



# CPAT State Entrance Test 2015 APPLICATION PACKET

## NEW HAMPSHIRE STATEWIDE ENTRY-LEVEL FIREFIGHTER EXAMINATION

**Application & Physician forms Deadline: Friday, March 6, 2015**

**\*CPAT Orientation: April 14 & 15, 2015 @ Laconia Ice Arena**

**Written: May 13, 2015 @ Fire Academy**

**\*Physical Agility (CPAT): June 8, 9, and 16, 2015 @ Laconia Ice Arena**

**\*Reciprocity for CPAT and or NH FFII certification Due by June 19<sup>th</sup>, 2015**

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF SAFETY  
DIVISION OF FIRE STANDARDS AND TRAINING AND EMERGENCY MEDICAL SERVICES  
RICHARD M. FLYNN FIRE ACADEMY  
Located at 98 Smokey Bear Boulevard  
CONCORD, NH 03301**

### **Applicant Qualifications:**

- Must be at least 18 years of age
- Have a high school diploma or GED (General Educational Diploma)
- Have a valid driver's license from their state of residence
- Applicants must submit the written authorization form, **signed by a physician**, authorizing the applicant to compete in the testing process

### **NOTE:** Additional rules apply to jurisdictions hiring career employees, including the following:

- Background investigation, including criminal and motor vehicle record check prior to employment. Felony conviction is cause for rejection.
- Replacement medical evaluation as outlined in NFPA 1582 prior to employment. Category "A" conditions are cause for rejection.
- An oral interview.
- Complete a program of study as adopted by the NH Fire Standards & Training Commission within one year of employment.

**APPLICATION FORM:**

All items of the application packet to be returned are clearly marked as Item 1, Item 2, and Item 3 on the bottom of the appropriate pages. These items must be completed and submitted on time for an applicant to be eligible to participate in the examination. No faxes are accepted. Only original mailed or hand-delivered forms accepted.

**\*ITEMS 1, 2, and 3 – Postmarked no later than March 6, 2015**

**\*Learning Disability Accommodation (If applicable) – Postmarked no later than March 6, 2015**

**\*Note:** CPAT Reciprocity- Must have Item 1 (Application Page 5 ) and a copy of the CPAT certificate with the date taken ,IAFF license Number on the document and \$60.00 fee enclosed.

**\*Note:** All items have the same deadline this year, but still may be submitted separately. They must be postmarked no later than March 6, 2015. CPAT reciprocity is due in by June 19<sup>th</sup>.

Mail applications to:

NEW HAMPSHIRE FIRE ACADEMY  
ENTRANCE EXAM  
33 HAZEN DRIVE  
CONCORD, NH 03305

Or deliver to:

NEW HAMPSHIRE FIRE ACADEMY  
98 SMOKEY BEAR BLVD  
CONCORD, NH 03301

Monday through Friday, between the hours of 8:15 a.m. and 4:15 p.m.

**TESTING FEE:**

**\*All applicants will remit a \$150.00 non-refundable administration fee, made payable to "NH Fire Standards & Training and Emergency Medical Services." The administration fee may be paid by personal check, money order, or credit card (Master Card, VISA or American Express), and must accompany the application.**

**APPLICANTS WITH DISABILITIES:**

Individuals with disabilities must notify the NH Fire Academy utilizing the enclosed Learning Disabilities Accommodation Request Procedure form by the application deadline. Any requests for special assistance will be handled on an individual basis and with complete confidentiality.

**GENERAL INFORMATION:**

Only completed forms with original signatures will be accepted - NO FAXES

It is strongly recommended that the candidate make copies of all required documents that are forwarded to the NHFA. 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 the end of the testing session, May 13, 2015 by 4 pm.

**CPAT Reciprocity:** Due by June 19<sup>th</sup>, 2015. Fee \$60.00. Page 5 of application filled out and turned in with your IAFF CPAT certificate/letter/card with name, date taken and passing acknowledgment.

**Written Test:** NH Firefighter II or Reciprocity for NH Firefighter II must be completed by June 19<sup>th</sup> 2015. The candidate will then be placed on the final list of qualified candidates that is sent to NH Fire Departments.

**STATE OF NEW HAMPSHIRE  
RETURNED CHECK POLICY**

- WE MAY RE-PRESENT YOUR CHECKS ELECTRONICALLY FOR ANY CHECK RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS.
- YOUR RETURNED CHECK WILL NOT BE PROVIDED TO YOU WITH YOUR BANK STATEMENT, CONTACT YOUR FINANCIAL INSTITUTION FOR A COPY.
- PER RSA 6:11-a, A FEE OF \$25 OR 5 PERCENT OF THE FACE AMOUNT OF THE CHECK, WHICHEVER IS GREATER, PLUS BANK FEES, WILL BE CHARGED FOR EACH RETURNED CHECK AND COLLECTED WITH A SEPARATE ELECTRONIC TRANSACTION.

All questions should be addressed to Mr. Scott Merrill at the NH Fire Academy, (603) 223-4200 or 1-800-371-4503, X 31026.

**WRITTEN EXAMINATION:**

No prior training or experience in the job of firefighter is assumed of applicants taking the written exam. The written test for the New Hampshire Fire Academy is comprised of two parts. The 11<sup>th</sup> edition Test Preparation Manual will measure candidate's ability to read, comprehend, retain and recall technical information contained in the TPM study manual. This comprises 80% of the test. The other 20% will measure candidate's Human Relations—to include: interpersonal skills, teamwork, commitment, honesty, integrity, and emotional stability.

Applicants will not be allowed the use of a calculator or any other items in the testing room.

The written examination will be administered on Wednesday, May 13, 2015 at the New Hampshire Fire Academy, 98 Smokey Bear Boulevard, Concord, NH. Candidates will be assigned specific dates and times for the testing after acceptance of their applications. Applicants should allow ample time for travel and plan to be at the Academy at least 15 minutes prior to their scheduled testing time. Visit our web-site for information and updates. **APPLICANTS WILL NOT BE ALLOWED TO SIT FOR THE EXAM IF THEY ARE LATE!** An approximate two to three hour time limit is placed upon the administration of the written portion of the examination process. **If you have passed a previous state entrance written exam with NHFST&EMS, or have \*FFII certification from New Hampshire, you do not need to take the written portion of the 2015 State Entrance Exam.** Be advised that some full-time fire departments may require the annual written and Physical Ability Testing for their hiring requirements. \*Reciprocity to NH FFII certification can be applied for if from out of State.

**PHYSICAL ABILITY EXAMINATION:**

All applicants will be scheduled for the physical ability examination. For details about the requirements this exam is comprised of, please review the CPAT Orientation Guide found here: <http://www.nh.gov/safety/divisions/fstems/trainingcert/testing/documents/OrientationGuide.pdf> The Orientation Guide must be brought with the Candidate when their physician is assessing their ability to take this exam.

\*Make sure you follow the Dress Code for the Physical Ability Testing: Long work-out pants and a t-shirt is acceptable. No loose or baggy dress is permitted. Closed-toed shoes required. Removal of all jewelry and watches.

Because of the large volume of candidates, you will be assigned one day and time for the written, one day and time for the CPAT, and another for the orientation (where applicable). Preference will be given, whenever possible, to what you indicate on the Application form.

**ORIENTATION:**

Candidates may choose the following dates of April 14, and/or 15, 2015 for the highly recommended, yet not mandatory Orientation. Times must be checked off but will be assigned on a first come first serve basis of applications returned. You will be notified via mail as to your final assigned times. Each orientation session will last approximately three hours. A classroom, walkthrough, and use of the CPAT equipment will be offered. The orientation will be held at the Laconia Ice Arena, Laconia NH (directions also included on page 10 of this packet). Proper clothing to orientation is the same as the CPAT exam.

# APPLICATION FOR TESTING NEW HAMPSHIRE STATEWIDE ENTRANCE EXAMINATION

(Please type or print legibly)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Address: \_\_\_\_\_ Last 4 of SSN #: \_\_\_\_\_  Active Military  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Sex M / F DOB: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Pager / Cell: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Ethnicity:  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

NH Firefighter Certifications National Registry (EMS Licenses)  
 Firefighter I  EMT- B / EMT  
 Firefighter II NH Cert. or \*reciprocal  EMT- I / AEMT  
 See reciprocity info!  EMT- P / Paramedic

Other  
 CDL license  College Degree(s) Major: \_\_\_\_\_

Please schedule me for the following orientation session (not mandatory, but highly recommend):  
 Tuesday, April 14, 2015 8:00 AM  10:30 AM  12:00 PM   
 Wednesday, April 15, 2015 8:00 AM  10:30 AM  12:00 PM

Please schedule me for the following 2015 State Entrance Exams:  
 Written Exam Only\*  CPAT Exam Only\*  Both\*  CPAT Reciprocity (\$60)

Your signature below authorizes the Division of Fire Standards and Training and Emergency Medical Services to release the results to all departments participating in the testing process and the International Association of Firefighters in accordance with the licensing agreement.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Carefully read and complete all application packet items. Completed applications, including **ITEM 1 & ITEM 2 with test fee** and **ITEM 3**, must be postmarked by **Friday, March 6, 2015** if all forms are not submitted by the March 6th deadline, candidates will not be allowed to test.

**The authorizing physician must review the New Hampshire Candidate Physical Ability Orientation Guide.**

**This is Item 1  
Submitted or postmarked no later than  
FRIDAY, March 6, 2015**

**Faxed copies of this form WILL NOT  
Be accepted**

**\*Submit Item 1 form for CPAT RECIPROCITY for  
Out of State CPAT Cert by June 19, 2015.**

Staff Use ONLY

DATE STAMP

Dr. Note: Yes:  No:   
 LDR: Yes:  No:   
 CPAT Reciprocity: Yes:  No:

<b>Section 1: APPLICANT INFORMATION</b>			
NAME:	First	Middle Init.	Last
<b>Section 2: ENTRANCE TESTING</b>			
<b>Section 3: PERSONAL PAYMENT INFORMATION</b>			
<ul style="list-style-type: none"> <li>➤ <b>Check off one method of payment listed below.</b></li> <li>➤ <b>Please make checks or money orders payable to NHFSTEMS and mail to NHFSTEMS at the address listed on the top of this form.</b></li> </ul>			
	Personal Check	Full name listed on credit card:	
	Money Order / Bank Check	Card number:	
	VISA	Expiration date:	3-digit code #: (on back of card)
	Master Card	Amount: \$	
	American Express	Signature (as it appears on card):	
<p>For further information on the division's <b>refund</b> policy, please refer to the NHFSTEMS website:  <a href="http://www.nh.gov/safety/divisions/fstems/documents/fstemsrefundpolicy.pdf">http://www.nh.gov/safety/divisions/fstems/documents/fstemsrefundpolicy.pdf</a></p>			
<b>FOR OFFICE USE ONLY:</b>			

**This is Item 2  
 Submitted or postmarked no later than  
 FRIDAY, March 6, 2015**

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

**AUTHORIZATION FROM PHYSICIAN  
FOR APPLICANT TO COMPLETE THE PHYSICAL  
ABILITY EXAMINATION AS OUTLINED IN  
THE NEW HAMPSHIRE CANDIDATE 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 New Hampshire Candidate Physical Ability Orientation Guide.

**This form is void if altered in any way.**

**\* Candidates bring the ORIENTATION PACKET for Physician's review to your appointment.**

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 3  
Submitted or postmarked no later than March 6<sup>th</sup>, 2015.**

**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 personnel records.**

# LEARNING DISABILITIES ACCOMMODATION REQUEST PROCEDURE

(Return this form if you have a learning disability request)

Candidates with a diagnosed learning disability may request an accommodation under the Americans with Disabilities Act by completing and mailing this request form to the Division of Fire Standards & Training and Emergency Medical Services.

**\*Please submit your IEP or other documented verification of your learning disability for approval, or if you have on hand verification information at the Fire Academy note this on request.**

All requests are confidential and need not be discussed with examination proctors or other candidates. Upon receipt of the request, the Division of Fire Standards & Training and EMS will contact the requesting candidate and initiate the investigation process with their third party consultant to make an accommodation determination. The investigation process will be expedited in consideration of the candidate.

A candidate who experiences difficulties with a testing environment and who believes he/she may have a learning disability may wish to obtain a diagnosis from a learning disabilities professional. Depending upon the diagnosis, a request for accommodation may be possible.

**Only candidates with diagnosed learning disabilities will qualify for an accommodation.**

Please contact me to discuss a learning disability accommodation. My telephone number is \_\_\_\_\_ . The best time to call is \_\_\_\_\_ .

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

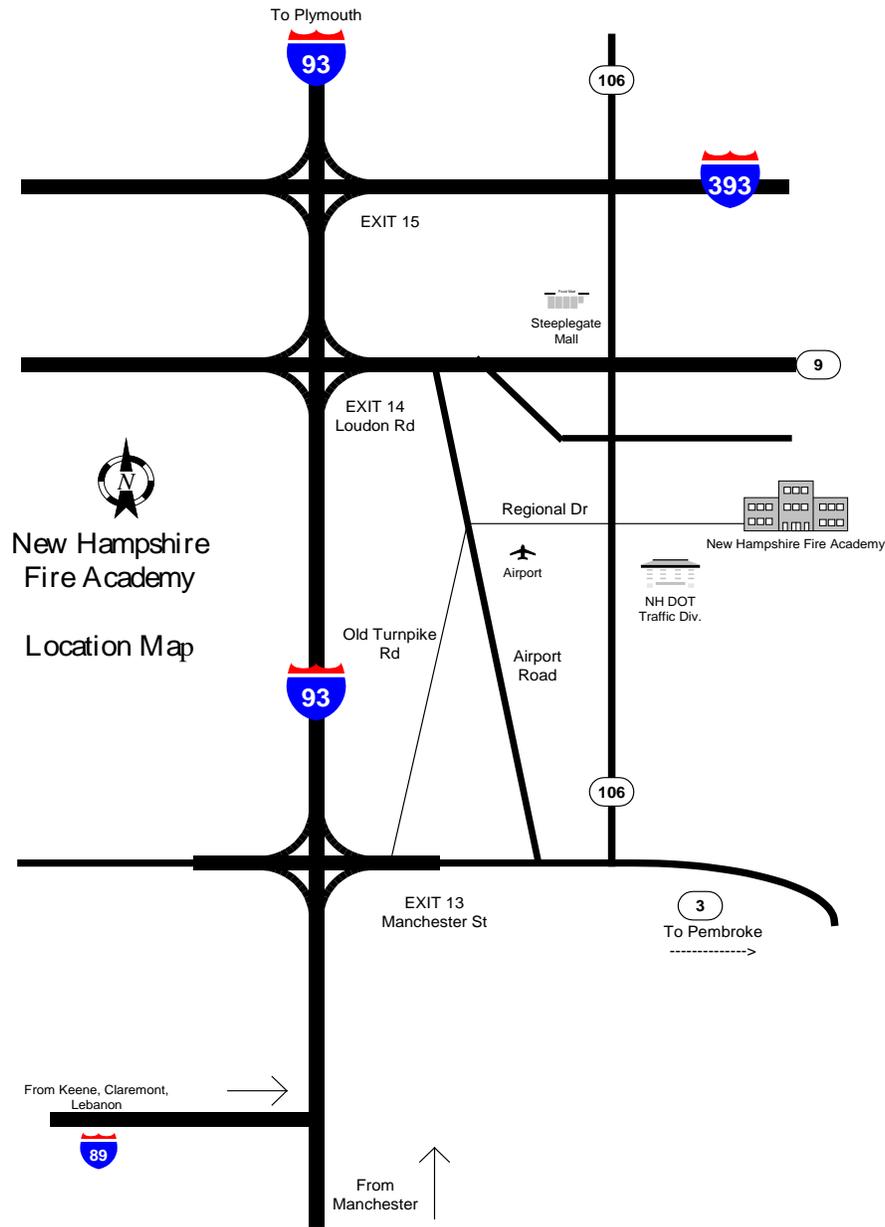
\_\_\_\_\_  
Name - Printed

**Please return this form to:  
New Hampshire Fire Academy  
Entrance Testing  
33 Hazen Drive  
Concord, NH 03305**

**Please mark the envelope CONFIDENTIAL and attention to L. D. R.**

**If you are requesting an accommodation  
This form must be submitted or postmarked no later than Friday, March 6, 2015.**

## DIRECTIONS TO THE NH FIRE ACADEMY WRITTEN PORTION OF THE STATE ENTRANCE EXAM



**DIRECTIONS from 93 North and South:** Exit 15 to 393 East, to 106 South. One mile past the Steeplegate Mall, on the left. Follow signs to Smokey Bear Boulevard. Follow to end of road.

**DIRECTIONS from the Department of Safety:** Turn left onto Hazen Drive, continue to lights at Eastside Drive, turn right and continue to the next set of lights. Go through lights onto Canterbury Road. At the stop sign (blinking light), turn left onto Pembroke Road. Continue on Pembroke Road until it meets Route 106 (Sheep Davis Road), turn right at lights. Take your first left and continue to follow to end of road.

**DIRECTIONS TO THE LACONIA ICE ARENA**  
**Orientation & CPAT (Physical) Portion of the test**  
**Laconia 468 Province Rd**  
**Laconia, NH 03246 (603) 524-2143**

**From the North:**

Head **south** on **I-93 S**

Take **exit 20** towards **E Main Street/ NH-11 E**

Turn left onto **NH-11 E/NH-132 N/US-3 N/E Main St**

Continue to follow **NH-11 E/US-3 N**

6.6 mi

Slight right onto **NH-11 E/US-3 N/Laconia-Gilford Bypass**

1.3 mi

Take the exit toward **Belmont Rd/Prescott Hill Rd**

0.3 mi

Turn left onto **Belmont Rd/Prescott Hill Rd**

Continue to follow **Belmont Rd**

0.3 mi

Take the 1st right toward **S Main St**

302 ft

Turn right onto **S Main St**

0.2 mi

Take the 1st right onto **Province Rd**

Destination will be on the left

**From the South:**

Head **north** on **I-93 N**

Take **exit 20** towards **E Main Street/ NH-11 E**

Turn left onto **NH-11 E/NH-132 N/US-3 N/Laconia Rd**

Continue to follow **NH-11 E/US-3 N**

6.3 mi

**7.** Slight right onto **NH-11 E/US-3 N/Laconia-Gilford Bypass**

1.3 mi

**8.** Take the exit toward **Belmont Rd/Prescott Hill Rd**

0.3 mi

**9.** Turn left onto **Belmont Rd/Prescott Hill Rd**

Continue to follow **Belmont Rd**

0.3 mi

**10.** Take the 1st right toward **S Main St**

302 ft

**11.** Turn right onto **S Main St**

0.2 mi

**12.** Take the 1st right onto **Province Rd**

Destination will be on the left

## CHANGES FOR 2015 AND FREQUENTLY ASKED QUESTIONS:

The New Hampshire Division of Fire Standards and Training and Emergency Medical Services are committed to providing up-to-date information and fitness information for the Candidate Physical Ability Test (CPAT).

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

Your out of state CPAT certification may be eligible for reciprocity if you provide a valid and dated certificate from another licensed provider. The date must include the official day, month, and year you passed the CPAT, the IAFF/IAFF license number, and Page 5/Item 1 of this application packet.

A candidate may be placed onto the state entrance list distributed to the participating fire departments only if they have the written testing or its equivalent of NH FFII or greater. The deadline for out of state CPAT certificates (in our possession) will be Friday, June 19, 2015.

Again, if you want to be put on the state list of firefighters who pass NH CPAT or submit out of state CPAT certificates, then you must follow the procedures outlined above and submit the correct information to us between the dates of January 17<sup>th</sup>, and June 19, 2015!

\*Please note if you have out of state fire certification you will need to be granted reciprocity to NH standards by the time the list is developed in June. (This is a separate process and form please find on line at our web site.)

### **Fitness Trainers for CPAT**

If you would like to be referred for 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. Please contact Scott Merrill at 603-223-4200 for this list.

### **\*Follow Website Information**

All applicants must visit our web site (<http://www.nh.gov/safety/divisions/fstems/index.html>) 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.

### **Physicals for the CPAT**

The Fire Academy has a list of walk-in clinics available to administer CPAT Physicals for candidates. This will be available at the front desk, or if you call and talk to Scott Merrill at 603-422-2300.

If you have not heard from the Fire Academy about your submitted application, do not wait until the last day to see if we have received it. You should have heard from us at least 3 weeks prior to any testing.

### **Frequently asked Questions:**

**Q. Do I need to take the entrance exam every year, since the Commission has ruled that it is good for 26 months?**

A. Although the Commission has ruled that entrance test is good for 26 months, several Departments will only consider candidates who have been through the written and/or CPAT portion within the past 12 months.

**Q. What counts for written reciprocity so I don't have to take the written test?**

A. Candidates who passed a previous year's written exam can go directly to the CPAT portion of the testing and not take this year's written exam. If you have New Hampshire Certified Firefighter II you may skip the written test. \*Note: If you have out of state Fire Certification you must apply for and receive reciprocity through our training Bureau in order to receive credit as a written test equivalent. (This must be done by the June 19<sup>th</sup>, 2015 deadline).

\*Also be aware that some departments require a written test each year to be considered for hire.

**Q. What if I fail this year's written test?**

A. You should continue on and take the CPAT. You may have other options for the written test like obtaining NH Firefighter II certification or out of state reciprocity to New Hampshire's Fire Certification.

**Q. The written test has a Test Preparation Manual (TPM). NEW 11<sup>th</sup> Edition**

A. 80% of all questions come directly from this manual your reading comprehension and information to assess your retention of materials will be based on readings within this manual. If a candidate has a previous year's manual you would need to buy this year's **NEW 11th edition** for accurate studying of this year's written test.

**Q. Once I pass the entrance exam tests of the written and CPAT what can I expect?**

A. Passing the entrance tests fulfills the pre-hire requirements Departments must meet in order to officially hire you. Departments that take part in the testing will receive a list of candidates and your certification levels. The more certification levels in fire and EMS, the greater your appeal will be to departments.

**Q. If I submit a CPAT or Fire Certification for reciprocity what form do I need to fill out?**

A. For the CPAT testing, the reciprocity form is Page 5/Item 1 of this testing application packet. This form provides the data needed in order to process your information to the Fire Departments in NH. For the Written test and Out of state Fire certificates the Reciprocity form is Located on our website under Documents & Forms > Reciprocity Application.