



## Supporting Firefighter Certification:

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OFFICE OF THE FIRE MARSHAL

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## Definitions

### Full-service Fire Department:

A full-service fire department refers to a level of service equal to (or exceeding) interior firefighting, auto extrication, and hazardous material responses at the operations level.

### Learning Contract:

- Suitable for fire departments that have instructors to instruct the specific courses.
- Instructors must be approved by the Ontario Fire College (OFC).
  - Minimum instructor qualifications include the discipline of the Learning Contract in addition to NFPA 1041 Level I and NFPA 1041 Level II for high hazard programs such as live fire and technical rescue.
- Fire department will use OFC material to deliver the course.
- Academic Standards and Evaluation (AS&E) testing will be booked by the OFC to be completed on the final date of the Learning Contract.

### Assessment Checklist:

- Suitable for fire departments that have developed a program internally to deliver to their members.
- Fire department will use its own material (not that of the OFC)
- Must be submitted prior to the start of training for approval, whenever a new Fire Chief or Training Officer is appointed, and whenever a new standard is issued. The full program, including all lesson plans and materials, must be submitted for review.”
- Fire department will be approved to schedule the written & practical AS&E testing upon verification of training completion.



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### Off-Campus Course:

- Requested through the OFC.
- OFC provides instructors and uses OFC training materials.
- Can be used to support departments where there may not be a suitable Regional Training Centre (RTC) course offering.

### Regional Training Centre:

- Open to any firefighter, with permission of the Fire Chief.
- Students can enroll for courses listed in the course catalogue (on the Training and Certification Portal) and attend a RTC to complete the course.

### Grandfathering :

Grandfathering was a window opened for the fire service through the International Fire Service Accreditation Congress (IFSAC) and Pro Board (accrediting bodies) to deem that existing training met specific NFPA standards and was therefore equivalent. The grandfathering window will not be reopened as it was only given when an Authority Having Jurisdiction (AHJ) first implemented the NFPA standards.

### Legacy:

Legacy was a window that was identified in O. Reg 343/22 for departments that are not full-service. This permitted those departments to become certified to an applicable Ontario Seal program. Granting of legacy does not have any connection to the NFPA standards.



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### **Training and Certification Portal**

How do I request a Training and Certification Portal invitation to create an account?

If you are a Fire Chief or designate, please reach out to [AskOFC@ontario.ca](mailto:AskOFC@ontario.ca) and you will be onboarded to the Portal and provided training on how to support your members.

As a firefighter, to be onboarded to the Portal, you will need to be sent a Portal invitation from your department, it does not come directly from the OFM.

Please follow-up with your Fire Chief or designate to request a Portal invitation.

Once you receive the email invitation you will be able to create an account and complete your verification form.

How do I reset my password on the Training and Certification Portal?

When you attempt to log into the Portal there is a “Forgot Password” button that will begin the process to reset your credentials. When you click on the button, you are prompted to enter your account email address so that a password reset link can be sent to you.



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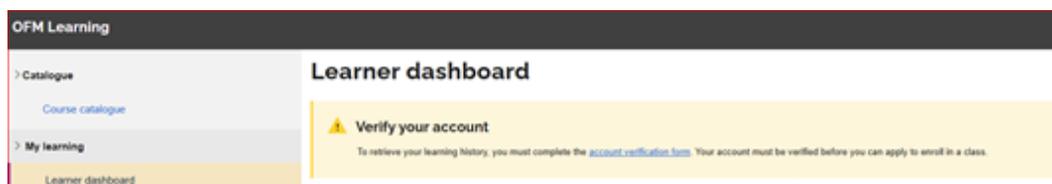
After I create an account in the Training and Certification Portal, how do I complete the verification form?

The verification form is required to allow the OFM to proceed with merging your OFC and AS&E records, and to assist with future course registrations.

Sign into your account and complete the verification form link at the top of the page in your Learner Dashboard.

To access the Portal, please visit [www.learning.ofm.ca](http://www.learning.ofm.ca). Trying to access the Portal via the invitation email you originally received will no longer work once you have created an account.

If your verification form has not been completed, your dashboard will look like the screenshot below:



Once the verification form has been completed, your profile will present a green checkmark to note its completion.



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### What do I do when my certificates and training records are missing on my Training and Certification Portal account?

The first step in securing your account on the Portal is to verify your account. Until you verify your account, none of your training and certification records can be added to your profile.

To verify your account, please access the verification form which can be found on your profile (top right corner of the page when logged in) and select verify. You only need to complete this form once.

Once you have completed the verification form, you will receive an email that states that your profile has been merged. Please note that certificates obtained outside of Ontario will not automatically appear when your file is merged. Those certificates will need to be provided to AS&E so that they can manually upload those records. Please send an email to [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca) to have this resolved.

### What should I do with my pre-service certificates or out-of-province certificates?

The Portal only reflects OFC completed training which is visible under the OFC and AS&E tabs and OFM issued certifications visible under the AS&E tab.

If you obtained record(s) of training through in-house department training or third-party training institutions, these will not be reflected in the Portal.



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If you are missing IFSAC / Pro Board certifications, please send an email to [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca) and attach copies of the certificate(s) obtained. Once verified and approved, they will be added to your training and certification profile.

If members have certifications from institutions outside of the OFC (e.g., Pre-Service, other colleges, out-of-province, Texas), copies of the IFSAC / Pro Board certificate(s) can be emailed to [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca). Once verified and approved, they will be added to your training and certification profile.

### What are the timelines and process for new certifications to be updated on the Training & Certification Portal?

Currently, unofficial testing results are sent to departments within 30 days (of the tests being returned to ASE) to support candidates being notified if they require a rewrite. Following this, certificates are issued within 90 days and sent to departments. AS&E will work to upload these records to the Portal during this time to ensure all learner profiles are complete and allow for pre-requisites to be satisfied for future training.

If at any time a missing certificate is impacting your ability to register for a course, please send an email to [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca) and include 'URGENT MERGE' in the subject line so that your profile update can be prioritized.

*Please Note: There are changes coming to the Portal as the OFM enhances the functionality of the technology. As part of the next update, official results from testing sessions will be available within 30 days. Upon successful completion of AS&E written and practical testing, certificates will be issued at set intervals throughout the year for greater consistency.*



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### How do I get an Access Code for course registration?

To obtain an access code, Fire Chiefs or designates can contact the RTC directly.

Access codes are provided by the individual RTCs to their local municipalities surrounding the RTC's. This is to promote local training for departments in the closest proximity to the RTC. Access Codes will be provided for approximately 30 days at their discretion, following which courses will open to allow for province wide registration.

### What is the process for accessing OFC training through a Learning Contract?

Learning Contracts must be submitted 90 days in advance of the first in-class training date.

This timeline allows for proper vetting of the application. The OFM Portal will be leveraged to verify instructor credentials. If a proposed instructor is missing a certification in their profile, please include a copy of the certificate to be verified and added to their student profile.

An AS&E testing date will be established and secured. Pre-course material will be provided, allowing enough time for student completion (6 weeks minimum for blended courses). The 90-day timelines also allow for proper OFC administration steps (contract, student registration, redemption codes and online course creation) to be completed.

The current Learning Contract application can be found on the Portal within the Documents tab.

### How do I enroll students/members into a Learning Contract in the Training and Certification Portal?

1. Go to "My Fire Department" section in the Portal on the left-hand side of the screen.
2. Click "Manage Learning Contracts"
3. Click "Current Classes Tab"
4. Click the Learning Contract



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5. Click Learning Contract details
6. Click Enroll Learners tab
7. Click the members name beside enroll

All members must meet prerequisites

Click Enroll Members at the bottom when all members have been selected.

Please note that if your Learning Contract is approved to include mutual aid partners, those enrollments must be added by the Registrar at the OFC as those learners will not appear in the host fire department.

### How many designates/administrators per department can be assigned to the Training and Certification Portal?

The system default is 5. This can be adjusted if needed.

### How do you promote/demote/remove a designate from the Training and Certification Portal?

A designate can be removed by another designate by removing them as a member from the fire department. To demote or promote a designate or if access is lost when the password reset feature is used, send an email to [AskOFC@ontario.ca](mailto:AskOFC@ontario.ca) for assistance.



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Is there a way to automatically verify a new fire department personnel with no prior training so they can begin their training sooner?

For those courses that have no pre-requisite, fire department personnel can register as soon as they complete their verification. Upon verification, the account will still be reviewed and merged with any other records issued by the OFM or by outside organizations (pre-service programs), should they exist.

Will AS&E exam registration and tracking be included in an upcoming upgrade to the Training and Certification Portal?

AS&E certification records continue to be uploaded into the Portal as they are issued. Future modules of the Portal are planned to include testing sessions and the timely communication of results to enhance the work of AS&E.

Is there a training session on how to use the Training and Certification Portal?

Please contact the OFC at [AskOFC@ontario.ca](mailto:AskOFC@ontario.ca) to arrange an overview of the Portal and how best to utilize it for your department.



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### **O. Reg. 343/22 Firefighter Certification**

What is the OFM going to do if departments are not compliant by the July 1, 2026, deadline?

The Occupational Health and Safety Act mandates that workers be trained for the duties they perform. The OFM will not waver on helping departments achieve compliance with the regulation. Should a department not be compliant they may incur risk. For example, in event of an occupational related injury or fatality, the Ministry of Labour, Immigration, Training and Skills Development may look to legislation surrounding training to confirm compliance.

Who is eligible for the Ontario Seal?

The Ontario Seal is an option for departments that are not full-service to be certified to their level of service. For example:

- Exterior Attack with Auto Ex & HazMat Operations
- Exterior Attack with Auto Ex
- Exterior Attack
- Interior Attack with Auto Ex
- Interior Attack with HazMat Operations
- Interior Attack.

The Ontario Seal Exterior Attack program includes components from both the NFPA 1001 Level I & II programs.



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A full-service department is required to complete the NFPA 1001 Level I & II which consists of Firefighter I and II, HazMat Awareness and Operations.

### Do all of my members require Pump Ops Certification?

O. Reg 343/22 states:

*(3) A certification standard set out in Column 2 of item 17 or 18 of Table 1 does not apply with respect to a firefighter who performed Pump Operations before the day this Regulation came into force.*

The mandatory certification regulation came into effect on July 1, 2022.

Anyone who was trained and performing the duties of a Pump Operator prior to July 1, 2022, does not need to certify to pump ops.

### When there is no certified officer at an incident, is a firefighter that is not certified as an officer able to take command?

O. Reg 343/22 only requires firefighters to be certified to align with the duties they are performing through their regular job description as required under the Occupational Health and Safety Act. A firefighter may act in a temporary capacity through a standard operating guideline (SOG) in the absence of someone certified.

An example of this would be a firefighter who is asked to assist with dispatch duties to backfill for a sick staff member. This would be considered a temporary assignment as it is not considered part of their regular job description and does not occur regularly.



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Does someone acting in a position have to be certified?

O. Reg 343/22 states the following:

3.(2) A certification standard set out in Column 2 of Table 1 does not apply with respect to a firefighter who is,

- (a) temporarily assigned to perform a different fire protection service for which a different minimum certification standard is required; and,
- (b) operating under the supervision of a firefighter who has obtained the certification corresponding to the fire protection service or services being delivered.

The definition of temporary and its duration needs to be defined by the Fire Chief and/or designate. If a temporary assignment is put in place to cover a sickness or vacation, that would present itself much differently than a temporary assignment that lasts 9 months or one that occurs every other shift (and would therefore be deemed part of their regular job duties).

If a firefighter that has been grandfathered or a firefighter granted legacy fails a certification examination in the same discipline does the firefighter retain the grandfathered/legacy status?

Yes, if someone who is grandfathered/legacy challenges the certification exam in the same discipline, and fails, they will retain their grandfathering/legacy status.



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Does the Ontario Seal program allow firefighters to be certified to NFPA 1021 only (without the co-requisite of NFPA 1041)?

NFPA 1001 Level II is a pre-requisite for NFPA 1021 Level I according to the NFPA standards.

A firefighter certified to the Ontario Seal Exterior or Interior is not eligible for NFPA 1021 Level I because they do not meet the pre-requisite.

The option is to take the Ontario Seal Team Lead path. For Ontario Seal Team Lead there is no requirement for NFPA 1041 Level I.

The Ontario Seal confirms that the firefighter has completed the training and provincially legislated evaluation requirements for the role. It allows Ontario fire service members to progress through officer development while meeting the regulatory standards, even if they are not pursuing NFPA certification at that time. If they later achieve NFPA 1001 Level II, they may then pursue NFPA 1021 certification through the appropriate channels.

Note: This pathway is for those firefighters who are not in a full-service department. This pathway is also not intended for firefighters who have attempted but have not been successful in completing NFPA 1001 Level II and are seeking an alternative route to advance their training. The intent of this option is to support individuals who are progressing toward leadership or supervisory positions on a development path that does not include NFPA 1001 Level II. Firefighters who require NFPA 1001 Level II for their operational role should continue to pursue the standard certification pathway.



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What about the learner who comes from a full-service department, operating in a prevention stream, but wants to advance their career?

For those fire personnel who come from a full-service department, but don't have NFPA 1001 certification, the Ontario Seal Team Lead pathway provides that opportunity for career advancement. For the Ontario Seal Team Lead program, the NFPA 1001 Level II is not a prerequisite.

The intent of this option is to support individuals who are progressing toward leadership or supervisory positions on a development path that does not include NFPA 1001 Level II. Firefighters who require NFPA 1001 Level II for their operational role should continue to pursue the standard certification pathway.

What does the pathway to fire officer look like for someone who may have taken the Humber College Executive Management Program but doesn't have the pre-requisites to obtain NFPA 1021 certification?

A firefighter who has successfully completed the Humber College Executive Management Program but doesn't have the NFPA 1001 Level II and NFPA 1041 Level I certifications is eligible to proceed through the Team Lead Ontario Seal program.

The completion of the Humber program grants equivalency to Fire Officer Level 3 and 4 training in Ontario. Given that the pre-requisites for NFPA 1021 have not been met, the firefighter will still be permitted to take NFPA 1021 Level I and II and will be granted the Ontario Seal upon completion to support advancement within the fire service.



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### Is it the OFM position that all firefighters must be certified?

Pursuant to O. Reg 343/22, firefighters within a department must be trained and certified to the level of service being provided. Should a department wish to have additional members within their staff who perform duties other than those of a firefighter (for example someone who performs supporting tasks like filling cylinders, or accountability on scene, or the NFPA 1010 support firefighter role), there needs to be a job description created to define these roles.

### Do all fire dispatchers need to be certified?

O. Reg 343/22 applies to every municipality, and every fire department in a territory without municipal organization.

If the dispatch centre is operated by a municipality or fire department in a territory without municipal organization, then they need to be certified to the service level they provide.

If the dispatch center is a third-party contractor from an organization that is not operated by a municipality, or fire department in a territory without municipal organization, the certification regulation does not directly apply to them.

In this situation full liability will be on the municipal council and Fire Chief to enter into an agreement with the dispatch centre.

Dispatchers can be certified through a number of different channels:

1. Complete training at a community college or through the Association of Public Safety Communications Officials (APCO) program. Please ensure that the program being completed offers AS&E certification testing following the program.



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2. The dispatch centre can build their own training program that meets the certification requirements. Once this program is built, they can submit an Assessment Checklist to AS&E [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca) for review/approval.

### How does Ontario Regulation 343/22 impact mutual aid plans?

Under O. Reg 343/22, municipalities must ensure that firefighters are certified to the minimum applicable NFPA standard before performing listed fire protection services. Because mutual aid responses involve a department performing operational firefighting services outside its own jurisdiction, the hosting municipality must now be confident that all incoming personnel meet the required certification levels for the tasks they undertake. This means:

- Departments cannot send uncertified firefighters to perform tasks requiring certification.
- Mutual aid plans will need to assess capability to confirm which departments can legally provide which services.

This will result in consistent operations across Mutual Aid partners but does require some administrative updates and coordination.



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### **Mobile Live Fire Training Unit (MLFTU)**

Is it more likely that I will receive the MLFTU if I apply with my neighbouring municipalities?

The OFC encourages collaboration when applying for the MLFTU as we want to see many departments utilizing the prop at each of its stops across the province.

What type of training and/or resources can we anticipate when the MLFTU arrives?

The OFC has a variety of lesson plans that departments can utilize when the MLFTU is on site. Training ranges from exterior attack operations to advanced basement interior attack. The MLFTU will arrive on site with a minimum of two OFM (2) operators who will work in conjunction with the department to carry out their training needs and provide training expertise. If you require support/assistance with your training needs, please reach out in advance to begin planning for the unit's arrival. As part of the application process the departments participating in training are required to agree to provide qualified and certified instructors to function in the role of Training Safety Officer, Incident Commander, Pump Operator, RIT etc.

How do I apply for the MLFTU?

Applications for the MLFTU were made available to all fire departments in the fall. To support scheduling and logistical planning, applications were only accepted until November 30, 2025. The route is developed based on the applications received, and once finalized, the schedule is communicated to all fire departments to encourage participation wherever possible.



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## Training (General)

### What technical rescue disciplines can my department train to?

Fire departments can train to all NFPA 2021 edition technical rescue disciplines. If departments wish to certify their members they can apply for a Learning Contract to utilize existing OFC programs or submit an Assessment Checklist to have an in-house program reviewed prior to delivery. Departments can train and test to all levels from Awareness (coming soon) through to Technician.

### How do I log onto my online course?

For CERPS courses:

For courses delivered through CERPS please visit <https://ofc.cerps.ca> and use your existing login credentials (if you have taken a previous course) or use the redemption code and instructions provided to you via email approximately two (2) weeks in advance of your course starting.

For Canvas courses:

You will be enrolled into your course in Canvas and be able to follow the instructions provided in the enrollment email to access the content.

For self-paced courses:

In the Portal, “My Courses” folder, your self-paced course will be identified. Please click on the course to begin working on your self-paced material.



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### What is the process for joining an advisory group?

Educational Consultants collaborate with subject matter experts to develop and review programs. If you have an interest in supporting the Development and Quality Assurance team, please contact Tara Lew directly at [tara.lew@ontario.ca](mailto:tara.lew@ontario.ca).

### How do I become an Ontario Fire College Adjunct Instructor?

Those interested in becoming an Adjunct Instructor (AI) can email [AskOFC@ontario.ca](mailto:AskOFC@ontario.ca) to obtain information on the hiring process and minimum qualifications.

### What textbooks are the curriculum and evaluation tools based on and what will be required when we move to the new standards?

All courses will reference the required training materials on the Portal. As new standards are adopted, new textbooks are released from the publisher. The Development and Quality Assurance Unit continues to develop new courses in alignment with this and communicate the required resource as they are updated.

### What are the online time commitments for courses?

Online courses will vary by discipline. Suggested online hours are stated within the Portal in the course description.



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OFFICE OF THE FIRE MARSHAL

**Is there an educational path for a legacy firefighter who aspires to move through the ranks and become an officer?**

A firefighter that was recognized through the legacy application process is eligible to take the Fire Officer program to achieve an Ontario Seal for Team Lead which will allow them to supervise Ontario Seal firefighters with the same level of service and qualifications they have. For example, an Ontario Seal Team Lead can supervise an Ontario Seal Firefighter but cannot supervise a firefighter performing duties beyond their service level.

**If I completed NFPA 1031 Level I, which NFPA 1030 course should I attend?**

There are NFPA 1031 Level II course offerings available. Once developed, the 1030 Fire Inspector course will replace this and be available to those with the appropriate pre-requisites.

**If I completed NFPA 1031 Level II, which NFPA 1030 course should I attend?**

You have achieved compliance if certified to NFPA 1031 Level II. You may wish to continue training and take new courses as they become available to continue your professional development.

**Does the Ontario Fire College offer separate courses for NFPA 1006 Operations and Technician Water Disciplines?**

The OFC program is developed to contain both the Operations and Technician level skills. A department may choose to only certify their members to the Operations level but there isn't a separate course specific to this.



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Most of the training is at the operations level of the discipline with only a few additional Job Performance Requirements (JPRs) at the technician level which allow for the water entry level/swim rescue skills to be performed.

### How often do I need to complete training to maintain my certification?

There are no timeframes set by the Office of the Fire Marshal on how often a firefighter needs to complete training. However, training has always been a requirement under the Occupational Health and Safety Act. Fire departments should conduct ongoing training to the current and updated NFPA standards for the level of service they provide to their municipality in order to protect their members.

### Who should take the First Responder Inspector course?

The First Responder Inspector course was created for Fire Inspection professionals. NFPA 1030 defines the First Responder Inspector as someone who performs basic fire safety inspections, including specific code and standard sections, at the direction of the AHJ. Individuals at this level can include firefighters who are normally assigned to fire suppression or other individuals whose primary job responsibilities are not fire inspection. This course replaces the previous NFPA 1031 Level I course and is a pre-requisite for the Fire Inspector Course (replacing Fire Inspector Level II under the old NFPA 1031 standard).

### Does the Exterior Attack course include only JPRs from the Firefighter I program?

The Exterior program includes JPRs from NFPA 1001 Level I and II.



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### If a fire department conducts auto extrication do its firefighters have to take the Common Passenger Vehicle Auto Extrication Ops/Tech course?

Auto extrication skills are captured within the NFPA 1001 Level II training and certification. If a department's level of service includes auto extrication but it is not full-service its firefighters will be required to complete the auto extrication JPRs from the Firefighter II program in an alternate format, such as an add on training course to the exterior program.

The add-on auto extrication course is in development and will also serve as the pre-requisite for those wishing to participate in the Common Passenger Vehicle Ops/Tech course who have no previous auto extrication training experience.

### Are fire departments required to have members certified as Inspector I or Investigator?

Members of fire departments must be certified to the levels of service they provide. If a fire department conducts inspections and/or investigations, the personnel performing those duties must be certified.

### What are the NFPA 1031 Level I and II pre-requisites?

To meet the requirements for NFPA 1031 Level I certification, you must have completed the following:

- NFPA 1072 (472) HazMat Awareness Certification (prerequisite - None)
- Legislation (prerequisite - None)
- Courtroom Procedure (prerequisite - Legislation)
- Fire Code 2 & 6 (prerequisite - Legislation)
- Fire Code 9 Retrofit (prerequisite - Fire Code 2 & 6)
- NFPA 1031 Level I (prerequisite - Fire Code 2 & 6)



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To register for an NFPA 1031 Level II course, you must complete the following:

- Fire Code 3&5 (prerequisite - NFPA 1031 Level I certification)
- Fire Code 4 (prerequisite - NFPA 1031 Level I certification)

To get your NFPA 1031 Level II certification, the following must be completed:

- Fire Code 3 & 5
- Fire Code 4
- NFPA 1031 Level II

### Is there anything in the works to create additional Awareness certification courses?

An all-hazard Awareness course for the NFPA 1006 technical rescue disciplines will be available in 2026 in a fully online format. Following completion of this course, firefighters will be eligible, and can select, to certify to specific tech rescue disciplines at the Awareness level.

### Is there a course minimum for Learning Contracts?

There are minimums that need to be maintained to allow for course design to best support the learning environment (for example group work in a fire instructor course or scenarios in a water rescue course, etc). However, the OFC will look at all requests on a case-by-case basis. If a fire department has very few members to train, the OFC will consider a RTC course offering or determine whether other neighbouring departments may be able to join a training opportunity – whether through an off-campus course or a joint Learning Contract with mutual aid partners. The minimum for courses does exist but there will be flexible solutions provided wherever possible.



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## Academic Standards and Evaluation

### Where can I access the skill sheets

All NFPA practical skill booklets can be found on the Portal. Under “My Documents”. Click on the word “General” tab to access the relevant skill sheets.

OFM learning

> Resource centre

Updates

My documents

> Catalogue

Course catalogue

### My documents

Learner Fire department managers Regional training centres

#### Available documents

General

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### How do I book testing?

Testing should only be booked following completion of a training program that is aligned to the NFPA standard in which are you applying to test for. Programs must be approved by AS&E in advance of booking your testing session. Should you not have a program, please work with the OFC to determine alternative training pathways available to your department.



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AS&E testing is booked by filling out the Application to Host Testing and submitting it to [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca) at **least 60 days** prior to the requested testing date. Once approved, a Candidate Eligibility Letter must be submitted **at least 30 days** prior to the confirmed testing date.

### Is e-testing available to fire departments?

The OFM is piloting a new e-testing platform that is rolling out to select locations who are currently set up to support this at the local level. The platform to access e-testing is changing and further information will be communicated to departments and regional training centres in the coming months about how they can access this for their students.

### Who is eligible to proctor an exam and how is it decided?

Proctors and qualified and certified lead evaluators are hired, trained, and scheduled by AS&E as part of the requirements of the accrediting body (IFSAC/Pro Board).

If a department has an internal proctor, they may not be assigned to all testing sessions for that department.

All proctor and lead evaluator assignments are scheduled through AS&E.

### How do you become a provincial lead evaluator with AS&E?

Those interested in becoming a lead evaluator should contact OFM at [TestingandCertification@ontario.ca](mailto:TestingandCertification@ontario.ca) to discuss the recruitment process and minimum qualifications.



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### What accommodations are available for learners and how are they requested?

Accommodations are available to learners who provide advance notice to document their needs. Accommodation requests can range from additional testing time, reading questions aloud, or an alternative testing room to provide a quiet environment.

All accommodation requests should be specified when the candidate eligibility letter is submitted to AS&E at least 30 days before the testing date.

Requests made day of, and not communicated in advance, are often difficult to meet given the need to make arrangements in advance with proper staffing and oversight. As such, failure to communicate accommodation needs in advance may result in the candidate having to schedule a test on a future date where accommodations can be supported or write the test without an accommodation if they choose to proceed.

### Do I need to be certified to NFPA 1041 to receive my certificate for a completed NFPA 1021 program?

Yes. NFPA 1041 Level I is an NFPA co-requisite to receive certification for NFPA1021 Level I. This is an NFPA requirement.

### Is the minimum number of candidates still 12 to host a test?

AS&E recommends 12 members for a testing session and encourages departments to work with their regional partners to hold joint testing sessions if numbers are not met in any one location. If a fire department has small testing numbers AS&E will work with the department to support accordingly, understanding that each testing session still requires the same advance notice and commitment from AS&E to deliver testing packages and arrange for proctoring.



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### Can a Regional Training Centre host a monthly testing session?

Yes. RTCs are welcome to request testing sessions through an Application to Host in alignment with the required AS&E timelines. Once approved, candidates may be added to the testing session through the Candidate Eligibility Letter for those that require a retest or have completed the required training through an approved program making them eligible to test.

### Was the Incident Safety Officer (ISO) program part of grandfathering?

No. There were no provisions for Incident Safety Officer under the grandfathering program.

### If a fire department is not full-service and is working towards the Ontario Seal, is there a separate pathway for Fire Instructors?

No. NFPA 1041 Level I does not have any pre-requisites. As a result, any fire department member, regardless of level of service, is eligible to participate in this program and certify. This will allow for delivery of training within the department.

### Is there a way for an individual to be added to an existing testing session?

On any given day, there could be upwards of 30-50 testing sessions being offered. Courses running at RTCs will also have AS&E testing scheduled on the final day of the class. If an individual wishes to be added to an existing testing session, please reach out to AS&E at [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca) a minimum of 30 days in advance of the testing session, where possible.



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Are firefighters that are grandfathered to NFPA 1021 Level 1 and/or NFPA 1041 Level I automatically grandfathered to NFPA 1001 Level I and II?

No. If a firefighter has been grandfathered to NFPA 1041 and NFPA 1021, it does not automatically grant them grandfathering to NFPA 1001 Level I or II. At the time of grandfathering, they would have had to submit for the NFPA 1001 grandfathering. With appropriate training records, these members can be supported with achieving certification through AS&E testing following completion of training to the current standard.

The same applies for members of a fire department who may be in an officer position but did not grandfather or certify previously. They will not be granted certification based on position alone but can instead be supported to test through AS&E should they have the appropriate records documenting both training and experience.

If a learner is unsuccessful at passing the knowledge portion of testing, are they able to rewrite? How many attempts are permitted?

A learner can attempt the written or practical testing 3 times. After failing the testing 3 times for a specific discipline they will be directed to seek further support and training.



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## **FREQUENTLY ASKED QUESTIONS**

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Can full-service fire departments certify firefighters to Ontario SEAL Pump Operations (no D license), or must they complete NFPA 1002 certification (with D license)?

Full-service fire departments can certify their members to Ontario Seal Pump Operations for any members that do not hold a D license at the time of certification testing. Should they obtain it at a later date, they can provide it, and their certification will be upgraded from an Ontario Seal to an NFPA 1002 certification through AS&E.

Does AS&E recognize former Ontario Fire College "Certificate of Achievement" for Water Rescue 11-6 F as equivalent to NFPA 1006 Surface Water, if maintained over the years by the water rescue team? Or do all members have to take the NFPA 1006 certification course?

A "Certificate of Achievement" pertains to training, which was completed by the OFC, but does not mean that the candidate has completed their certification testing. To be recognized by AS&E, candidates must successfully complete the AS&E certification examination and practical skills to the current standard.

What is the process to receive a Pro Board application for submission?

Requests for any Pro Board applications should be submitted to [OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca).



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**What are the necessary steps and requirements to have existing fire qualification and experience formally evaluated and recognized?**

The grandfathering and legacy programs are closed and will not be reopened. If a candidate would like their existing fire qualifications and experience formally evaluated and recognized, they will need to submit a completed Assessment Checklist, and all additional documentation to support the program(s) taken. This will be reviewed, and, if approved, the candidate can apply for testing. If existing fire qualifications and experience are not approved, additional training will need to be completed before the candidate can complete their certification examination. Please note that candidates always need to test to be certified to an NFPA standard.

**If a firefighter who took many courses over a number of years and passed, but did not complete the AS&E testing, are they considered certified?**

A firefighter must complete both the written and practical skills examinations, for each NFPA standard, before they are certified. AS&E will provide IFSAC seals and Pro Board application forms for all certified candidates.



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If a student's Training and Certification Portal shows a course as "passed" under their Ontario Fire College training record, but does not appear under the AS&E record as either grandfathered or certified, does that mean they do not have the credential that makes them compliant with O. Reg 343/22?

Yes. A firefighter must complete the AS&E certification examinations, both written and practical skills, along with the proper prerequisites before they are confirmed as certified. All certifications are found under the AS&E tab. The OFC tab references completed OFC courses, not certification.

If a firefighter has been grandfathered for NFPA 1021 Level I, can they continue to perform duties as an officer if they do not have NFPA 1041 Level I certification or grandfathering?

If a firefighter has been grandfathered to NFPA 1021 Level I, the firefighter can perform the duties of an officer only. They are not eligible to provide training until they are certified to NFPA 1041 Level I.

What is the purpose of an Assessment Checklist?

The purpose of an Assessment Checklist is to grant program recognition for a fire department's training to ensure that it meets all Job Performance Requirements listed in the applicable NFPA standard and follow OFM training requirements.



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### What training materials are required with a completed Assessment Checklist?

Training materials must include:

- Course outline
- Syllabus
- Training schedule
- Lesson plans/drill plans
- Safety plans
- Assignments and testing materials (e.g., knowledge checks, quizzes)
- Learner materials (e.g., PowerPoints, activities)

### When is the Assessment Checklist required?

The Assessment Checklist must be submitted:

- Four (4) months prior to the anticipated testing date and in advance of the training being commenced
- Whenever the NFPA standard edition is updated (apply changes for **each** level/discipline)
- Whenever there is a change in fire department leadership
- Whenever you apply to host a test in your fire department

### What is an alternative to completing an Assessment Checklist?

The OFC will support through other training pathways (e.g., Learning Contract) to achieve your training and certification goals.



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