

# 2018 Regional Fire Department Hiring Process Frequently Asked Questions

## Application Process Questions

**Do I need to submit an application packet for each fire department that I am applying for?**

No. Effective with the 2018 Regional Hiring Process, only one complete application packet is required. Your information will be provided to each fire department digitally.

**Should I apply for a fire department even if I do not meet the minimum requirements?**

No. Doing so is a waste of time, effort and resources for many people.

**Do I need to meet the minimum requirements for all participating fire departments in order to apply?**

No. You need to meet the minimum requirements for each of the fire department(s) that you are applying for, not for all of the participating departments.

**I have recently passed all requirements for Wisconsin Fire Certification, but I have yet to receive my certification number or certificate. What should I do?**

You will need to provide documentation of completion. A copy of your State Summary Form would be good and your local fire coordinator should be able to assist you with documentation. You can provide a copy of the certificate when you receive it.

**I have recently completed the course for the EMS requirements for a department, but I have yet to take and/or pass the National Registry testing. What should I do?**

You must meet the minimum requirements for each fire department that you are applying for. Unless stated otherwise, these are the minimum requirements that must be met at the time that your application is submitted.

**I have more certifications than are required by the department; do I need to include copies of all of the certificates?**

You may, but at least you need to provide the documentation that meets or exceeds the minimum hiring requirements.

**Do I need an Associate Degree to apply?**

No. Refer to each fire department's minimum requirements. Some departments do not require an Associate Degree.

**Do I need to sign the CPAT Orientation/Practice Preference and Waiver Form?**

Yes. The form serves several purposes. It provides information about the orientation and practice sessions. It gives you the opportunity to let us know if you do not plan to attend these sessions and provides a waiver if you don't. Even if you plan on attending all scheduled sessions, most candidates do not end up attending all for one reason or another. If the form is unsigned, and you failed to attend any of the CPAT Orientation or Practice sessions, you will not be allowed to take the CPAT. If you attend all orientation and practice sessions, the waiver is meaningless and will not be used.

**Can the Driver's License be from a different state?**

Yes. The candidate needs to provide a copy of a valid Driver's License.

**Can I fill out the application using a computer?**

Yes. The application may be filled out electronically and printed. The application cannot be saved, so you cannot continue with it at a later time.

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**If I realize that I forgot to include something with my application packet, can I send it in to be added?**

No. Be sure the information initially provided is complete and accurate.

**Do I need to submit application materials in a particular order?**

Yes. Please refer to Candidate Instructions for the required procedures for the application process.

**May I get an extension of time to complete the application process?**

No. Submission of applications, registration for the process and payment of the fee for the hiring process are required in order to be considered for the hiring process. If you do not complete these requirements by the closing date of the applications, you will be dropped from the hiring process.

### **Candidate Physical Ability Test (CPAT) Questions**

**If I recently passed the CPAT at a different location, do I need to take the CPAT again for this process?**

Yes. In Jan. 2009 the IAFF and IAFC released the CPAT 2nd Edition Administration Manual. The manual states, the testing agency must have a written agreement between the testing agency and the fire department that plans to accept the results. We would not be able to accept your prior CPAT since these agreements do not exist at this time.

**Are my CPAT results from a previous Fox Valley Regional Hiring Process still valid?**

No. The results are only valid for that hiring process and only apply to hiring decisions from that year's process.

**Do I need to attend the CPAT Orientation and Practice sessions?**

No. The two Orientation and two Practice sessions are being offered to you but they are not required. Please refer to the CPAT Orientation/Practice Preference and Waiver Form in the application. You have the opportunity to let us know that you do not wish to be scheduled for these activities. We ask for this information initially to ensure proper scheduling.

**Will I get a Certificate of Completion of the CPAT for use with other hiring processes?**

No. After you successfully complete the CPAT you will receive a letter stating the time and location of the written exam. FVTC will not be issuing certificates. Per the CPAT manual, FVTC can only release your CPAT results to the fire departments that we have a written agreement with. That being said, no certificate will be needed as the departments we can legitimately release information to will be getting that information, along with the individual's application, and written exam results.

**I am familiar with the CPAT and have taken it at other times. Will the CPAT for this process be different?**

No. The IAFF/IAFC licensing requires that all CPAT's be conducted to same standards, procedures and requirements. The layout might be different, but all distances, activities and requirements will be the same as other CPAT providers.

**Can I change the date or time of my CPAT exam, orientation or practice sessions?**

No. Because of the number of applicants, changes will not be permitted.