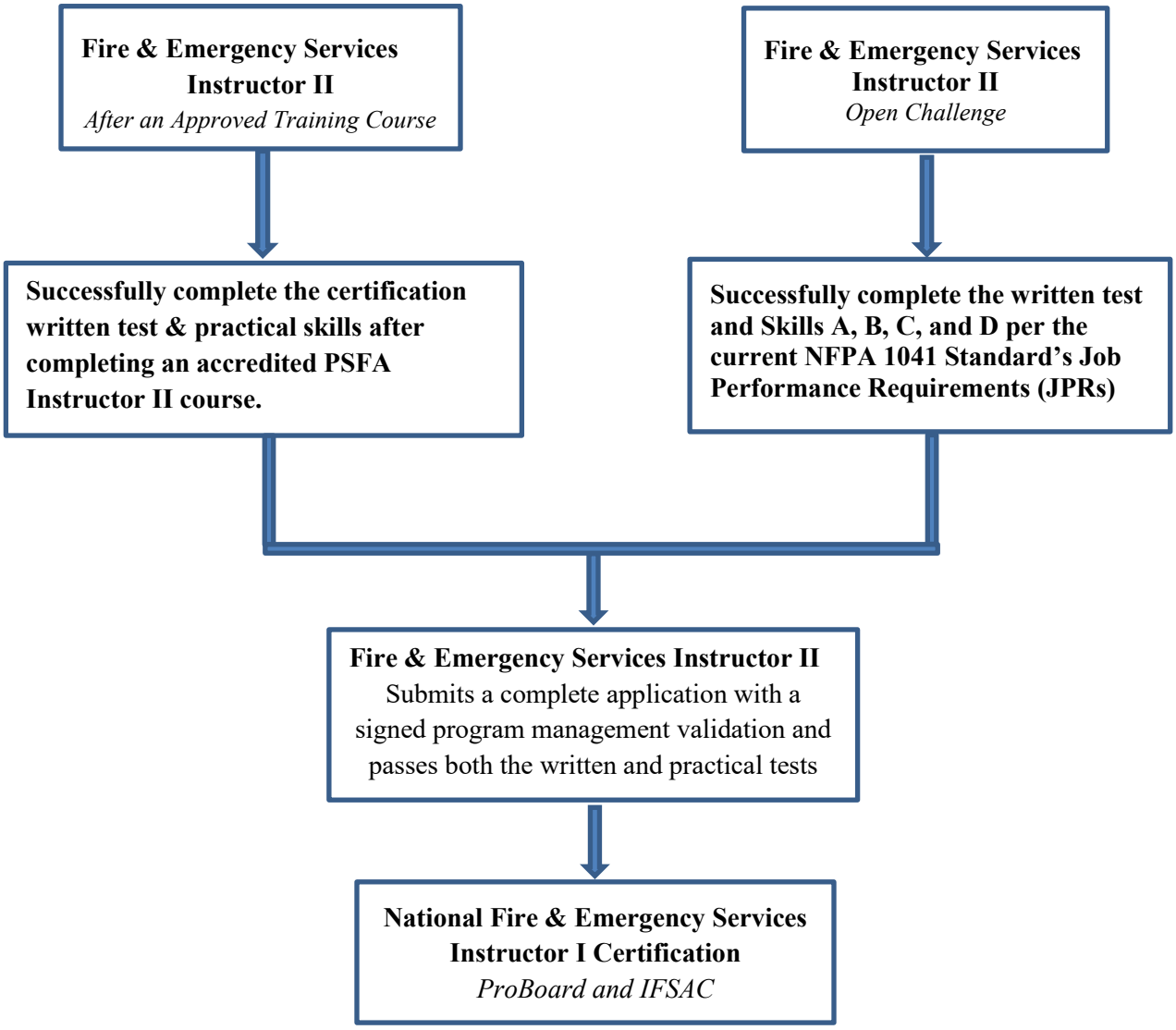
Application Pointers

1. Make sure the application is legible and check for completeness. Applications must be typed in.
2. Application **MUST** have your FEMA Student Identification Number (FEMA-SID).
3. Social Security Number: please provide the last four (4) digits.
4. Make sure you 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 **or via digital, electronic signatures (MUST be Adobe signature, NOT a Freeform signature).**
   a. *Please note that 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 pre-requisites 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).
   Make sure your Pre-Requisite Verification Form (found in the back of the application) is appropriately marked off and signed in **BLUE** or **BLACK** ink or via digital, electronic signatures **(MUST be Adobe signature, NOT a Freeform signature).**

Pre-requisites

1. A candidate must be certified at Fire Services Instructor I (ProBoard or IFSAC) or Fire and Emergency Services Instructor I.

Fire & Emergency Services Instructor II Certification Pathways



Test Policy

Written Test: The written test is randomly generated and consists of one hundred (100) questions. Candidates have a maximum of two (2) hours to complete the test. A passing score for a written test is seventy percent (70%).

Skills Test: Must pass 100% of the skill stations offered at the time of test.

Re-test Policy

Written Test: If you are unsuccessful, you may retest a total of two (2) times and have one (1) year to complete the retest. You need to contact the fire academy or test site of your choice to schedule a retest.

Skills Test: You must pass 100% of the skill stations used in this certification level.

- If you are unsuccessful on three (3) or less skill stations, you may retest the same day. (Only one retest per skill station);
- If you are unsuccessful on four (4) or more skill stations, you may NOT retest the same day. Skill retests must be scheduled later.
- A total of eight (8) retest attempts are permitted and must be completed in one (1) year from the date of the initial test.

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

Accommodation

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodation for the written certification exam for individuals with documented disabilities. Only written requests for accommodation are reviewed, and each request is reviewed independent of any other requests (i.e., done on a case-by-case basis). A request **MUST** be submitted on the Accommodation Request Form. The Pennsylvania Fire Service Voluntary Certification Program provides written notification to the candidate regarding its decision upon completion of the review by PSFA and legal counsel.

The ***Accommodation Request Form*** can be found on Page 7 of this manual; it is also available from the Pennsylvania State Fire Academy and test site coordinators. Please contact the Certification Program Manager for further information. The candidate requesting accommodation **MUST** complete the request form and submit it with the application, or soon thereafter as the need for 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 a written examination **MUST** be current (i.e., within five years of the date of application). Such documentation should include a signed explanation on letterhead stationery from a professional familiar with the applicant's disability or a copy of an Individual Education Plan (IEP) from an educational institution. See comment below.

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 made.

Request for Accommodation Form

Candidate Name: _____ _____ _____
Last Name First Name Middle

Candidate Address: _____

Telephone Number (with Area Code): _____

County of Residence: _____ Email: _____

Certification level for which the accommodation is requested: _____

Test site where you submitted your application: _____ Test Date: _____

I reviewed the NFPA job performance requirements for the level of certification I am seeking and request the following accommodation due to my disability related needs:

_____

_____

_____

_____

_____

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

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

_____ _____
Signature of the individual completing this form Date

_____
Print or Type the 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) 248-1115

Safety Policy

A candidate should meet the requirements of *NFPA 1580 (2025) Standard for Emergency Responder Occupational Health and Wellness* prior to physical testing to ensure his/her ability to safely perform the required tasks.

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

The facial hair policy directs that a candidate 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 process that requires the use of a SCBA.

Test Results / Release of Results

The Office of the State Fire Commissioner / PA State Fire Academy / Delegated Authority notifies candidates of their results in writing via the US Postal Service (i.e., mail). Only PASS / FAIL grades are provided.

In accordance with the Federal Education Records and Privacy Act (FERPA) of 1974, a federal law which established minimum standards for the protection of education/training records, the PSFA requires prior consent from a candidate before any candidate record or other personally identifiable information can be released. In the event a third party requests a candidate's test results, a Consent to Release Information form **MUST** be completed and signed by the candidate allowing the record(s) disclosure to the third party requesting the results / information.

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.

Test Integrity and Dishonesty

Test dishonesty includes, but is not limited to, cheating, plagiarism, facilitating acts of test dishonesty by others, having unauthorized possession of test / examination documents, or submitting work of another person. Any instance of test dishonesty will constitute 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, it is the responsibility of those mentioned above to provide test candidates with the "Testing Integrity and Dishonesty" policy and clarify any questions that arise.

Falsification of Documents

Any individual found to have forged, altered, or falsified documentation for a certification test 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 their own while taking any test. Test integrity violations consist of any attempt to receive assistance from written or printed aids unless provided by the test proctor for 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. Any materials 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 1041 (2019 Ed) Standard for Fire Service Instructor Professional Qualifications;
2. IFSTA, Fire and Emergency Services Instructor, 9th Edition, 1st printing;
3. Jones and Bartlett, Fire Service Instructor: Principles and Practice, 3rd Edition, 1st Printing;
4. Fire & Emergency Services Instructor II 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 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 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 of 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