



State of New Hampshire

Department of Safety

Division of Fire Standards and Training and Emergency Medical Services
Richard M. Flynn Fire Academy
98 Smokey Bear Blvd, Concord, New Hampshire
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



John J. Barthelmes
Commissioner

Richard A. Mason
Director

February 15, 2009

Dear Candidate:

On behalf of the New Hampshire Division of Fire Standards and Training & Emergency Medical Services, thank you for your interest in firefighter entrance testing. The 2009 entrance testing format is described in the application packet following this letter. Please read through carefully and review the frequently asked question section, which outline testing procedures. The application packet is available on the Division website at www.nh.gov/safety/divisions/fstems/trainingcert/forms.html or can be picked up at the NH Fire Academy in Concord, New Hampshire.

The application packet contains three items to complete and return:

Item One: Candidate application form with entry fee of \$50.00, returned by **Friday, April 3, 2009**.

Item Two: Physician authorization form returned by **Friday, April 3, 2009**.

Item Three Test Preparation Manual (TPM) order form with additional fee enclosed, if ordered by mail.

ORIENTATION: At the National Guard Armory 1059 Canal St. Manchester NH
Orientation is scheduled for Tuesday, June 16 and Wednesday, June 17, 2009. The 2009 orientation is by appointment only.

Please select your preferred day and time to attend orientation, by marking the date and times for sessions on the application. Notification of your scheduled orientation date and time will be mailed to you along with your testing dates. Any questions you have about the CPAT can be answered at these sessions, and by reading your orientation packet.

WRITTEN TEST: Scheduled for Thursday August 27 and Friday August 28th, 2009
At the Fire Academy 98 Smokey Bear Blvd, Concord, NH.

Please note, a Test Preparation Manual (TPM) is used to assess skills necessary for an entry level firefighter written exam. The 2009 written exam is based on the **9th edition TPM**. The 9th edition is the same study guide used for last year's 2008 written testing. The written test is not a test of your acquired firefighter skills; rather it measures acquisition and retention of material in the TPM.

If you have any questions regarding entrance testing, please do not hesitate to contact me at (603) 223-4200 or 800-371-4503, X 31026.

Sincerely,

Scott Merrill
Program Coordinator, Entrance Test

Fire Training – Certification – Fire Academy – Emergency Medical Services

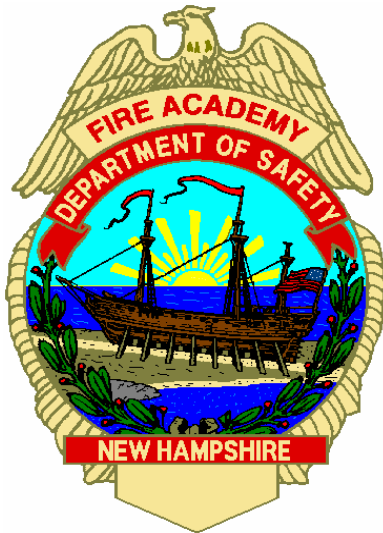
Business: (603) 271-2661

Fax: (603) 271-1091

Toll Free: 1-800-371-4503

TDD Access: 1-800-735-2964

<http://www.nh.gov/safety/divisions/fstems/index.html>



TEST 2009

APPLICATION PACKET

NEW HAMPSHIRE STATEWIDE ENTRY-LEVEL FIREFIGHTER EXAMINATION

Application & Physician forms Deadline: Friday, April 3, 2009
CPAT Orientation: June 16 & 17 2009 @ Manchester Armory
Written: August 27 & 28th, 2009 @ Fire Academy

Physical Agility (CPAT): September 3, 4, 8-10, 2009

**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

Applicants must be at least 18 years of age, have a high school diploma or GED (General Educational 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: *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 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) – Postmarked no later than April 3, 2009.**

***ITEM 2 (Authorization from Physician) – Postmarked no later than April 3, 2009.**

***Learning Disability Accommodation (If applicable) – Postmarked no later than April 3, 2009**

**Note: all items have the same deadline this year, but still may be submitted separately, however, all must be postmarked no later than April 3, 2009.*

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

MAIL APPLICATIONS TO OUR MAILING ADDRESS OF:

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

Or deliver to:

The New Hampshire Fire Academy, 98 Smokey Bear Boulevard, 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 **\$50.00 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 Friday, August 28, 2009 by 4 pm.

**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

Applicants will be administered a general knowledge written examination. No prior training or experience in the job of firefighter is assumed of applicants taking the exam. The examination, based on the Test Preparation Manual, is designed to assess abilities related to the following areas: Reading Comprehension, Interpreting Tables, Situation Judgment, Logical Reasoning, Reading Gauges, Applying Basic Math Rules, Mechanical Aptitude, Spatial Sense, Map Reading and Vocabulary. Applicants shall not be allowed the use of a calculator or any other items in the testing room. Please refer to written testing tips online at our website, (<http://www.nh.gov/safety/divisions/fstems/index.html>) for information.

The written examination will be administered on Thursday, & Friday, August 27 and 28, 2009 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.

PHYSICAL ABILITY EXAMINATION:

All applicants will be scheduled for physical ability examination as outlined in the New Hampshire **Candidate Physical Ability Test 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 one day and time for the written test and another day and time for the CPAT. You must be available for your assigned times on the days assigned for YOUR testing.

Please refer to the New Hampshire 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. Candidates may choose the following dates of June 16, and/or 17, 2009. 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 or have information listed on the website as to your final assigned times. The 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 NH National Guard Armory in Manchester. Candidate attendance is not mandatory, but is highly recommended. 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: _____ Social Security #: _____ - _____ - _____
City: _____ St: _____ Zip: _____ Sex M / F DOB: _____
Telephone: _____ Pager / Cell: _____
Are you at least 18 years of age? Y / N High School / GED Y / N

New Hampshire Firefighter
Certifications

- Level II
- Level III
- Firefighter I
- Firefighter II
- C2F2

National Registry EMS
Certifications

- EMT B
- EMT I
- EMT P

- Active Military

Other

- CDL license
- College Degree(s)
Major: _____

Payment Method:

_____ Personal Check _____ Money Order/Bank Check
_____ VISA _____ MasterCard _____ Amer. Express

Full Name listed on Card: _____
Card Number: _____ Exp _____ V-code _____
Signature: _____ (3 digits on back of card)

Staff Use Only

Please schedule me for the following orientation session (not mandatory, but highly recommend):

Tuesday, June 16, 2009: 8:00 AM 10:30 AM 12:00 PM
Wednesday, June 17, 2009: 8:00 AM 10:30 AM 12:00 PM

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.

Applicant's Signature _____ Date _____

*Instructions: Carefully read and complete all application packet items. Completed applications, including **ITEM 1 with test fee** and **ITEM 2** the physicians release form, must be postmarked by Friday, April 3, 2009. If all forms are not submitted by the April 3rd 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, April 3, 2009**

Faxed copies of this form WILL NOT be accepted

Date Stamp
Staff Use ONLY

Dr. Note: Yes: No:

WEB

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

**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.**

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
Submitted or postmarked no later than Friday, April 3, 2009

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

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 & Emergency Medical Services.

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 & 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

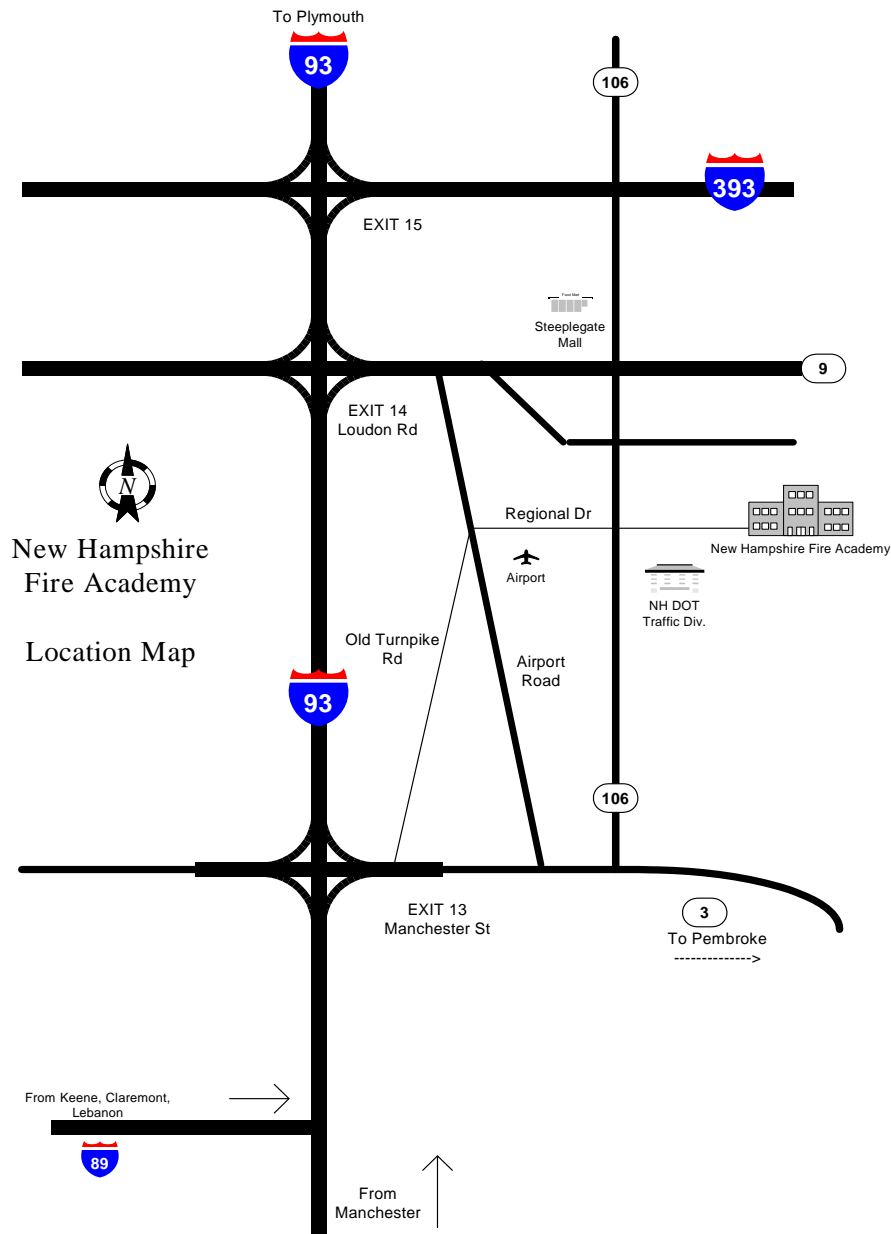
Name - Printed

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, April 3, 2009.

DIRECTIONS TO THE NH FIRE ACADEMY



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 MANCHESTER NH NATIONAL GUARD ARMORY

Located at 1059 Canal Street Manchester, NH 03101
For Orientation and the Candidate Physical Ability Testing

From the South

Rt 3 N

To

293 N

To

Exit 6 Take a right at Ramada Inn/ Hooters Restaurant ***SEE BELOW

From the South

93 N

Merge left onto 293N / 101W

Go

Past Mall of NH and follow 293N as it bears off to the right

Take

Exit 6 off 293 Bear right at Ramada Inn / Hooters Restaurant *** SEE BELOW

Directions from the North

93 S through Hooksett Tolls

Follow

Left for 293 S

To

Exit 6 bearing right at end of ramp

Follow

Almost into rotary and take a right at Ramada Inn/ Hooters Restaurant *** SEE BELOW

*** Go across bridge to Elm Street

Right onto Elm St at lights

Go

2 blocks take a right onto W. Penacook St. (Rite Aid on left) follow to the bottom

Go

Right onto Canal St.

Go

Right into Armory Parking Lot

Park and follow signs to rear door by chain link fence.

Changes for 2009 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 will be eligible for reciprocity if you provide a valid and dated certificate from another licensed provider. An application must be submitted along with the full payment for testing. The NH written entrance test along with a CPAT certificate will allow the candidate to be placed onto the state entrance list distributed to the participating fire departments. The deadline for out of state CPAT certificates (in our possession) will be due Friday September 18th, 2009.

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 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.

Changes for 2009 testing

- Aerial climb will not be administered by the Fire Academy at the written test dates.
- CPAT will have scheduled orientation sessions at Armory in Manchester, Tuesday and Wednesday June 16 & 17. Sign up for orientation is a part of the application process on page 5, please check appropriate box and read directions.

This year's Entrance testing which consists of two processes i.e., (written exam and CPAT) has some changes. Changes are highlighted in the frequently asked questions below:

Q. Why do I have to go through these processes to be a firefighter?

A. The NH Fire Commission has enacted Administrative Rules for Fire Departments to follow to hire firefighters in the State. The Fire Academy administers two of the requirements, which comprises the entrance test, i.e. written test, and CPAT.

Q. How is a 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.

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 CPAT portion within the past 12 months. This may include the written test for some Departments also.

Q. Can I take the written exam again if I passed last year's written?

- A. You can take the written exam again, which would extend your written expiration date to 26 months instead of 14 months. Since Departments do not receive your grades (just Pass/Fail), there is no upgrading to your score results.
- Q. What are some of the options to this year's testing procedure?
- A. Candidates who passed last year's written exam have a choice to go directly to the CPAT portion of the testing and not take this year's written exam.

Rationale is that since the written portion of last year's test is good for another 14 months, this written exam would cover you for the next 12 months entrance list. **Please remember** this may affect your considerations for hire by some Departments by not having your most recent test scores together. We encourage you to take all exams.

- Q. What if I fail this year's written test?
- A. 1. If you passed last year's written test, but failed this year's written test, you will still go onto the CPAT portion. If you pass the CPAT portion, you will be put onto the 2009 Passing/Eligibility List sent to all Departments who subscribe to testing; your expiration date of eligibility will be only 14 months unless another written test is given to extend you to the written testing portion.
2. If you did not take or failed last year's written, fail or do not take this year's written, you will still be allowed to go onto the CPAT testing process. However, if you pass the CPAT portion, you will not be placed on the Eligibility List sent to departments, because you have not met the two requirements (written and CPAT).
- Q. The written test has a Test Preparation Manual (TPM). Is it mandatory to have this, and if so, why doesn't the Academy include the manual in the application fee?
- A. 1. The Fire Academy cannot mandate the purchase of this manual. We can explain to you that 70% of all questions come directly from this manual and that your reading comprehension and information to assess your retention of materials will be based on information within this manual.
2. The NH Fire Commission sets the application fee at \$50.00. The Fire Academy is not able to add or subtract from that fee base. Therefore, the cost of the TPM has to be an added fee separate from the application fee. **This year's TPM is the 9th Edition**, the same as last years 9th edition TPM.
- 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 department

***Reciprocity requests will be accepted for a valid CPAT test from another agency. An application and fee must be submitted with a copy of the CPAT certificate and its issued date. This along with the NH written testing may make you eligible to be placed on to the state list distributed to qualifying departments.**