



Memorandum

Human Resources Division

TO: Vacellia Clark, Chief Examiner
Civil Service Commission

FROM: Human Resources Staff

RE: **Request to Revise Firefighter Hiring Rules**

DATE: October 29, 2014

I. Action Requested

Staff requests the Civil Service Commission approve the revisions to the Firefighter Hiring Rules regarding written exam scoring and preference point categories as attached and summarized below.

II. Background

A. Scoring

On July 16, 2014, the Illinois Municipal Code and the Fire Protection District Act was once again amended, this time by Public Act 98-0760 which amends the scoring procedures for the written exam. Previously, the Act required Civil Service Commissions to establish a passing score “*that is at or above the median score for all applicants participating in the written test.*”

The revision now stipulates that: “*Minimum scores should be set by the commission so as to demonstrate a candidate's ability to perform the essential functions of the job. The minimum score set by the commission shall be supported by appropriate validation evidence and shall comply with all applicable state and federal laws.*”

B. Preference Points

Fire Department Command Staff requests to amend the allotted preference points by adding the following categories:

- i. Post-secondary education from an accredited college or university—3 points max.
 1. Associate's degree or 60 hours of coursework (or equivalent) or higher, any curriculum: three (3) points.
- ii. Emergency Medical Technician (EMT) Licensure—5 points max.
 1. Current Illinois Department of Public Health EMT-Basic (IDPH EMT-B) license or current National Registry EMT certification: three (3) points.
 2. Current Illinois Department of Public Health EMT-Intermediate (EMT-I) or EMT-Paramedic (EMT-P), or current National Registry Paramedic certification: five (5) points.

iii. Certifications

State of Illinois Certified Firefighter II or State of Illinois Basic Operations Firefighter—five (5) points.

Applicants having either Firefighter II or Basic Operations Firefighter certification issued through the Illinois Office of the State Fire Marshal may claim five (5) additional points. Requirements for this include: successful completion of the Basic Operations Firefighter course; successful completion of a minimum of 180 instructional hours; passage of the State written examination; passage of the State practical skills examinations; and engagement in firefighting in an organized Illinois fire department as a fire protection person (please see Appendix A for a complete list of requirements).

iv. Volunteer Community Service—3 points max.

The purpose of offering Volunteer Community Service preference points is to promote civic responsibility through active participation in service experiences, enhancing one's ability and desire to impact the community, and fostering a sense of caring for others, particularly those in need. Applicants who successfully meet the requirements of this category may claim three (3) additional points.

The addition of these preference points would bring the total possible preference points to 26, which includes the existing preference points for military veterans and Urbana residents, each of which is worth five (5) points.

III. Basis of Recommendations

While the revision to the passing score calculation is now required by statute, City staff also supports this amendment as it is based on job-related criterion rather than a fixed score.

City staff further supports the recommendations for preference points in that these changes will allow rewarding those candidates who have invested their resources into preparing for this field. The career of professional Firefighter has become more technical over the years; historically, applicants who have demonstrated a commitment to the profession have excelled in the field. Candidates who have invested their own resources also have a much better understanding of what the profession entails and what to expect, thus increasing the likelihood that the candidate will successfully complete their probationary period and enjoy a long and successful career with the Urbana Fire Department.

IV. Attachments

- Revised Firefighter Hiring Rules and Preliminary Firefighter Test Announcement
- Firefighter II and Basic Operations Firefighter Certification Prerequisites List
- Basic Operations Firefighter Prerequisites to Certification (detailed)

Revised Firefighter
Hiring Rules
and
Preliminary Test
Announcement

CHAPTER VII – INITIAL ELIGIBILITY LIST

7.01 Initial Eligibility List, Grading

The components of the initial eligibility register shall be graded on a 100-point scale. A candidate's position on the list shall be determined by the following: (a) the score on the written examination, which will comprise 40% of the total score; (b) successful completion of the physical ability component (graded on a pass/fail basis), and (c) the results on any subjective component, which will comprise 60% of the total score.¹ Advancement in the process is contingent up on the passage of the written exam before the application of preference points or the subjective evaluation.

Summary of Scoring

Written Examination	Weighted at forty percent (40%)
Subjective Component	Weighted at sixty percent (60%)
CPAT/Ladder Climb	Pass/Fail
Total Available for Overall Score	One hundred percent (100%)
<i>Example:</i>	
Candidate has Written score of seventy six (76)	Weighted = thirty (30)
Candidate has Oral score of eighty three (83)	Weighted = fifty (50)
Candidate would have weighted score of eighty (80) before Preference Points are added.	

7.02 Minimum Score for Eligibility

In order to qualify for placement on the final eligibility register, an applicant's total score on the written examination, before any applicable preference points or subjective points are applied, shall be ~~set by the Commission so as to demonstrate a candidate's ability to perform the essential functions of the job. The minimum score set by the commission shall be supported by appropriate validation evidence and shall comply with all applicable state and federal laws.² at or above the median. The Commission may prescribe the score to qualify for placement on the final eligibility register, but the score shall not be less than the median.³~~

7.03 Ranking of Initial Eligibility List

A person's position on the Initial Eligibility List shall be determined by the following: (i) the person's score on the written examination, (ii) proof of passage of the CPAT and ladder climb tests, and (iii) the person's results on any subjective component.

7.04 Posting of Scores

No more than 60 days after each examination, an initial eligibility list shall be posted by the Commission. The list shall include the final grades of the candidates without reference to priority of the time of examination and subject to claim for preference credit.

No information concerning grades or test scores shall be disclosed or provided to any applicant until after the posting of an Initial Eligibility List or such other time as may be designated specifically by the Commission. The names of persons failing the examination need not be posted, published, or disclosed by the Commission except to such person. Each applicant shall be notified within a reasonable time of the result of his or her examination. Scores from the examination will be made available to the public pursuant to state law.

¹ 65 ILCS 5/10-2.1-7.1 (g)

² [Public Act 098-0760](#)

³ ~~65 ILCS 5/10-2.1-7.1 (g)~~

CHAPTER VIII –Fire Department Preference Points

8.01 Eligibility List for Firefighters

The Commission will prepare, post, and maintain the initial eligibility list of candidates based on a minimum qualifying score. Candidates who are eligible for available preference point credit (as determined by the Commission prior to the start of the testing process) shall make a claim in writing to the Commission within ten (10) days after the posting of the initial eligibility list or the claim shall be deemed waived. The Commission will prepare, post, and maintain a final eligibility list of the candidates. The final eligibility list shall be established after the awarding of verified preference points. The Commission shall give preference point credits by adding them to the score of the written examination (subject to any veterans' preference or alternative procedures required by law). An applicant for an entry-level position in the Fire Department may receive preference points if that applicant qualifies for such points under this Chapter.

8.02 Total Points Permitted

The Commission may prescribe the total number of preference points awarded under this Chapter, but the total number of preference points may not be fewer than ten (10) points or more than thirty (30) points.⁴ Points may be given only if a proper and valid claim for preference points has been made and only if the standards for such preference points have been met under the Act and these Rules and Regulations.

8.03 Claiming Preference Points

Within ten (10) days after the posting of an Initial Eligibility List, each applicant on that list who may claim preference points must submit his or her claim for those points in writing to the Commission. Claims not made within that 10-day period will be deemed waived.

a) Veteran's Preference Points

Applicants who served in the United States Military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall be preferred for employment and shall receive five (5) Preference Points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge and a sworn affidavit by the applicant.⁵

b) Residency Preference Points

Applicants who have resided in the defined corporate limits of Urbana for twelve (12) consecutive months and will continue to reside in the corporate limits through July 5, 2015 may claim five (5) Preference Points. Proof of residency must include a current valid Illinois driver's license or State I.D. Card verifying the applicant's current address and a copy of one of the following current documents: a voter's registration card, rental/lease agreement, Urbana Free Library card, or real estate tax bill with homestead exemption.⁶

c) Post-secondary education from an accredited college of university—3 points max.

1. Associate's degree or 60 hours of coursework (or equivalent) or higher, any curriculum: three (3) points.

d) Emergency Medical Technician (EMT) Licensure—5 points max.

⁴ 65 ILCS 5/10-2.1-7.1 (h)(8)

⁵ 65 ILCS 5/10-2.1-7.1 (h)(1)

⁶ Urbana Code of Ordinances Ch. 2, Article V, Sec. 2-99 (10).

1. Current Illinois Department of Public Health EMT-Basic (IDPH EMT-B) license or current National Registry EMT Certification: three (3) points.

2. Current Illinois Department of Public Health EMT-Intermediate (EMT-I) or EMT-Paramedic (EMT-P), or current National Registry Paramedic certification: five (5) points.

e) Certifications—5 points max.

State of Illinois Certified Firefighter II or State of Illinois Basic Operations Firefighter—5 points.

Applicants having either Firefighter II or Basic Operations Firefighter certification issued through the Illinois Office of the State Fire Marshal may claim five (5) additional points.

f) Volunteer Community Service—3 points max.

Applicants who meet the requirements for this category as set forth may claim three (3) points. The purpose of offering Volunteer Community Service preference points is to promote civic responsibility through active participation in service experiences, enhancing one's ability and desire to impact the community, and fostering a sense of caring for others, particularly those in need.

To be entitled to Volunteer Community Service preference points, an applicant must submit a letter of verification on the organization's letterhead and signed by a supervisor. That letter must state that the applicant is:

- Currently active and in good standing as a volunteer;
- Serving in a voluntary capacity (e.g., not as a part of court-ordered community service, school graduation requirement, etc. and/or is not receiving payment for services rendered); and
- Has actively served as a volunteer in the organization for at least 12 months prior.

Examples of acceptable volunteer activities: serving on a volunteer fire department, or working with a non-profit organization such as Big Brothers/Big Sisters or a religious organization.

Examples of unacceptable activities: working at a family business without pay; contributing a donation (e.g., giving food, clothing, money, etc.); or taking part in any activities organized by a school as part of school-sponsored activities or in lieu of a court-ordered penalty.



**CITY OF URBANA CIVIL SERVICE COMMISSION AND
HUMAN RESOURCES DIVISION ANNOUNCES AN
OPEN COMPETITIVE EXAMINATION FOR:
ENTRY-LEVEL FIREFIGHTER**



Women, minorities, and veterans are encouraged to apply.

Applications are available on our website at: www.urbanaininois.us/jobs (click on "Job Opportunities"). Applications must be received by 11:59 p.m. CST on Sunday, July 5, 2015. This process will be conducted in accordance to Illinois Public Acts 97-0251, 97-898, [098-0760](http://www.legis.gov/098/09800000/098-0760) and the Urbana Civil Service Rules.

The City of Urbana is an Equal Opportunity Employer.

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. *Women, minorities and veterans are encouraged to apply.*

Applicants must take and pass both components:

- 1. Written Examination Date:** **TBD (tentatively July 25, 2015)**
Job ID Announcement Number: 146
Application Deadline: July 5, 2015
Written Examination Fee: No fee to apply
Location: Urbana, Illinois
- 2. CPAT/Ladder Climb Information:**
Deadline for Successful Completion: July 5, 2015
CPAT Fee: Varies by location
Location: Various (see CPAT information below)

Failure to successfully complete the CPAT by the deadline of July 5, 2015, will result in failure of the examination and your name will not be placed on the eligible list. Candidates are strongly encouraged to sign up for and take the CPAT and Ladder Climb as soon as possible.

MINIMUM REQUIREMENTS

To be eligible to take part in the examination process for Firefighter, all individuals interested in becoming a City of Urbana Firefighter must meet the following requirements:

- Minimum of 21 years of age and under 35 years of age, unless previously a full-time Firefighter in Illinois as noted under state statute (65 IL 5/10-2.1-7.1), at the time of the written examination;
- U.S. Citizen or legally authorized to work in the U.S. (Must meet I-9 requirements);
- Valid driver's license (valid Illinois driver's license at time of hire);
- High school diploma or equivalent;
- Proof of completion of Candidate Physical Ability Test (CPAT) and proof of passing the Ladder Climb Test with any licensed agency issued no more than 12 months prior to the written exam date (July 25, 2015). CPAT and Ladder Climb certification must also be valid at time of employment offer;

- No felony convictions; no misdemeanors which preclude service as a fire fighter by statute (65 ILCS 5/10-1-7.1(i));
- Completion and submission of online application and all required documents by July 5, 2015.
- Ability to satisfy Background Standards.

SELECTION AND HIRING PROCESS

The following is a summary description of guidelines of the City of Urbana's Firefighter hiring process, revised in compliance with Illinois Public Acts 97-0251, 098-0760 [and 098-0760](#). It is your responsibility to review any publications regarding the appointment process for Civil Service Firefighter on our website.

1. **Review of Qualifications:** Applications will be evaluated upon receipt by the Human Resources staff. Applicants not meeting the minimum qualifications of the position will be notified by e-mail and will not be allowed to continue in the process.
2. **Physical Abilities Test (CPAT) and Ladder Climb:** The Candidate Physical Ability Test (CPAT) is designed to assess a candidate's capacity to perform the tasks ordinarily performed by a Firefighter while on the job. This is accomplished by requiring the candidate to perform a series of events that both simulate firefighting activities and depend on the physical abilities required to perform the Firefighter's job. These abilities include cardiovascular fitness, muscle strength, muscular endurance and flexibility. A separate fee is charged for the administration of the CPAT and varies by location.

The CPAT consists of eight critical physical tasks that simulate actual job duties on the fire ground. Candidates must successfully complete the following:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise & Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach & Pull

Illinois Public Act 097-0251 mandates that all new Firefighter candidates must also participate in a ladder climb exercise and demonstrate an ability to operate from heights. This exercise is not related to the CPAT and will not impact a candidate's CPAT test result in any way. A certificate of completion will be issued to those who successfully complete the exercise. Candidate success is measured on a pass/fail basis. Failure to provide documentation of the successful completion of the CPAT **and** the Ladder Climb test will result in disqualification from the testing process. You must have proof of completion of the CPAT and proof of passing the Ladder Climb Test with any licensed agency issued no more than 12 months prior to the written exam date (July 25, 2015). CPAT and Ladder Climb certification must also be valid at the time a conditional employment offer is made.

CPAT and Ladder Climb tests are offered by the Central Illinois Fire Chiefs (CIFC) facility located in Decatur, the Northeastern Illinois Public Safety Training Academy (NIPSTA) or the Southwestern United Fire District (SUFDF). For registration and information about dates and fees, contact CIFC at (217) 424-2811; NIPSTA at www.nipsta.org or (847) 998-8090; or SUFDF at www.sufdf.org or (630) 910-2087.

3. **Written Examination:** Examinees will be required to present a photo ID (e.g., driver's license, school or military ID, passport, etc.) to be admitted to the test. No prior training or experience in the job of fire fighter is assumed of examinees taking the test. The written exam will consist of two components: 1) an assessment of cognitive ability and behavioral characteristics, and 2) a scenario-based skills assessment that assesses job-related skills. The cognitive component consists of verbal comprehension, verbal expression, problem sensitivity, deductive reasoning, inductive reasoning, information ordering, mathematical reasoning and numeric facility. The scenario-based skills assessment will measure (TBD). The exam will take approximately three (3) hours.
4. **Scoring of Examination Components/Preliminary Eligibility List:** The Civil Service Commission will create a Preliminary Eligibility List. Placement on the list will be based upon passage of the written examination and the physical ability component. The passing score for the written test will be set by the Commission so as to demonstrate a candidate's ability to perform the essential functions of the job. The minimum score set by the commission shall be supported by appropriate validation evidence and shall comply with all applicable state and federal laws, in accordance with Illinois Public Act 098-0760.
5. **Subjective Component/Initial Eligibility List:** All candidates on the Preliminary Eligibility List will be scheduled for an oral interview. The criteria for scoring the Subjective Component are: the ability to express ideas; problem-solving ability; judgment (depth and maturity of thinking); initiative; work traits; expressed knowledge of work to be performed; clarity of oral and written expression; interest expressed in the position; active listening ability; service orientation; judgment; and ability to work with others. The subjective portion will be combined with the written exam scores to form the Initial Eligibility List (written exam 40%, oral interview 60%). The passing score will be in accordance with Public Acts 97-0251, 97-898 and 098-0760; the Initial Eligibility List will be published no more than 60 days after the oral interviews. Applicants on the Initial Eligibility List will be given a Ten-Day Preference Point Claim Notice.
6. **Preference Points:** Preference points shall be awarded as described in the "Claims for Preference" section of this announcement. Claims for preference points must be made in writing within ten (10) days after the posting of the Initial Eligibility List.
7. **Final Eligibility Register:** The Final Eligibility Register shall be established in numeric order after the awarding of verified preference points. The Final Eligibility List will be effective for 2 years from date of approval by the Board of Fire & Police Commissioners.
8. **Conditional Offer of Employment:** Applicants placed on the eligible register must pass a physical examination by a physician of the Commission's choice following an offer of employment. Applicants may also be subject to a drug screen, psychological evaluation, and background investigation including, but not limited to: police records check; credit check; inquiries of neighbors, relatives, employers, and other references. Candidates may be eliminated from the process at any time based on adverse information obtained from the background check. If the background questionnaire is not completed and turned in by the assigned due date, the candidate will be removed from the process. Final appointment is contingent upon the passing of all of these components.

CLAIMS FOR PREFERENCE

It is your responsibility to review the preference categories for Firefighter on our website. Claims for preference points may be made in writing within ten (10) days after the posting of the initial

eligibility list. Applicants do not need to submit claims prior to the exam. Please note: preferences are only available to individuals who receive a passing score on the examination and cannot be applied to a failing examination score.

VETERANS: [DEFINITION OF A VETERAN](#) per 65 ILCS 5/10-1-7.1(h)(1): **Original appointments; full-time fire department. Effective August 4, 2011:** “Persons who were engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty in such military or naval service, shall be preferred for appointment to and employment with the fire department of an affected department.” This category is worth five (5) points.

VETERANS’ PREFERENCE: If you are claiming veterans' preference, you must submit a copy of your DD Form 214 in order to receive proper credit. Upon successful verification, you will receive five (5) points added to your score on the initial eligibility register.

RESIDENCY PREFERENCE: To qualify for Urbana Residency Preference, you must have lived within the defined corporate limits of Urbana for twelve consecutive months. You must submit a copy of your current valid Illinois driver’s license or State I.D. card verifying your current address and a copy of one of the following current documents: voter’s registration card, rental/lease agreement, Urbana Free Library card, or real estate tax bill with homestead exemption. Upon successful verification, you will receive five (5) points added to your score on the initial eligibility register. This category is worth five (5) points.

EDUCATION PREFERENCE—3 points max.

Preference points for post-secondary education from an accredited college or university will be awarded as follows: Associate’s degree or 60 hours of coursework (or equivalent) or higher, any curriculum—3 points.

EMERGENCY MEDICAL TECHNICIAN (EMT) LICENSURE—5 points max.

1. Current Illinois Department of Public Health EMT-Basic (IDPH EMT-B) license or current National Registry EMT Certification: three (3) points.

2. Current Illinois Department of Public Health EMT-Intermediate (EMT-I) or EMT-Paramedic (EMT-P), or current National Registry Paramedic certification: five (5) points.

CERTIFICATIONS—5 points max.

State of Illinois Certified Firefighter II or State of Illinois Basic Operations Firefighter: five (5) points.

VOLUNTEER COMMUNITY SERVICE—3 points max.

To qualify for Volunteer Community Service preference points, an applicant must submit a letter of verification on the organization’s letterhead and signed by a supervisor. That letter must state that the applicant is: currently active and in good standing as a volunteer; serving in a voluntary capacity (e.g., not as a part of court-ordered community service, school graduation requirement, etc. and/or is not receiving payment for services rendered); and has actively served as a volunteer in the organization for at least 12 months prior. This category is worth three (3) points.

HOW TO APPLY

All applications MUST be completed and received by 11:59 CST on Sunday, July 5, 2015; verification of successful CPAT and Ladder Climb completion MUST be uploaded and attached to your application by the deadline. You must apply online for this examination at www.urbanaininois.us/jobs. A confirmation for successful transmission will be sent by e-mail.

EXAMINATION/CPAT FEES: There is no fee for the application or written examination. Cost for the CPAT and Ladder Climb varies by testing location. The City of Urbana receives no proceeds from the CPAT fee.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, click the corresponding circle in the online application. ***You must also submit a letter of support from a qualified professional*** detailing what type of accommodation you require at the exam site. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

RELIGIOUS ACCOMMODATION: If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, select the box under "Testing Accommodations" on your application. We will make arrangements for you to take the test on a different date.

CURRENT MILITARY PERSONNEL: Military personnel who, in connection with current service, **have military orders that indicate their unavailability due to military service on July 25, 2015**, should contact the Human Resources to request a make-up written examination (see contact information below). To request a make-up, complete an application and request such accommodation in writing with a copy of your military orders attached. Please include in your letter your e-mail address, daytime phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication.

NO MAKE-UP EXAMINATION: With the exceptions as described above, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing dates. Candidates are advised to consider this BEFORE applying for the examination. If you submit an application by July 5, 2015, but are unable to appear for the written exam on due to an emergency or unanticipated hardship, you may request a make-up written examination by filing a written request with verifiable documentation to HR no later than seven (7) calendar days from the original written examination date. HR reserves the right to approve or deny your request. HR may require an additional examination-processing fee upon approval of your request.

IMPORTANT NOTIFICATION INFORMATION FOR CANDIDATES

CHANGE OF INFORMATION: Candidates are responsible for notifying Human Resources of any change of contact information (including e-mail addresses and phone numbers) after applying for the examination. Candidates may submit changes of address by sending a written request, including former address, new address, effective date of new address, and to HRD at the e-mail or physical address below. Candidates may also log into their online application. Failure to keep your records up-to-date may jeopardize opportunities for employment.

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

DUTIES: Firefighters often perform risky and physically demanding duties under emergency conditions. Firefighters work under supervision, often as a member of a team, to respond to fires and other emergencies. Firefighter duties may include, for example: connecting, pulling, and operating hose lines; operating a pump; positioning and climbing ladders; emergency rescue and lifesaving; ventilating smoke-filled areas; using and maintaining tools and equipment; training; and fire station activities. For a more detailed listing of duties, see the essential functions of a City of Urbana Firefighter, available on our Employment Opportunities page or at: urbanaininois.us/firejobs.

DUTY SCHEDULE: Firefighters typically work 24 hours on-duty followed by 48 hours off-duty, including weekends and holidays.

RESIDENCY: Firefighters are required to live within a 35-mile radius of the corporate limits of the City of Urbana.

For more information about this position, visit: www.urbanaininois.us/firejobs. For information on other employment opportunities, visit: www.urbanaininois.us/jobs.

Correspondence may be directed to:

City of Urbana Human Resources Division

400 S. Vine St.

Urbana, IL. 61801

E-mail: eeborman@urbanaininois.us

Phone: (217) 384-2459 • TTY/TDD: (217) 384-2360

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

**TITLE 41: FIRE PROTECTION
CHAPTER I: OFFICE OF THE STATE FIRE MARSHAL
PART 141 POLICY AND PROCEDURES MANUAL FOR FIRE PROTECTION
PERSONNEL
SECTION 141.301 BASIC OPERATIONS FIREFIGHTER**

Section 141.301 Basic Operations Firefighter

An Illinois Basic Operations Firefighter program meets or exceeds the level identified in NFPA 1001. Individuals may certify as Firefighter II for 5 years, at which time the certification will no longer be offered and the individuals will be required to successfully complete the additional course work if they desire to qualify for certification as a Basic Operations Firefighter.

- a) Prerequisites
 - 1) Successful completion of the Basic Operations Firefighter course.
 - 2) Successful completion of a minimum of 180 instructional hours.
 - 3) Passage of the State written examination (see Section 141.200).
 - 4) Passage of the State practical skills examinations (see Section 141.200).
 - 5) Engagement in fire fighting in an organized Illinois fire department as a fire protection person according to the Act, as attested to by the employing Fire Chief of the individual seeking certification.
 - 6) Completion of the classroom portion for Vehicle Operator certification.
 - 7) Certification requirements completed for Hazardous Materials First Responder – Operations.
 - 8) Certification requirements completed for Technical Rescue Awareness.
 - 9) Required CPR/Basic First Aid. Training documentation shall be kept in fire department training files.
 - 10) Required NIMS 100 and 700. Training documentation shall be kept in fire department training files.
 - 11) Required completion of the Courage To Be Safe course. Training documentation shall be kept in fire department training files.

To be eligible to participate with the testing and certification programs of the Division of Personnel Standards and Education, an individual must be engaged in fire fighting in an organized Illinois fire department as a fire protection person according to the Act, as attested to by the employing Fire Chief of the individual seeking certification.

Below is a table that itemizes the prerequisites necessary for certification levels.

CERTIFICATION LEVEL	PREREQUISITES
Firefighter II	Course Completion Written Exam Practical Exam Hazardous Materials Awareness Certification
Basic Operations Firefighter	Course Completion: <i>Minimum of 180 hours</i> Written Exam Practical Exam Fire Service Vehicle Operator Course Completion Certification Requirements for Hazardous Materials Operations Certification Requirements for Technical Rescue Awareness Required CPR/Basic First Aid NIMS 100 and 700 “Courage To Be Safe” Course Completion
Firefighter III	Firefighter II or Basic Operations Firefighter Certification Course Completion Written Exam Practical Exam 3 Years Fire Suppression Experience Hazardous Materials Operations Certification
Advanced Technician Firefighter	Firefighter II or Basic Operations Firefighter Certification Course Completion: <i>Minimum of 40 hours</i> Written Exam Practical Exam Fire Service Vehicle Operator Certification Vehicle and Machinery Operations Certification NIMS 200 3 Years Fire Service Experience from Firefighter II/Basic Operations Firefighter Certification Date
Hazardous Materials Awareness	Course Completion Firefighter II or Basic Operations Firefighter Certification Written Exam
Hazardous Materials Operations	Course Completion Firefighter II or Basic Operations Firefighter Certification Written Exam Practical Exam
Hazardous Materials Technician A	Course Completion Hazardous Materials Operations Certification Practical Exam Written Exam