



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 2016 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.firesafety.vermont.gov/academy or can be picked up at the VFA offices, 93 Davison Drive, Pittsford, Vermont 05763. Feel free to call the VFA at 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 returned by 4:00 PM on Monday, August 1, 2016. Please note that all payments are non-refundable.

Item 2: Physician authorization form returned by 4:00 PM on Monday, August 1, 2016.

ORIENTATION: At the Champlain Valley Exposition – Robert E. Miller Expo Centre, 105 Pearl Street, Essex Junction, VT 05453. **Orientation is scheduled for August 9, 10, and 11, 2016.** The 2016 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.

Orientation is offered on three (3) days. Candidates may choose to attend multiple Orientation sessions. Please select your preferred time(s) to attend orientation, by marking the time(s) for sessions on the application. Notification of your scheduled orientation date and time will be emailed 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 Test: At the Champlain Valley Exposition – Robert E. Miller Expo Centre, 105 Pearl Street, Essex Junction, VT 05453. **Testing is scheduled for October 11, 12, and 13, 2016.** 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.**

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@vermont.gov.

Sincerely,

Chris Corbin
Vermont CPAT Testing Coordinator



**2016 Entry Level
Fire Fighter Testing
Application**

**STATE OF VERMONT
ENTRY LEVEL FIRE FIGHTER
PHYSICAL ABILITY TESTING PROCESS**

**State of Vermont
Department of Public Safety
Division of Fire Safety, Vermont Fire Academy
93 Davison Drive
Pittsford, Vermont 05763
www.firesafety.vermont.gov/academy**

**Application & Physician Authorization Deadline: Monday August 1, 2016
Candidate Physical Ability Test (CPAT) Orientation: August 9, 10, & 11, 2016
Candidate Physical Ability Test (CPAT): October 11, 12, & 13, 2016**

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 Vermont Fire Departments accept CPAT as their **ONLY** entry level physical ability test. No other physical ability test will be given or accepted by these Departments:

- Brattleboro Fire Department
- Burlington Fire Department
- Hartford Fire Department
- Saint Johnsbury Fire Department
- South Burlington 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 OR SCANNED E-MAILED COPIES**) as directed for an applicant to be eligible to participate in the examination.

***ITEM 1 (Application for testing) – Received no later than Monday, August 1, 2016**

***ITEM 2 (Authorization from Physician) – Received no later than Monday August 1, 2016**

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 \$75.00 non-refundable administration fee for the physical ability exam, made payable to “Vermont Department of Public Safety”. The fee may be paid by personal check or money order, and **MUST** accompany the application.

GENERAL INFORMATION

ONLY completed forms with original signatures will be accepted – NO FAXES OR E-MAILED COPIES

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.

All questions should be addressed to Chris Corbin at the Vermont Fire Academy via email Christopher.corbin@vermont.gov.

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 Vermont Department of Public Safety prior to the date of orientation.

WRITTEN EXAMINATION

The State of Vermont no longer administers a written examination as part of the entry level fire fighter testing process. Individual fire departments have accepted the responsibility of administering their own written examination to candidates that apply for employment within their jurisdiction.

PHYSICAL ABILITY (CPAT) EXAMINATION

All applicants will be scheduled for the physical ability examination as outlined in the Vermont **Candidate Physical Ability Test Orientation Guide**, a copy of which can be found on our website at www.firesafety.vermont.gov/academy 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 Tuesday, August 9, 2016. 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 email 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 Wednesday, August 10, 2016 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. **The third Orientation will be held on Thursday, August 11, 2016 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. A completed "Request for Reciprocity" application, along with the CPAT certificate and full payment for testing must still be submitted. Please note that in Vermont, CPAT results are only valid for 12 months from the date of issue. Please contact Chris Corbin at the Vermont Fire Academy via email at Christopher.corbin@vermont.gov with any questions regarding reciprocity. The separate application for reciprocity can be found on the Vermont Fire Academy website at www.firesafety.vermont.gov/academy.

APPLICATION FOR TESTING
VERMONT ENTRY LEVEL FIRE FIGHTER EXAMINATION

This is Item #1

Must be received by the VFA no later than Monday, August 1, 2016 at 4:00 PM
Faxed or e-mailed copies of this form WILL NOT be accepted.

(Please type or print legibly)

Last Name: _____ First Name: _____ MI: _____

Address: _____ Social Security # (Last 4): XXX - XX - _____

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

Telephone: _____ Cell: _____ Email: _____

Ethnicity (IAFF/IAFC reporting requirement):

- | | | |
|--|--|---|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Asian | <input type="checkbox"/> African American or Black |
| <input type="checkbox"/> White | <input type="checkbox"/> Native American | <input type="checkbox"/> Hawaiian or Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Two or more | <input type="checkbox"/> Other |

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

Specify Firefighter Certifications: _____

Specify EMS Certifications: _____

Specify College Degrees (Majors): _____

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

First Orientation:	_____ 2:00 PM
Second Orientation:	_____ 8:00 AM _____ 12:00 PM
Third Orientation:	_____ 8:00 AM _____ 12:00 PM

Payment Method (Credit Cards not accepted):

- Personal Check Money Order / Bank Check

Your signature below authorizes the Vermont Department 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 Monday, August 1, 2016. If all forms are not submitted by this deadline, candidates will not be allowed to test.

Date Stamp (Staff Use Only)

**COMPLETE THIS APPLICATION ONLY IF YOU ARE REQUESTING
RECIPROCITY FOR THE VERMONT CANDIDATE PHYSICAL ABILITY
TEST FOR THE VERMONT ENTRY LEVEL FIRE FIGHTER
EXAMINATION**

(Please type or print legibly)

Last Name: _____ First Name: _____ MI: _____

Address: _____ Social Security # (Last 4): XXX - XX - _____

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

Telephone: _____ Cell: _____ Email: _____

Ethnicity (IAFF/IAFC reporting requirement):

- | | | |
|--|--|---|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Asian | <input type="checkbox"/> African American or Black |
| <input type="checkbox"/> White | <input type="checkbox"/> Native American | <input type="checkbox"/> Hawaiian or Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Two or more | <input type="checkbox"/> Other |

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

Specify Firefighter Certifications: _____

Specify EMS Certifications: _____

Specify College Degrees (Majors): _____

Proof of successful completion of the IAFF / IAFC Candidate Physical Ability Test (CPAT) must be included with this application. This proof must be from a licensed CPAT jurisdiction and include the testing agency's name, IAFF / IAFC License Number, name of candidate, date of successful completion, and contact information for testing agency.

Payment Method (Credit Cards not accepted):

- Personal Check Money Order / Bank Check

Your signature below authorizes the Vermont Department 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: _____

Date Stamp (Staff Use Only)

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 / jurisdictions if you provide a valid and dated certificate from another licensed provider. A completed "Request for Reciprocity" application must be submitted along with full payment for application. The application for reciprocity can be found in this application packet or on the Vermont Fire Academy website (www.firesafety.vermont.gov/academy). 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.firesafety.vermont.gov/academy 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 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, and Williston Fire Department.

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

A: 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?

A: Per the IAFF / IAFC license requirements, CPAT is a PASS / FAIL test. Departments will not receive your completion time.

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 the candidate physical ability test. A participating Department will advertise for open positions with the pre-requisites of valid, successful completion of the CPAT. 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.



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 _____