**State of Vermont**
**Department of Public Safety**
**Division of Fire Safety, Vermont Fire Academy**
**93 Davison Drive**
**Pittsford, Vermont 05763**

Dear Candidate:

On behalf of the Vermont Fire Academy, thank you for your interest in the 2012 Vermont Entry Level Fire Fighter Testing process. The testing process is described in the application packet following this letter. Please read through the information carefully and review the frequently asked questions section, which outlines the testing procedures. The application packet is available for download on the Vermont Fire Academy website at www.vtfireacademy.org, or can be picked up at the VFA offices, 93 Davison Drive, Pittsford, Vermont 05763. Feel free to call the VFA @ 1-800-615-3473 to request an application.

The application packet contains two items to be completed and returned:

Item 1: Candidate application form with entry fee of $75.00 (CPAT Only), $25.00 (Written Only) or $100.00 (CPAT & Written Exams) returned by **Friday, September 28, 2012**. **Please note that all payments are non-refundable.**

Item 2: Physician authorization form returned by **Friday September 28, 2012**.

**ORIENTATION:** At the Champlain Valley Exposition – Robert E. Miller Expo Centre, 105 Pearl Street, Essex Junction, VT 05453. Orientation is scheduled for Thursday, October 11 and Friday, October 12, 2012. The 2012 orientation is by appointment only. If you do not wish to attend orientation, you must complete and return the orientation waiver form prior to being allowed to participate in the CPAT.

Please select your preferred time to attend orientation, by marking the times for sessions on the application. Notification of your scheduled orientation date and time will be mailed to you. Any questions you have about the Vermont entry level fire fighter testing process can be answered at the sessions, and by reading your orientation packet.

**CPAT EXAM:** At the Champlain Valley Exposition – Robert E. Miller Expo Centre, 105 Pearl Street, Essex Junction, VT 05453. Testing is scheduled for December 12 – 14, 2012. Notification of your scheduled CPAT testing date and time will be mailed to you. **Please note that candidates will not be able to choose their testing dates and times.**

**WRITTEN EXAM:** At the Champlain Valley Exposition – Robert E. Miller Expo Centre, 105 Pearl Street, Essex Junction, VT 05453. The written test is scheduled for Wednesday, December 12, 2012 at 0830 Hrs. **Please note that no candidate will be allowed to enter the written exam late.**

The written examination is designed to assess cognitive and interpersonal abilities related to the following areas: reading, math, map reading, writing ability, situational & interpersonal skills, and mechanical & logical skills. Applicants shall not be allowed the use of a calculator or any other items in the testing room. A study guide for this test can be obtained through FPSI using the attached form.

If you have any questions regarding the entry level fire fighter testing process, please do not hesitate to contact me immediately via email christopher.corbin@state.vt.us.

Sincerely,

Chris Corbin
Vermont CPAT Testing Coordinator

**2012 Entry Level**

**Fire Fighter Testing**

**Application**

**STATE OF VERMONT**
**ENTRY LEVEL FIRE FIGHTER**
**PHYSICAL ABILITY AND WRITTEN COGNITIVE EXAMINATIONS**

**State of Vermont**
**Department of Public Safety**
**Division of Fire Safety, Vermont Fire Academy**
**93 Davison Drive**
**Pittsford, Vermont 05763**
**www.vtfireacademy.org**

**Application & Physician Authorization Deadline: Friday, September 28, 2012**
**Candidate Physical Ability Test (CPAT) Orientation: October 11 & 12, 2012**
**Candidate Physical Ability Test (CPAT): December 12 – 14, 2012**
**Written Cognitive Exam: Wednesday, December 12, 2012**

## ***Applicant Qualifications***

Applicants must be at least 18 years of age, have a high school diploma or GED (General Education Diploma) and a valid driver's license with photo from their state of residence. Applicants must submit a written authorization, signed by a physician, authorizing the applicant to complete the testing process.

**NOTE:** In accordance with IAFF / IAFC regulations, candidates are required to provide a list of Departments for which he/she is taking the CPAT test. Candidates are only allowed to take the CPAT test for Departments holding a valid IAFF / IAFC CPAT License.

**NOTE:** Additional certification requirements and/or secondary testing to include but not be limited to written examinations, oral interviews, background investigations, medical evaluations, and drug testing may be required by individual jurisdictions.

**NOTE:** As of the date of this application, the following Fire Departments accept CPAT as their **ONLY** entry level physical ability test. No other physical ability test will be given or accepted by the Departments:

- Brattleboro Fire Department
- Burlington Fire Department
- Hartford Fire Department
- Saint Johnsbury Fire Department
- South Burlington Fire Department
- Springfield Fire Department
- Williston Fire Department

**NOTE:** As of the date of this application, the following Fire Departments accept the written general knowledge cognitive exam as their entry level written exam:

- Brattleboro Fire Department
- Burlington Fire Department
- Hartford Fire Department
- Saint Johnsbury Fire Department
- South Burlington Fire Department
- Springfield Fire Department
- Williston Fire Department

## ***Application Form***

All items of the application packet to be returned are clearly marked as Item 1 and Item 2 on the bottom of the appropriate pages. Items 1 and 2 must be completed **(only completed forms with original signatures will be accepted – NO FAXES)** as directed for an applicant to be eligible to participate in the examination.

***ITEM 1 (Application for testing) – Received no later than Friday, September 28, 2012.**

***ITEM 2 (Authorization from Physician) – Received no later than Friday, September 28, 2012.**

**NO APPLICANT WILL BE ALLOWED TO TAKE THE EXAMINATION IF REQUIRED FORMS ARE SUBMITTED AFTER THE DEADLINES.**

**MAIL APPLICATION TO OUR MAILING ADDRESS OF:**

**Vermont Fire Academy**
**ATTN: Entry Level Fire Fighter Testing**
**93 Davison Drive**
**Pittsford, Vermont 05763**

**Or hand deliver to the Vermont Fire Academy at the above address**
**Monday through Friday 8:00 AM to 4:00 PM (except on State holidays).**

## ***TESTING FEE***

All applicants will remit a $25.00 non-refundable administration fee for the written exam as well as a $75.00 non-refundable administration fee for the physical ability exam, made payable to "State of Vermont". The fee may be paid by personal check or money order, and MUST accompany the application. One fee of $100.00 may be remitted for both exams. All forms and fees shall be returned together.

## ***GENERAL INFORMATION***

**ONLY completed forms with original signatures will be accepted – NO FAXES**

**Incomplete applications will be returned**

It is strongly recommended that the **candidate make copies of all required documents that are forwarded to the Vermont Fire Academy.** Due to the large number of candidates, we are not able to return any application documents or any copies.

Any challenges to the written exam process must be made in writing no later than 4:00 PM on the date of the written exam.

**All questions should be addressed to Chris Corbin at the Vermont Fire Academy via email @ Christopher.corbin@state.vt.us.**

## ***RETURNED CHECK POLICY***

For any check returned, the candidate will be charged a $25.00 fee and not be allowed to test unless the testing fees are repaid to the State of Vermont prior to the date of orientation.

## ***WRITTEN EXAMINATION***

Applicants will be administered a general knowledge written examination. No prior training or experience in the job of firefighting and/or emergency medical services is assumed of applicants taking this exam. The examination is designed to assess cognitive and interpersonal abilities related to the following areas: reading, math, map reading, writing ability, situational & interpersonal skills, and mechanical & logical skills. Applicants shall not be allowed the use of a calculator or any other items in the testing room. A study guide for this test can be obtained through FPSI using the attached form.

The written examination will be administered on Wednesday, December 12, 2012, at the **Champlain Valley Exposition – Robert E. Miller Expo Centre, 105 Pearl Street, Essex Junction, VT 05453**. The start time of the written exam will be 0830 Hrs. Applicants should allow ample time for travel and plan to be at the testing location at least 15 minutes prior to their scheduled testing time. Visit our website for information and updates.

**APPLICANTS WILL NOT BE ALLOWED TO SIT FOR THE EXAM IF THEY ARE LATE!**

A two and one-half ( 2 ½) hour time limit is placed upon the administration of the written portion of the examination process.

## ***PHYSICAL ABILITY (CPAT) EXAMINATION***

**All applicants will be scheduled for the physical ability examination** as outlined in the Vermont **C**andidate **P**hysical **A**bility **T**est Orientation Guide, a copy of which is enclosed for your review and which **MUST be submitted to the authorizing physician for review. The candidate will be notified of their CPAT testing date and time after successful completion** of the application process.

Because of the large volume of candidates, you will be assigned a day and time for the CPAT exam. You must be available for your assigned time on the day assigned for YOUR testing. Make sure you follow the dress code for the physical ability testing. This will be explained in detail at Orientation.

Please refer to the Vermont Candidate Physical Ability Test Orientation Guide for further information regarding the Physical Ability Test. **Bring this guide to the physician for reference to your physical.**

**All applicants wishing to attend an orientation of the CPAT must return Item #1 of this application packet. This is a formal signup procedure in order to process all applicants for the CPAT orientation. The first Orientation will be held on Thursday, October 11, 2012. Times must be checked off on the application but will be assigned on a first come first serve basis of applications returned. You will be notified by mail of your final assigned time.** The orientation session will last approximately three hours. A classroom, walkthrough and use of CPAT equipment will be offered. **The Orientation will be held at the Champlain Valley Exposition – Robert E. Miller Expo Centre, 105 Pearl Street, Essex Junction, VT 05453** Candidate attendance is not mandatory, but is highly recommended. Proper clothing for orientation is the same as for the CPAT exam and shall consist of a minimum of short sleeve shirt, long pants and closed toe shoes. **The second Orientation will be held on Friday, October 12, 2012 at the same location as the first Orientation. Times must be checked off on the application, but will be assigned on a first come, first serve basis at the first Orientation.**

Applicants wishing to apply for reciprocity using an out of state CPAT certification may do so if you provide a valid and dated certificate from another licensed provider. An application, along with the CPAT certificate and full payment for testing must still be submitted. The Vermont written exam along with a valid CPAT certificate will allow the candidate to be placed on the eligible candidate list distributed to participating departments. The deadline to submit CPAT certificates from other jurisdictions is Friday, September 28, 2012 @ 4:00 PM. Please note that in Vermont, CPAT results are only valid for 12 months from the date of issue.

# ***APPLICATION FOR TESTING***
# ***VERMONT ENTRY LEVEL FIRE FIGHTER EXAMINATION***

**(Please type or print legibly)**

Last Name: _____ First Name: _____ MI: _____

Address: _____ Social Security #: _____ - ___ - _____

City: _____ State: ____ Zip: _____ Sex: M / F DOB: ___ - ___- ___

Telephone:_____ Cell:_____ Email: _____

Ethnicity (IAFF/IAFC reporting requirement):

☐ American Indian ☐ Asian ☐ African American or Black
☐ White ☐ Native American ☐ Hawaiian or Pacific Islander
☐ Hispanic ☐ Two or more ☐ Other

Are you at least 18 years of age? Y / N High School / GED? Y / N

| Firefighter Certifications: | EMS Certifications: | College Degrees: (Majors) |
|---|---|---|
| ☐ VT Level I | ☐ VT EMT-B | _____ |
| ☐ VT Level II | ☐ VT EMT-I | _____ |
| ☐ Other _____ | ☐ VT EMT-P | _____ |

Please schedule me for the following orientation session (not mandatory, but highly recommended): First Orientation: ___ 9:00 AM ___ 12:00 PM ___ 3:00 PM
Second Orientation: ___ 9:00 AM ___ 12:00 PM ___ 3:00 PM

Payment Method (Credit Cards not accepted):

☐ Personal Check ☐ Money Order / Bank Check

Your signature below authorizes the Vermont Division of Public Safety, Division of Fire Safety to release your written and physical ability test results to all departments participating in the testing process and the International Association of Fire Fighters (IAFF) in accordance with the licensing agreement.

Applicant's Signature _____ Date: _____

Instructions: Carefully read and complete all application packet items. Completed applications, including **ITEM 1 with test fee(s)** and **ITEM 2**, the physicians release form, must be received no later 4:00 PM on Friday, September 28, 2012. If all forms are not submitted by this deadline, candidates will not be allowed to test.

**This is Item #1**

**Must be received by the VFA no later than Friday, September 28, 2012 @ 4:00 PM**

**Faxed copies of this form WILL NOT be accepted.**

Date Stamp

(Staff Use Only)

*Name of Applicant:* _____ *SS#:* _____ - ____ - _____

# ***AUTHORIZATION FROM PHYSICIAN***

**FOR APPLICANT TO COMPLETE THE PHYSICAL ABILITY EXAMINATION AS OUTLINED IN THE VERMONT CANDIDIATE PHYSICAL ABILITY TEST ORIENTATION GUIDE.**

I have read and understand the firefighter entrance examination process and components associated with the administration of the examination for firefighters and have reviewed the Vermont Candidate Physical Ability Orientation Guide. **This form is void if altered in any way.**

I, _____, acknowledge that _____
Physician's Name Applicant's Name
is physically fit to perform the testing process as outlined herein.

_____ _____
Physician's Signature Date Signed

_____ _____
Physician's Name (printed) Physician's Telephone

_____

_____

_____
Physician's Address

**This is ITEM 2**
**Must be received by the VFA no later than Friday, September 28, 2012.**

**Faxed copies of this form will not be accepted**

**It is the candidate's responsibility to make sure this is returned by the deadline. Keep copies for your personal record.**

## ***DIRECTIONS TO THE ORIENTATION & TESTING LOCATION***

**From Interstate 89,** take Exit 12 toward US-2 / Williston / Essex Jct. Travel on Vermont Route 2A North for 3.6 Miles. Turn left on Pearl Street / Route 15. The entrance to the Champlain Valley Fairgrounds will be on the right. Follow signs to the parking area and the Robert E. Miller Expo Centre.

## ***CPAT & Frequently Asked Questions***

The Vermont Division of Fire Safety, Vermont Fire Academy is committed to providing up-to-date testing and fitness information for the Candidate Physical Ability Test (CPAT).

**Reciprocity for CPAT Certifications from another Licensed IAFF CPAT provider**

An out of state CPAT certification will be eligible for reciprocity with the participating Departments if you provide a valid and dated certificate from another licensed provider. An application must be submitted along with full payment for testing. The Vermont written exam along with a valid CPAT certificate will allow the candidate to be placed on the eligible candidate list distributed to participating departments. The deadline to submit CPAT certificates from other jurisdictions is Friday, September 28, 2012 @ 4:00 PM. Please note that in Vermont, CPAT results are only valid for 12 months from the date of issue.

**Fitness Trainers for CPAT**

If you would like personalized physical training, we have contact information to provide you with instructors specializing in CPAT fitness and training. They have a professional background in fitness and are highly familiar with specific CPAT fitness techniques.

**Follow Website Information**

All applicants MUST visit our website www.vtfireacademy.org and follow any changes and updates to your scheduled dates, times and testing information. Failure to do so may lead to loss of admission to testing events.

**This year's Entry Level testing consists of two processes; the written exam and the Candidate Physical Ability Test (CPAT). Below are some frequently asked questions regarding the process.**

Q: Why do I need to go through these processes to be a fire fighter?

A: A joint initiative was established between the Vermont Division of Fire Safety, the Professional Firefighters of Vermont and the Vermont Career Fire Chiefs to develop and commit to require the IAFF / IAFC Candidate Physical Ability Test for entry level firefighters in Vermont.

Q: Do all career fire departments in Vermont use CPAT?

A: As of the date of this document, the following career fire departments require the successful completion of CPAT as the physical ability testing requirement for entry level firefighters: Brattleboro Fire Department, Burlington Fire Department, Hartford Fire Department,

Saint Johnsbury, South Burlington Fire Department, Springfield Fire Department, and Williston Fire Department.

Q: How is the written exam chosen?

A: The written exam is a validated exam selected from an assortment of testing companies, an entrance test comes in many forms and you should read carefully what to look for in a particular entrance test. Please realize that the VT written test is specific, and a test from another jurisdiction may not be accepted by a participating Department.

Q: What is the passing score for the written exam?

A: A minimum score of 75% is required to pass the written exam.

Q: How long is successful completion of the testing valid?

A: The written exam in valid for 24 months from date of successful completion. The CPAT is valid for 12 months from the date of successful completion as per your CPAT certificate. This applies to both certificates issued in Vermont and from other jurisdictions.

Q: Do departments receive my CPAT time or my test score?

A: Per the IAFF / IAFC license requirements, CPAT is a PASS / FAIL test. Departments will not receive your completion time. As for the written exam, departments will receive your written test score as part of the eligible candidate listing from the Vermont Fire Academy.

Q: What if I fail this year's written exam?

A: The 2012 written exam will only be administered on the date as per the 2012 application paperwork. You will be allowed to take the CPAT test regardless of your success in the written exam.

Q: What if I have already passed the CPAT in another state within the last 12 months?

A: You can take just the written exam during the entry level testing process. Please be aware however that the departments that use CPAT as a prerequisite for hiring an entry level firefighting position require that the applicant has passed CPAT within 12 months of the department application deadline. To be included on the eligible candidate list, an applicant must apply for reciprocity.

Q: The written test has a study guide. Is it mandatory to have this and if so, why doesn't the Fire Academy include the study guide in the application fee?

A: The Fire Academy cannot mandate the purchase of the study guide. We can only explain to you that the study guide is a sample of the type of questions in the written exam.

The Vermont Division of Fire Safety sets the application fee. It is up to the candidate if they want to purchase the study guide. Also, candidates that test in other jurisdictions may already have the appropriate study guide. This also applies if there are no changes in the edition of the study guide from one year to the next.

Q: Once I pass the entry level testing, what can I expect?

A: Vermont does not maintain a “State List”. The Vermont Fire Academy issues a listing of eligible candidates that successfully completed both the written and physical ability tests. A participating Department will advertise for open positions with the pre-requisites of valid, successful completion of CPAT and the written exam. It will be up to the Department to confirm with the Vermont Fire Academy that your information is valid and correct. Candidates that successfully complete the Candidate Physical Ability Test will be issued a “card” from the Vermont Fire Academy. Candidates will be notified in writing of their written test score.

# FPSI's Entry-Level Firefighter CEB/PST
# Candidate Orientation Guide--Practice Test Order Form

The entry-level firefighter written test process consists of six components: A reading ability component, a basic mathematical skills component, a human relations component, a map reading component, a writing ability component, and a reasoning skills component.

We have created a Candidate Orientation Guide that will provide invaluable test-taking hints along with descriptions of the CEB/PST test components and sample test items. In order to obtain this Candidate Orientation Guide, you must complete the order form listed below and include a ***$7.00 MONEY ORDER ONLY*** payable to FPSI.

***CANDIDATE ORIENTATION GUIDE*:**

The CEB/PST Candidate Orientation Guide consists of general test-taking hints along with 35 questions that are similar to those in the actual CEB/PST Test. The breakdown of practice test items is as follows:

- Five (5) Reading Ability Items
- Five (5) Basic Mathematical Items
- Ten (10) Human Relations Items
- Five (5) Map Reading Items
- Five (5) Writing Ability Items
- Five (5) Reasoning Skills Items

**--- To order the CEB/PST Candidate Orientation Guide, please send a *$7.00 MONEY ORDER ONLY* made payable to FPSI and mail it to the address below. --- NO personal checks accepted.**

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To order send a **MONEY ORDER ONLY** ***(No Personal Checks or Credit Cards Accepted)***
for $7.00 made payable to FPSI mailed to the address below.
There will be no walk-ins or phone orders allowed.

**Fire & Police Selection, Inc. (FPSI)**
**193 Blue Ravine Rd, Ste 270**
**Folsom, CA 95630**

☐ Yes, please send me the CEB/PST Candidate Orientation Guide. Enclosed is my money order for $7.00.

**Send my CEB/PST Candidate Orientation Guide to the following address:**

Name: _____ Street:_____ Apt. #: _____

City/Town: _____ State:_____ Zip: _____

Phone: _____ ***Testing With: Vermont Fire Academy***

**Please ensure that your handwriting is legible as we cannot guarantee shipments to poorly written contact information. Please allow 5-10 business days for delivery.**

# ACKNOWLEDGEMENT AND WAIVER OF CPAT ORIENTATION AND / OR CONDITIONING PERIOD AND / OR TIMED PRACTICE RUNS.

This form must be signed before you will be permitted to take the Candidate Physical Ability Test (CPAT) if you did not attend the orientation and practice sessions prior to this test.

A fire department administering 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 commencement of the official CPAT test date. This program is composed of two phases.

1. The fire department will provide each candidate a full and equal opportunity to attend at least two (2) orientation sessions during which candidates 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 fire fighters (proctors). These individuals will familiarize each candidate with each CPAT task and the 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 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 before the commencement of the official CPAT test dates. Following each practice session, certified Peer Fitness Trainers, fitness professionals, and/or CPAT-trained fire fighters (proctors) shall help the candidates 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 test. However, it is recognized that some individuals may be capable of passing 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 available these programs on an equal basis to all candidates and that the candidate knowingly and voluntarily waived participation in the orientation and 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 qualified professionals and instructors and physically examine and use 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 your fire department.

I have read and understand the nature of the orientation and practice sessions and the time period between orientation and actual CPAT administration. By executing this acknowledgment, I hereby knowingly and voluntarily waive my right to participate in the above-described ❑ orientation and/or ❑ practice sessions.

LAST NAME (please print) _____ FIRST NAME _____

APPLICANT SIGNATURE _____ DATE _____