



Ontario Fire Administration Inc. Pre-Assessment Guide Stage Two – Medical Screening and Clinical Assessment

Thank you for registering your assessment with Ontario Fire Administration Inc. This guide has been provided to you to help prepare you for the OFAI Stage Two which consists of Stage Two, Part One – Medical Screening and Stage Two, Part Two – Clinical Assessment.

Contents

About Stage Two, Part One – Medical Screening	1
Stage Two – Part One - Medical Screening Validity	3
About Stage Two, Part Two – Clinical Assessment	3
Stage Two – Part Two – Clinical Assessment Validity	7
Testing Location	7
Map & Directions to FESTI	7
Candidate ID	8
What to Bring on your Assessment Day	8
Check-In	8
What to Expect when you arrive for Stage Two, Part One – Medical Screening	9
What to Expect when you arrive for Stage Two, Part Two – Clinical Assessment	9
Important Notes and Information	10
Certificates	10
Re-Testing Policy	11
Inclement Weather Policy	11
Assessment Feedback	11
Grievances	11
Terms and Conditions	11
OFAI Candidate Testing Services Code of Conduct	12
Questions	13
Forms	13

About Stage Two, Part One – Medical Screening

Ontario Fire Administration Inc. provides pre-employment vision and hearing screening for the position of career firefighter in the province of Ontario.

The candidate must have the ability to communicate, observe and carry out the skills of a firefighter providing fire protection services including the ability to operate fire apparatus or other vehicles, operation of equipment wearing PPE including a full face piece which may obscure vision (climbing ladders, operating from heights, operating in proximity to electrical lines etc.), operating thermal imaging equipment, heavy equipment and communications equipment in adverse weather conditions, under stressful circumstances, in confined spaces, with limited visibility during emergency and non-emergency incidents.

The candidate must have adequate hearing in order to hear a victim cry for help, to hear a PASS (personal alert safety system) alarm, to hear noises associated with imminent collapse, or to hear noise associated with changes in the fire pattern. Hearing and the ability to localize sounds is crucial in a fire fighting environment where smoke often minimizes visual cues and there is a high degree of background noise and stress-related distractions.

The inability to hear sounds of low intensity or to distinguish voice from background noise can lead to failure to respond to imminently hazardous situations and thus lead to life-threatening sudden incapacitation to the member or others depending on the member.

The Medical Screening includes the following:

1. **Visual Acuity Test.** Candidates will be asked about their current vision. You will be instructed to stand behind a line and cover one eye and read lines indicated on a Snellen Chart and then switch eyes and read again. To pass this assessment, candidates must be able to identify the letters in the 20/30 row in each eye. **Absolutely no corrective devices to assist vision are permitted.**
2. **Color Vision Examination: Ishihara Test.** In this assessment the candidate will view colour plates and be instructed to state the numerals which are seen. The series of plates are designed as a test for color deficiency. This series of plates is designed to provide a test which gives a quick and accurate assessment of color vision deficiency of congenital origin. Each answer should be given without more than three seconds delay. As assessment of the readings of plates 1 to 14 determines the normality or defectiveness of color vision. Candidates must identify 10 or more plates to pass this assessment. Note: If this assessment results in a failure, candidates will be required to take the Farnsworth D-15 Vision Test.
3. **Farnsworth D-15 Vision Test (Alternative):** Because candidate's eyes and brains work differently an alternative test is completed if the applicant is unsuccessful with the Ishihara test. The alternative test is the Farnsworth D-15 test which presents colors in a different format still ensuring that the standard for color deficiencies is obtained. This test involves arranging a series of colors in order as they blend from one shade to another to determine the type and severity of the subjects color blindness. You will be instructed to select the color disc, which most closely matches the reference cap and place in the bottom of the box and slide next to the reference cap. You will continue to select the next closest color disc and places each in sequence in the bottom of the box. The testing time should be about 2 minutes. The evaluator will read the chips. A score of mild or normal will constitute as a pass. Medium or strong will result in a fail.
4. **Depth Perception Test: Stereo Test - Circles:** This is grade series, which tests fine depth discrimination. Within each square are four circles. Only one of the circles has a degree of crossed disparity. It should appear "forward" of the plane of reference for those having normal fusion. The design of a circle window establishes a constant distance from test object to reference plane. Variation in this distance will influence the ability to judge relative depth. Candidate will put on polarized viewer (glasses), and a picture will be held straight before you. You will then be instructed to "look at each of the four circles within each square and advise which one seems to come out closer to you – top, bottom, right or left. In this sequence, the upper, lower, left or right circle is disparately imaged at random with thresholds ranging from 800 to 40 seconds of arc. The test continues until candidate indicates they are done trying or you make two successive mistakes.
5. **Hearing Assessment:** Candidates are tested inside a soundproof booth and must indicate a variety of sounds at different decibels and Hz. Both ears are tested at 500 Hz/db, 1000 Hz/db, 2000 Hz/db and 3000 Hz/db when the audiometric device is calibrated to ANSI Z24.5. **Devices to assist hearing are not permitted.** On audiometric testing, permitted hearing loss is no greater than 40 decibels, unaided, in each ear at 500 Hz/db, 1000 Hz/db, 2000 Hz/db and 3000 Hz/db, Hearing loss greater than 40 decibels at each tone, in each ear is considered a fail.

If you recently underwent laser eye surgery, we recommend you are fully recovered before attempting the Medical Screening. If your vision and/or hearing assessment results are inconclusive you will be required to contact the OFAI Administration office to request a referral form to be completed by an applicable professional. If the professional indicates you meet our testing standards you will pass your Medical Screening. However, if you do not meet standards, you will fail your Medical Screening and will be unable to proceed with further testing.

Please note that in order to proceed to Stage Two, Part Two – Clinical Assessment you must pass the Medical Screening.

Stage Two – Part One - Medical Screening Validity

The Medical Screening is valid for 12 months.

About Stage Two, Part Two – Clinical Assessment

Applicants must demonstrate a level of physical fitness required of entry-level firefighters. Physical fitness is an integral component of firefighting. A commitment to a life-long fitness regime is essential to safely performing firefighter duties. To prepare for the intense physical demands of recruit training and for a career as a firefighter, applicants should already be following and maintaining a total body program specific to the job that focuses on flexibility, cardiopulmonary endurance, muscular strength and power, muscular endurance and healthy body composition.

The Clinical Assessment comprises of the following:

- Pre-Appraisal Screening
- Trunk Flexibility
- 60 Second Sit-Up Test
- Aerobic Endurance Assessment (Encapsulated Treadmill Protocol)

Important: Please refrain from eating large meals or consuming large amount of liquids at least 2-3 hours prior to **this** assessment. **DO NOT** drink coffee (no caffeine), energy drinks or alcoholic beverages 12 hours prior to your evaluation. These can elevate your blood pressure and/or heart rate which could lead to the inability to pass your pre-screening leaving you unable to proceed with the assessment. Avoid any exercise 4 hours prior to this evaluation or intense exercise for 24 hours prior to testing. **Please note:** Delays may occur at any stage of testing so we advise candidates to come prepared with snacks and water if they feel they will require it throughout the duration of testing. For the purposes of the Clinical Assessment, it is advisable to only consume a small snack and water if required. Ensure you use the restroom before participating in this assessment. **Please Note:** Candidates who are pregnant should obtain medical clearance before registering and participating in the Clinical Assessment. Please contact the OFAI Administration office for more information.

Pre-appraisal screening

All candidates will participate in the pre-appraisal screening before continuing with the Clinical Assessment. A series of questions will be asked by the evaluator. In addition, the **Informed Consent for Clinical Evaluations** form, the **OFAI Medical Questionnaire**, and if required, the **OFAI Medical Clearance Form**, must be completed to identify those candidates for whom certain physical activities might be inappropriate.

Candidate's heart rate and blood pressure are measured prior to proceeding. Candidates will not be permitted to participate in the clinical assessment if their resting heart rate exceeds 100 beats per minute. The last component of the pre-appraisal screening involves measuring the candidates resting blood pressure. Resting blood pressure will be measured using a sphygmomanometer and stethoscope. Candidates will not be permitted to participate in the clinical assessment if their resting systolic blood pressure measurement is greater than 140 mm Hg and/or their resting diastolic blood pressure is greater than 90 mm Hg.

Candidates are given up to six readings for blood pressure and resting heart rate. If after the first reading, your pulse and/or blood pressure exceeds the required level you will be asked to rest in the cafeteria and come back at a specific time. If your readings are still high after the third attempt, you will be required to sign a consent form before continuing with additional readings. If after six readings, your vitals are still outside of the expected range, you will not be able to continue with your assessment that day. Please contact the OFAI Administration office to re-schedule your assessment at 905-426-6756. **If you do not pass your pre-appraisal screening, this is not considered a fail, it is just not safe to proceed with physical testing and alternative arrangements can be made.** Please note: we **do not** accept doctor's notes with respect to your blood pressure and/or heart rate. Your readings must be within the expected range during the pre-appraisal screening in order to proceed with the assessment. This is both for your personal safety and the safety of our Clinicians.

60 Second Sit-Up Test

Candidates will perform sit-ups at a maximal rate for one minute (60 seconds). Candidates will lie in a supine (face upwards) position and rest their head on a mat. With their arms folded across their chest, candidates will bend their knees at a 90° angle while an evaluator's assistant anchors their feet. The candidate will move up and down in a continuous manner while bending at their hips. Candidates will perform sit-ups at a maximal rate for a one minute duration.

Violations include failure to touch the knees with elbows and failure to return to the starting position (shoulder blades on the mat).

This assessment is based on the amount of sit-ups completed in 60 seconds based on your age/gender as per the chart below.

60 Second Sit-up Test (Men) (# of sit-ups)

AGE	18 – 25	26 – 35	36 – 45	46 – 55	56 – 65
Pass	> 35	> 31	> 27	> 22	> 17

60 Second Sit – up Test (Women) (# of sit-ups)

AGE	18 – 25	26 – 35	36 – 45	46 – 55	56 – 65
Pass	> 29	> 25	> 19	> 14	> 10

Trunk Flexibility

Trunk flexibility or, sit and reach test, is an important functional measure of hip region flexibility, including the lower back and hamstring muscles (the back of the legs). Generally, lack of flexibility in this region is associated with an increased risk of injury, and specifically is implicated in lumbar lordosis, forward pelvic tilt and lower back pain. The candidate will place one hand on top of the other and extend their arms forward as far as possible along the measuring scale by pushing the measurement cursor.

Candidate will be instructed to stretch the major muscle groups and torso before performing this test. Candidate will remove their shoes and sit down with their legs fully extended and the soles of their feet placed flat against the trunk flex-o-meter, six inches apart. The candidate will place one hand on top of the other and extend their arms forward as far as possible along the measuring scale by pushing the measurement cursor. At the end of the movement, the candidate must hold the position for approximately two seconds to determine maximum trunk flexion. The candidate performs three trials.

Trunk flexibility will be measured in inches and rated on a scale relative to the candidate's gender and age. The candidate is allowed one violation before the test is terminated. Violations on this test include, bending at the knees, holding your knees down, sliding the measurement cursor.

Flexibility- Sit and Reach (Males) (inches)

Age	18-19	20-29	30-39	40-49	50-59
Pass	>16.5	> 16.5	> 15.5	> 14.3	> 13.3

Flexibility- Sit and Reach (Females) (inches)

Age	18-19	20-29	30-39	40-49	50-59
Pass	>20.5	> 19.3	> 18.3	> 17.3	> 16.8

Aerobic Fitness Evaluation-Encapsulated Treadmill Protocol

The encapsulated treadmill protocol is a progressive, incremental exercise test to exhaustion. This protocol is designed to evaluate the physical work capacities of healthy, physically active individuals. Each test requires a maximal effort. This assessment is completed while wearing firefighting personal protective equipment (PPE) that weighs approximately 23 kg (51 lb). This ensemble includes: helmet, flash-hood, leather work gloves, coveralls, pants, jacket and self-contained breathing apparatus (SCBA). You will not breathe from the SCBA, but you must carry it. The VO₂ mask is worn during this assessment and peak oxygen uptake (VO_{2peak}) will be measured. However, your VO₂ values **do not** determine whether you pass or fail. You are permitted to walk, jog and/or shuffle as required during this protocol.

Candidates are **required** to wear **shorts and a t-shirt** under the coveralls and PPE during this assessment. For safety reasons, running shoes must be worn in place of firefighting boots. **Please Note: Candidates are NOT permitted to use their own PPE for this assessment.**

During Phase One, the treadmill is set to a speed of 3.5mph and there are gradual increases in grade over a five minute period. This is immediately followed by Phase Two, an eight minute period of constant work at 3.5mph and a 10% grade.

Once Phase Two is complete, you will immediately progress to Phase Three. During this phase the treadmill speed remains at 3.5mph but the grade increases 1% every minute to a maximum of 15%. Once a 15% grade is reached, the speed will increase by 0.5 mph each minute while the grade remains at 15% until you can no longer continue.

Once you have indicated you can no longer continue, you must complete Phase Four, which is 5 minutes on a flat treadmill at a slow speed. The protocol will continue until exhaustion or until other symptoms dictate that the test is terminated. You may stop the test at any time due to fatigue or discomfort.

In order to pass the treadmill test, you must complete the five minute Phase One, the eight minute Phase Two and the five minute Phase Four (for a total of at least 18 minutes). During the test, expired gases are monitored with an automated metabolic measurement system to calculate the rate of oxygen consumption. Heart rate is monitored continuously with a telemetry system.

Aerobic Fitness Evaluation-Encapsulated Treadmill Protocol-Training Suggestions

Structural firefighting is a physically demanding occupation and because of this a certain level of fitness is expected before becoming a firefighter. Physical aptitude tests are designed to challenge the power and capacity of the cardiovascular system and the strength, endurance and power of the musculoskeletal system in a fashion consistent with the occupational requirements for safe and effective performance of the job. A well-rounded approach to the career in firefighting should include a long term plan to develop and maintain a level of physical activity suited to both performance and good health.

Always carefully consider you own health status before engaging in moderate to maximal levels of physical exertion. It is important to consult your doctor to ensure that the rewards of rigorous training outweigh the risks.

This information is a guide, it is not an individualized training program. Following these training suggestions **DOES NOT** guarantee a successful result on the treadmill protocol. These suggestions are meant to build on an existing level of fitness and to enhance the ability to perform physically demanding work relevant to firefighting.

Physical Preparation for the Test

- *Understand the Physical Aptitude Test* – Read the descriptions carefully so you know what you are preparing for.
- *Self-Evaluation* – review your training history and honestly evaluate your personal strengths and weaknesses. Try to simulate the test and use that result as a personal baseline for future comparison. Consider your performance relative to the minimally acceptable performance.
- *Set training objectives* – Based on your self-evaluation, you may wish to place more emphasis on some elements (e.g., cardiovascular fitness) and less on others (e.g., musculoskeletal strength).
- *Design a simple program* – choose the fewest number of exercises and the simplest progressions possible. The quality of your workouts depends on the correct application of work and rest at an adequate intensity. High intensity (load+speed) efforts cannot be repeated without adequate intervals of rest.
- *Monitor your training* – keep track of your training sessions in a simple journal. Are you able to complete every workout? Are you planning adequate work and adequate recovery days? You will need to periodically modify your training if it is too hard or too easy.
- *Repeat the self-evaluation* – after 6 and 9 weeks of training, repeat the simulated test to see how the training has improved your performance. Remember to give yourself at least one day of rest before attempting the test. After each self-evaluation, adjust your training plan accordingly.

Training Guidelines

- If you want to build fitness you will probably need to complete three challenging workouts each week. If you are satisfied with your current performance level then you can probably maintain that level of fitness by completing one challenging workout each week.

- There are many avenues to seek professional advice for physical activity. Consult with a Regulated Health Professional (e.g. Kinesiologist, Physiotherapist, Dietician, etc.) or a Qualified Exercise Professional (e.g. CSEP-CPT, CSEP-CEP). These professionals will help guide you to setting realistic and achievable goals through evidence based exercise/physical activity information."

Mindset

Be prepared to climb, under load, knowing that the next minute will feel harder than the one you just finished

Training Adjustment

Running on flat ground	→→→ Instead...	Walk at a brisk pace (3.5-4.0 mph) and a steep grade (>10%) OR on climb stairs
Clothing = Shorts and T shirt	→→→ Instead...	Clothing = backpack and light coveralls
Long continuous workouts	→→→ Instead...	Short intervals 1-2 min work intervals @ 85-95% intensity 1 minute rest intervals at 50% intensity Long intervals 4-6 min work intervals @ 75-85% intensity 2 minutes rest intervals at 50% intensity

General Guidelines

- Ensure an adequate warm up period which gradually prepares you for hard work
- Ensure at least a five minute cool down period of light activity when your workout is complete
- Do not overdue the amount of extra clothing you wear. You should feel hot but it should not impair your ability to complete the hard work and it should not cause unnecessary discomfort, dizziness or light-headedness
- Simulate the protective clothing and SCBA by wearing a backpack that is comfortable and weighs 20-25 kg (45-55 lbs)
 - If you do not have a backpack then try to do the intervals at a jogging speed between 4.5 and 6.5 mph at or above 10% grade

Frequency, Intensity, Time, Type, Progression

- You should spend 20-40 minutes on this element of your fitness 2 or 3 times per week
- With a 20-25 kg backpack work at 3.6 mph and 12% grade for 2 minutes, recover for 1 minute then repeat
- Complete 5 of these intervals each workout during week 1 (15 minutes) add one or two intervals each week to a maximum of 10 intervals per workout (30 minutes)
- If you can complete a 30 minute workout then reduce the number of intervals and add grade or speed (intensity). Resume adding intervals each week at the new more difficult intensity
- Add 15-20 minutes of stair climbing once per week to enhance leg strength and endurance
 - Continue wearing the backpack, Choose a slower pace, Take big steps (multiple stairs per step)

Borg Scale of Perceived Exertion (RPE)

	6	
	7	Very, very light
	8	
	9	Very light
You can use the Rating of Perceived Exertion (RPE) scale shown on the right to gauge your intensity	10	
Treadmill intervals should challenge you at the 15 to 19 difficulty where 20 is the hardest effort you have ever given	11	Fairly light
	12	
	13	Somewhat hard
	14	
	15	Hard
	16	
	17	Very hard
	18	
	19	Very, very hard
	20	

Important Notes Regarding the Clinical Assessment:

Please refrain from eating large meals or consuming large amount of liquids at least 2-3 hours prior to **this** assessment. **DO NOT** drink coffee (no caffeine), energy drinks or alcoholic beverages 12 hours prior to your evaluation. These can elevate your blood pressure and/or heart rate which could lead to the inability to pass your pre-screening leaving you unable to proceed with the assessment. **Please note:** Delays may occur at any stage of testing so we advise candidates to come prepared with food and water if they feel they will require it throughout the duration of testing. For the purposes of the Clinical Assessment, it is advisable to only consume a small snack and water if required. **Avoid all exercise 4 hours prior to this evaluation or intense exercise for 24 hours prior to testing.** Ensure you use the restroom before participating in this assessment. Candidates are encouraged to be clean shaven for this assessment. Facial hair can cause the mask to have an improper seal leading to air leakage and possible failure of this assessment.

Please note that in order to proceed to Stage Three you must pass the Stage Two, Part Two – Clinical Assessment.

Stage Two – Part Two – Clinical Assessment Validity

The Clinical Assessment is valid for 6 months.

Testing Location

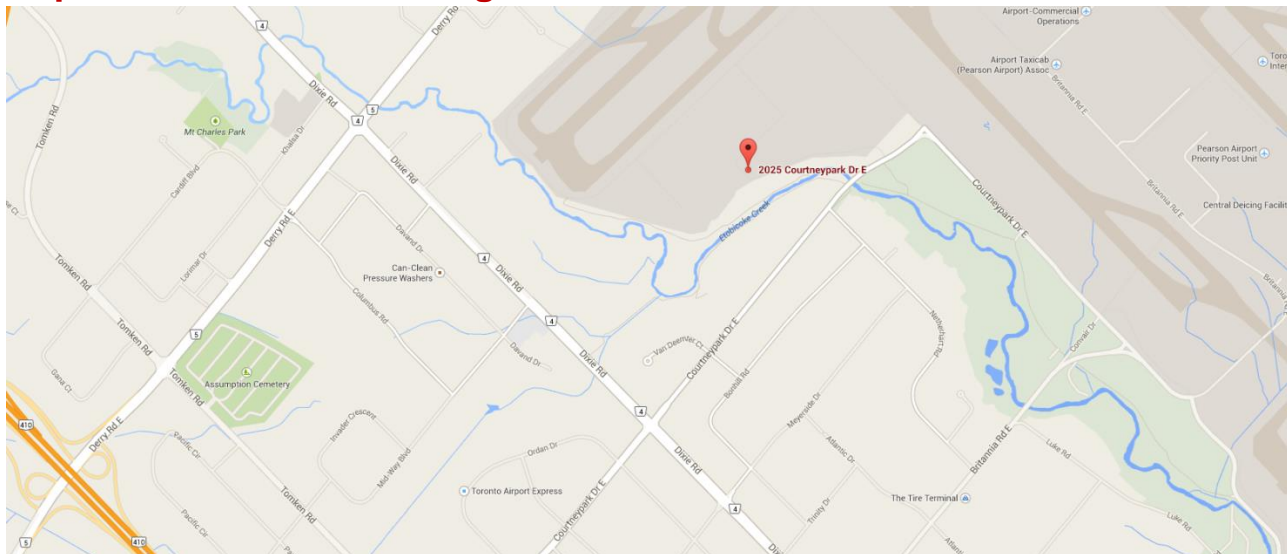
This assessment will be proctored by:

GTAA Fire and Emergency Training Institute (FESTI)

2025 Courtneypark Drive East,
Mississauga, Ontario

ALL QUESTIONS REGARDING YOUR ASSESSMENT SHALL BE FACILITATED THROUGH ONTARIO FIRE ADMINISTRATION AND NOT FESTI.

Map & Directions to Testing Location



409 Westbound

From Hwy 409 westbound, take Airport Road exit and turn east (left) onto Carlingview Drive. Turn south (right) onto Renforth Drive. Turn west (right) onto Convair Drive. Turn south (left) onto Courtneypark Drive to 2025 Courtneypark Drive.

Hwy 401

From Hwy 401, take Dixie Road exit northbound. Turn east (right) onto Courtneypark Drive to 2025 Courtneypark Drive.

Hwy 427 Southbound

From Hwy 427 southbound, take Derry Road exit westbound. Turn south (left) onto Dixie Road. Turn east (left) onto Courtneyark Drive to 2025 Courtneyark Drive.

Hwy 427 Northbound

From Hwy 427 northbound, merge onto Hwy 401 westbound. Take Dixie Road exit northbound. Turn east (right) onto Courtneyark Drive to 2025 Courtneyark Drive.

Eglinton Road/Dixie Road (Mississauga)

From Eglinton Road, turn north onto Dixie Road. Turn east (right) onto Courtneyark Drive to 2025 Courtneyark Drive.

Airport Road

From Airport Road, turn west onto Derry Road. Turn south (left) onto Dixie Road. Turn east (left) onto Courtneyark Drive turn to 2025 Courtneyark Drive.

Dixon Road/Carlingview Drive

From Carlingview Drive southbound, turn south (right) onto Renforth Drive. Turn Renforth Drive south (right) to Convair Drive west (right) to Courtneyark Drive turn south (left) to 2025 Courtneyark Drive.

Hwy 407

From Hwy 407, take Dixie Road exit southbound. Turn east (left) onto Courtneyark Drive to 2025 Courtneyark Drive.

Hwy 410

From Hwy 410, take Courtneyark Drive exit eastbound to 2025 Courtneyark Drive.

Candidate ID

All candidates are given a unique ID when registering for an assessment. This unique number will not change and will remain as your personal identifier. Do not share this number with anyone. The OFAI refers to this identification number when reviewing results, for generation of certificates and to provide municipalities with verification of validity.

What to Bring on your Assessment Day

- Government issued identification
- Confirmation of registration
- Water
- Water and a light snack (for after the assessment)
- Comfortable clothing that maximizes movement. T-shirt, shorts/track pants, running shoes, socks etc. Change of clothes.
- OFAI Medical Questionnaire and, if required, the OFAI Medical Clearance Form, and
- Informed Consent Form for Clinical Evaluations

Check-In

If you are participating in renewal or re-test, please ensure you arrive at least 15 minutes prior to your assessment start time. This will allow you enough time to check-in, hand in the required forms and use the restrooms. Please wait in the cafeteria and your evaluator will call your name. If you are just taking part in the Clinical Assessment, ensure you are in your appropriate attire and are ready to go.

If you have successfully completed Stage One National Fire Select Test, you have already completed the check in process and are to wait in the cafeteria with your numbered card for the medical officer to call your number.

It is the responsibility of the candidate to ensure they have registered for the correct date/time. If you are not on the check-in list, you must contact the OFAI administration office immediately.

It is recommended that you confirm your appointment 24 hours in advance of your assessment.

Please note that FESTI staff is responsible for proctoring this test only and DO NOT facilitate the registration process.

What to expect when you arrive for Stage Two, Part One – Medical Screening

1. If you are **ONLY** completing this assessment today, and have not booked any other assessments, please follow the instructions from your evaluator. They will provide direction to you.

If you are moving on to this assessment because you have just successfully completed Stage One – National Fire Select Test, you should have received your assessment results form from the proctor and a numbered card. **Please wait in the cafeteria and the medical officer will call your number.**

Based on your assessment selection, the following may occur:

- **If you successfully pass the medical screening** and are registered for the Clinical Assessment, the evaluator will hand you your assessment results form. You will need your assessment results form in order to check into the next assessment. Please prepare for your Clinical assessment, gather your belongings and wait in the cafeteria for your number to be called.
- **If you are NOT successful and fail this screening**, the evaluator will advise you. The evaluator will keep the form to send to the OFAI Administration office.

The evaluator will advise you of what part of the assessment you failed. They will not provide marks/ranks.

If you are registered in Clinical Assessment, and **you do not have a successful result in the Medical Screening**, then you cannot continue in the assessment process. The OFAI administration office will refund you for any assessments not participated in, less a \$10.00 plus HST administration fee. You will not be refunded for the failed assessment. Please see the re-test policy below.

Do not engage the staff at FESTI with questions regarding your assessment. All queries should be facilitated through the OFAI staff.

What to expect when you arrive for Stage Two, Part Two – Clinical Assessment

1. You will be **required** to hand in the following forms:
 - a. **OFAI Medical Questionnaire** – This form and the **OFAI Medical Clearance Form** are provided in this guide. (See forms at the end of this document). The **Medical Questionnaire** will tell you whether it is necessary for you to consult your physician before participating further in the Ontario Fire Administration Candidate Testing Program. If you answer “**Yes**” to any questions on the **Medical Questionnaire**, you are not permitted to participate in candidate testing without **medical clearance**. You are required to see a physician and present your **Medical Questionnaire**, along with the **Physician Information Booklet** (<http://www.ofai.ca/registration-information/forms>) and **Medical Clearance Form** for the physician’s review and completion. You must produce the completed **Medical Clearance Form** at the time of your Stage Two, Part Two-Clinical Assessment in order to be allowed to participate. The **Medical Questionnaire** and **Medical Clearance Form** remain valid for six months from date of completion. You are required to present the form(s) at each assessment. If your medical status changes prior to the six month expiry, you will be required to complete new a **Medical Questionnaire** and/or **Medical Clearance Form**.
 - b. **Informed Consent for Clinical Evaluations**—This form has been provided in this guide. (See forms at the end of this document). You must complete the informed consent and provide it to the clinician prior to your Clinical Assessment. This form is your consent to proceed with the assessment, acknowledging that you understand the test procedures and the potential risks involved.
 - c. **OFAI Assessment Results Form**. A sample of this form has been provided as an example (see Forms at the end of this document). **You will receive this once on-site, there is no need to print this before your arrival.** When you receive this form, you complete it as follows:

- i. Fill out your full name, ID number and the date.
- ii. Check off the assessment you are participating in. If you have booked additional assessments on this day, **please also indicate which assessments you plan to participate in**. In addition, check the box at the bottom that is applicable to you.

This form is very important. This document is your official record of results. **Do Not Take this Form Off The Premises**. Once your assessment is completed, the proctor will confirm a pass/fail mark, sign the form and send it to the OFAI administration office for processing.

2. **If you are ONLY completing this assessment today, and have not booked** any other assessments, please follow the instructions from your evaluator after checking in.
3. **If you are moving on to this assessment because you have just successfully completed the Medical Screening**, you should have received your results form from the evaluator. You should still have your numbered card. Please wait in the cafeteria and your number will be called for you to proceed to the Clinical Assessment.

Based on your assessment selection, the following may occur:

- **If you successfully pass this assessment** and are registered for CPAT Orientation, the evaluator will hand you your assessment results form. You will require your assessment results form in order to check into the CPAT Orientation. Please gather your belongings and wait in the cafeteria until your CPAT Orientation start time. Proceed to the Apparatus Bay to check-in prior to the start time of the orientation session.
- **If you successfully pass this assessment** and you **only** registered to take this assessment today **OR** you are **NOT** participating in the CPAT Orientation, the evaluator will advise you of a pass or fail. The evaluator will keep the form to send to the administration office for your file. Please gather your belongings and you are free to leave.
- **If you are NOT successful and fail the Clinical Assessment**, the evaluator will advise you. The evaluator will keep the form to send to the administration office. The evaluator will advise you of what part of the assessment you failed however; please note you will not receive a mark/grade or rank.

Questions regarding your assessment should be facilitated through the OFAI administration staff at 905-426-6756.

If you do not successfully complete Stage Two, Part Two – Clinical Assessment, you can re-take the assessment as per the re-test policy.

Important Notes and Information

This document is a guide to assist and prepare you for your Stage Two Testing process. Some of the information contained in this guide may change once on-site. Please ensure you follow your evaluator's instructions.

In the case of a technical problem, the evaluator will handle each situation on a case-by-case basis. If there is a wide-spread error (such as a loss of power) your assessment may be required to be re-scheduled. This will be determined at the discretion of FESTI evaluators/staff.

FESTI has shower facilities that are available for candidate use after any physical assessment (male and female facilities are available). You will have to provide your own toiletries, towels etc.

Certificates

The OFAI will provide a certificate for each successful stage completed. Due to Stage Two having varying validation dates, we will provide you with two certificates, one for your medical screening and one for your clinical assessment. Your certificate(s) will be uploaded to your online account within two to four business days. All valid certificates are offered as a downloadable PDF from your online user account www.ofai.ca/user. It is recommended that candidates download and save certificates to their personal computers. Once a certificate has expired it is no longer available for download from your account.

Re-Testing Policy

All OFAI failed assessments are subject to our re-test policy. The re-test policy identifies the wait times candidates must follow before coming back to re-test. The wait times are put in place to allow each candidate sufficient time to prepare (and in some cases, train) in order to be successful in their assessments.

The following identifies the OFAI re-test policy wait times:

1st Failure – 15 Days

2nd Failure – 30 Days

Anything after a 2nd failure will be subject to 30 day re-test policy.

Inclement Weather Policy

Safety is of the utmost consideration when we are conducting our assessments. When severe weather conditions exist, such as lightning, rain, sleet, snow or high winds, the staff at FESTI shall make an assessment of the conditions and will determine, at their discretion, if assessments will cease until conditions approve. If conditions do not improve, candidates may be required to contact the OFAI Administration office to reschedule their testing.

Assessment Feedback

The evaluators are not permitted to discuss the outcome of your evaluation as per Ontario Fire Administration's Terms and Conditions.

On a scheduled testing day, an OFAI staff member is on site to provide you with feedback regarding your evaluation. After an unsuccessful assessment, candidates should return to FESTI's main building and sit in the waiting area on the main floor. An OFAI staff member will call your name when your documents are ready.

Meeting with the OFAI representative is the best opportunity to get feedback regarding your evaluation. If there is a reason as to why you are not able to wait, please advise the OFAI staff member with your name, candidate ID number, and which stage you were unsuccessful in. The OFAI will follow up in 10-15 business days. Candidates who chose not to receive feedback, and/or not advise the OFAI representative onsite, waive their opportunity for feedback.

Grievances

All grievances are handled by management at the OFAI administration office. Grievances are not handled by FESTI staff. You can retrieve a grievance form from the OFAI website <https://www.ofai.ca>.

Terms and Conditions

All fees are in Canadian Dollars.

You are responsible for downloading the pre-assessment guides for your applicable assessment at www.ofai.ca/pre-assessment-guides and completing all the applicable forms in each guide to bring with you on your assessment day.

Ontario Fire Administration Inc. (OFAI) reserves the right to cancel a scheduled assessment. In the unlikely event of an assessment cancellation, we will issue a full refund for assessment fees only. OFAI is not responsible for any statements, acts, materials, or omissions by our evaluators, proctors or participants. The use of audio and video taping devices, beepers, and cell phones by participants is not permitted at any assessment. Children and unregistered guests are not permitted in the testing facility. Cancellation of an assessment caused by any calamity, attack, or act of God, beyond the control of the OAFCA and/or its third party affiliates and its agents does not constitute grounds for a refund.

Rescheduling Policy: The OFAI will only re-schedule an appointment once. In order to be eligible for re-scheduling, you must provide us with a written request that states your name, candidate ID number, your testing date/time and your requested re-schedule date/time. This request must be received no later than 7 days from your appointment date. Not all re-scheduling requests are granted. During peak recruitments, the re-scheduling policy may not be in effect. Candidates wishing to re-schedule are still bound to the terms and conditions of their original appointment.

Cancellation Policy: There will be no refunds if your assessment is cancelled within 5 business days of your assessment date/time. Any cancellations made prior to the 5 business day deadline will be refunded, less

a \$50.00 plus HST administration fee. All cancellations must be in writing and emailed to info@ofai.ca to request the cancellation of the booked assessment(s). It is the user's responsibility to abide by the cancellation policy of each assessment.

Candidates seeking cancellation within the 5 business day period prior to their test date will only receive a refund (less the \$50 plus HST administration fee) if they can provide evidence that their ability to complete their assessment has been affected by serious illness or cause as listed below.

Serious Causes:

Serious Illness - hospital admission or serious injury: this must be accompanied by a medical note from a registered Medical Doctor.

Loss or Bereavement - death of a close family member: accompanied by a death certificate.

Hardship/Trauma - victim of a crime, victim of a traffic accident.

Receipts are automatically sent by email when participants register and pay online. Please be aware spam filters can block email receipts.

If you selected cheque as your method of payment, please ensure it is certified. We will only confirm assessment dates/times that are paid in full. If your assessment is not paid in full 48 hours prior to your assessment date, the OFAI will automatically cancel your registration.

Ontario Fire Administration Inc. utilizes Moneris a third-party secure payment service provider that facilitates credit card payments. The OFAI and any third party affiliate assumes no liability for those using the registration function or payment function, and the user accepts that any dispute with regard to payment or distribution or use of information collected by Moneris - the payment service provider - will be raised directly with them.

Users of the registration function agree that, subject to the Privacy Policy posted on this site, their information can be used to contact them in connection with the assessments and any other contact deemed necessary for running its assessments, subject to the laws governing sound internet practices.

All candidates acknowledge that by registering through this website and in-person, they will be required to complete the Assumption, Waiver, Release and Indemnity Agreement, the OFAI Candidate Agreement and forms that may be required for specific assessments. Candidates are aware that if they fail to produce these required forms on or before their assessment day, that the assessment may be cancelled and re-scheduled at a later date, at the discretion of the OFAI. In addition, a fee will be charged for the re-scheduled assessment date.

Candidates acknowledge that they are willing to take part in our assessments and willingly abide by our re-test policies. All assessments are based on a pass/fail. Candidates are not given results.

Please note incorrect registrations will result in a \$25.00 plus HST administration fee.

Inclement weather: Safety is of the utmost considerations when conducting our assessments. When severe weather conditions exist, such as lightning, rain, sleet, snow or high winds, the staff at FESTI shall make an assessment of the conditions and will determine, at their discretion, if assessments will cease until conditions approve.

OFAI Candidate Testing Services Code of Conduct

Acronym Definitions

OFAI: Ontario Fire Administration Inc.

CTS: Candidate Testing Services

FESTI: GTAA Fire and Emergency Services Training Institute

Working as a firefighter is a career founded on respect, trust, integrity and absolute professionalism. Ontario Fire Administration Inc. (OFAI) expects candidate behaviour to reflect these qualities at all times. Please be advised that if any breaches are made to the OFAI CTS Code of Conduct, swift and appropriate action will be taken in order to maintain this high standard.

1. The OFAI expects all candidates to be punctual for their assessments. Tardiness can result in cancellation of your assessment which will require a rebooking at the candidate's expense.

2. Please use appropriate language when communicating with OFAI administration staff, FESTI staff, and evaluators. Foul or abusive language is not tolerated.
3. Respect FESTI's property and the CTS testing facilities. Damage caused by inappropriate candidate behaviour will be at the candidate's expense and may warrant a permanent removal from the CTS process.
4. Treat fellow candidates, OFAI administration staff, FESTI staff, and evaluators with courtesy and respect. The OFAI will not tolerate any form of bullying or harassment. This behaviour may result in permanent removal from the CTS process, and an investigation by the appropriate authorities, if required.

The Canadian Human Rights Commission defines harassment as a form of discrimination. It involves any unwanted physical or verbal behaviour that offends or humiliates another individual.

- Harassment occurs when someone:
 - makes unwelcome comments or jokes about the following :
 - race
 - national or ethnic origin
 - colour
 - religion
 - age
 - sex
 - sexual orientation
 - marital status
 - family status
 - disability
 - a conviction for which a pardon has been granted or a record suspended.
 - threatens or intimidates you.
 - makes unwelcome physical contact with you, such as touching, patting, pinching or punching, which can also be considered as assault.
5. Participation in CTS under the influence of alcohol or drugs is strictly prohibited and will result in permanent removal from the CTS process.
 6. There is zero tolerance for cheating, impersonation, blackmail, bribery or any other fraudulent activity, real or implied. Any of these actions will result in immediate termination from the CTS process.

Questions

If you have any additional questions not covered in this guide, please visit our Frequently Asked Questions at www.ofai.ca/faq or contact the OFAI office.

Phone: 905-426-6756 **Fax:** 905-426-3032 **Email:** info@ofai.ca

Forms

Continued on next page.