



Ontario Fire Administration Inc. Pre-Assessment Guide Stage Two – Hearing Assessment, Vision Assessment & Encapsulated Treadmill Test

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 a Vision Assessment, Hearing Assessment and Encapsulated Treadmill Test.

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About Stage Two: Vision Assessment

Ontario Fire Administration (OFAI) requires candidates to meet the vision requirements as outlined in Chapter Six of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments.

IMPORTANT: The vision assessment is **NOT** conducted by OFAI at our test facility. Candidates **must** take the OFAI vision form to an eye care professional of their choosing for completion, and pay the applicable fees associated. Candidates may also have the option to utilize personal extended health care benefits, if available.

Your vision form must be submitted online in your **NEW** Frontline Health and Performance Smartabase account. **You no longer have access to the Frontline Health and Performance Kinduct platform.**

You are required to submit your completed Vision form in **one PDF file** to your Frontline Health and Performance Smartabase account at <https://frontlinehp.smartabase.com/health>.

If this is your first time accessing this **NEW** platform, you must contact the OFAI to set-up your account. If you already have a Frontline Health and Performance Smartabase Account, you must login, click the **My Resources** button located on the home page. Click on the resource titled **Start Here** and follow the instructions accordingly.

If you do not follow the instructions on the Start Here page in full, your vision form will not be processed.

Please allow a minimum of three (3) business days for your vision form to be processed.

This certificate will be valid for two years from the date of your assessment, unless otherwise indicate by your health care professional. **OFAI will ONLY accept our vision form, and it must be stamped by your optometrist. If your optometrist does not have a stamp available, then a paid receipt for your vision assessment must be submitted with your form. Failure to submit correct documentation will result in your vision form not being processed. You may be required to return to your optometrist and additional charges may apply.**

The following outlines the NFPA 1582 vision requirements candidates must meet:

1. Visual Acuity

Minimum Requirement:

20/30 corrected OR 20/40 uncorrected.

Both eyes tested together.

2. Colour Vision

Minimum Requirement:

Sufficient colour perception to safely perform all [essential job tasks](#)

Individuals with abnormal colour perception (i.e. red-green deficiency) do meet the colour vision requirement

Individuals with monochromatic vision do not meet the requirement

3. Binocular Vision

Minimum Requirement:

Sufficient binocular vision to safely perform all [essential job tasks](#)

4. Peripheral Vision

Minimum Requirement:

At least 110 degrees along horizontal meridian in better eye

5. Ocular Health

Minimum Requirement:

Sufficient ocular health to safely perform all [essential job tasks](#)

6. Category A Medical Conditions

The following medical conditions **would preclude a person from performing as a member in a training or emergency operational environment.**

- Best corrected distance visual acuity with glasses or contacts that is worse than 20/40 binocular
- Uncorrected distance visual acuity worse than 20/100 for individuals who wear hard contacts or glasses only
- Monochromatic vision (resulting in inability to use imaging devices such as thermal imaging cameras)
- Monocular vision
- Any eye condition that results in the candidate not being able to safely perform one or more of the essential job tasks

7. Category B Medical Conditions

The following medical conditions, based on their severity or degree, **could preclude a person from performing as a member in a training or emergency operational environment.**

- Diseases of the eye such as retinal detachment, progressive retinopathy, or optic neuritis
- Ophthalmological procedures such as radial keratotomy, LASIK procedure, or repair of retinal detachment
- Peripheral vision in the horizontal meridian less than 110 degrees in the better eye or any condition that significantly affects peripheral vision in both eyes
- Amblyopia

Candidates with a Category B medical condition shall be certified as meeting the medical requirements of this standard only if they can perform the essential job tasks without posing a significant safety and health risk to themselves, members, or the public.

The following outlines the 13 essential job tasks of a firefighter as detailed in Chapter Five of NFPA 1582:

1. *While wearing personal protective ensembles and self-contained breathing apparatus (SCBA), performing firefighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions including working in extremely hot or cold environments for prolonged time periods
2. Wearing an SCBA, which includes a demand valve–type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA
4. Depending on the local jurisdiction, climbing six or more flights of stairs while wearing a fire protective ensemble, including SCBA, weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg)
5. Wearing a fire protective ensemble, including SCBA, that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C) 2013 Edition 1582–10 COMPREHENSIVE OCCUPATIONAL MEDICAL PROGRAM FOR FIRE DEPARTMENTS
6. While wearing personal protective ensembles and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility

7. While wearing personal protective ensembles and SCBA, advancing water-filled hoselines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles
8. While wearing personal protective ensembles and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines or other hazards
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration
10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions
12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers)
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members

Stage Two: Vision Assessment Validity

The Vision Assessment is valid for 24 months unless otherwise indicated by your healthcare professional.

About Stage Two: 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 your 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 Hearing Assessment. However, if you do not meet standards, you will fail your Hearing Assessment and will be unable to proceed with further testing.

Please Note: Completed referral forms must be returned to the OFAI Administration office no later than 15 business days following your original assessment, otherwise, you will be required to repeat the Hearing Assessment at your own expense.

In order to proceed to Encapsulated Treadmill Test you must pass the Hearing Assessment.

Stage Two: Hearing Assessment Validity

The Hearing Assessment is valid for 24 months.

About Stage Two: Encapsulated Treadmill Test

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.

This assessment is comprised of the following:

- Pre-Appraisal Screening
- Aerobic Endurance Assessment (Encapsulated Treadmill Test)

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 treadmill test, 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 Encapsulated Treadmill Test. 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 treadmill test. 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 this 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 an automatic blood pressure monitor. 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 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 905-426-9865.

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 on the specific test date.

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 evaluation staff.

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), depending on size. 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 (VO₂peak) 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 except for gloves.** Candidates may bring their own gloves provided they meet the criteria as outlined on our website.

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.

Important Notes Regarding the Encapsulated Treadmill Test:

*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 Encapsulated Treadmill Test, 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.*

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 physician 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 Suggestions

- 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

Suggested 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
10	
11	Fairly light
12	
13	Somewhat hard
14	
15	Hard
16	
17	Very hard
18	
19	Very, very hard
20	

You can use the **Rating of Perceived Exertion (RPE)** scale shown on the right to gauge your intensity. **Treadmill intervals** should challenge you at the 15 to 19 difficulty where 20 is the hardest effort you have ever given.

Stage Two: Encapsulated Treadmill Test Validity

The Encapsulated Treadmill Test is valid for 6 months.

Testing Location

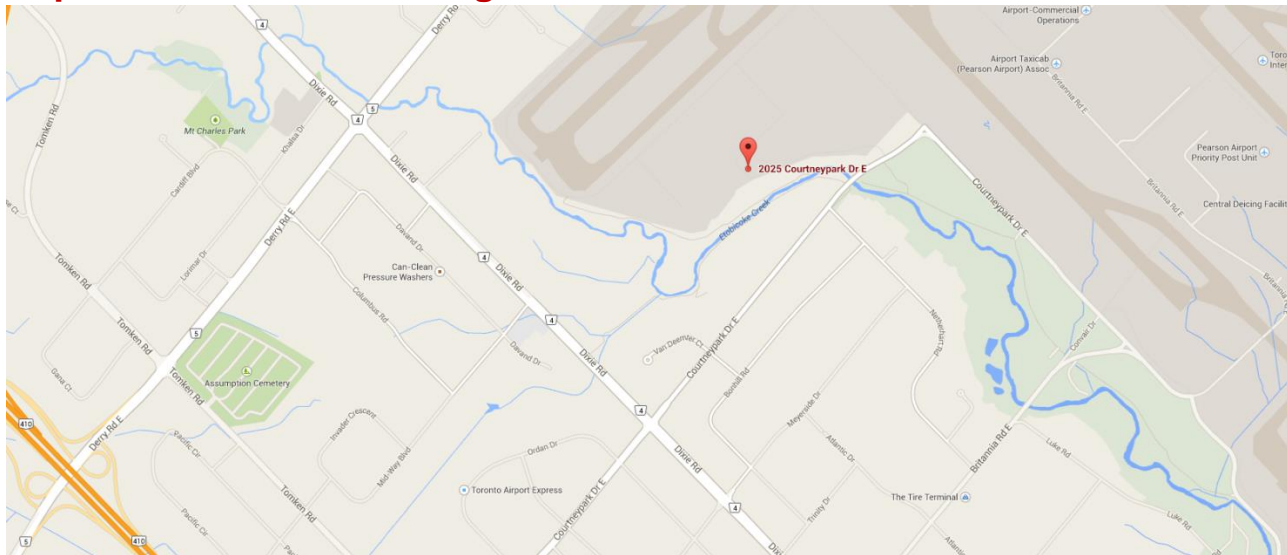
This assessment will be proctored by:

GTAA Fire and Emergency Training Institute (FESTI)

2025 Courtney Park 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 Courtney Park Drive to 2025 Courtney Park 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 Courtneypark Drive to 2025 Courtneypark Drive.

Hwy 427 Northbound

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

Eglinton Road/Dixie Road (Mississauga)

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

Airport Road

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

Hwy 407

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

Hwy 410

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

Check-In

Please ensure you arrive at least 30 minutes prior to your assessment start time to allow time for check in and that you are in your appropriate attire and ready to go.

It is the responsibility of the candidate to ensure they have registered for the correct date/time. **Please note:** FESTI staff is responsible for the evaluation only and DO NOT facilitate the registration process.

What to expect when you arrive for Stage Two: Hearing Assessment

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 – Firefighter Aptitude and Character Test, the proctor will advise you of next steps.

Based on your assessment selection, the following may occur:

- **If you are NOT successful and fail the Hearing Assessment**, the evaluator will advise you to gather your belongings, you are free to leave.
- **If you are NOT successful and fail the Hearing Assessment** and are registered in the Encapsulated Treadmill Test, 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: Encapsulated Treadmill Test

1. You will be **required** complete the following forms
 - a. **OFAI Medical Questionnaire** –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. The **Medical Clearance Form** must be complete at the time of your Stage Two Encapsulated Treadmill Test to be allowed to participate. The **Medical Questionnaire** and **Medical Clearance Form** remain valid for six months from date of completion. 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 is your consent to proceed with the assessment, acknowledging that you understand the test procedures and the potential risks involved.

All forms that are required prior to your assessment(s) **must now be accessed, and completed online in your NEW Frontline Health and Performance Smartabase account** at <https://frontlinehp.smartabase.com/health>
You no longer have access to the Frontline Health and Performance Kinduct platform.

If this is your first time accessing this **NEW** platform, you will receive an email from noreply@smartabase.com 24 hours prior to your assessment to set up your account and complete the forms. Check your main inbox as well as junk/spam.

Once you have logged in, click the **My Resources** button located on the home page. Click on the resource titled **Start Here** and follow the instructions accordingly.

If you have any questions about forms, please contact the OFAI administration office at 905-426-6756 or email us at info@ofai.ca. **Do not contact Frontline Health and Performance/Smartabase.**

If you have NOT received this link by the time of your scheduled test – PLEASE PROCEED TO THE TESTING SITE AT YOUR SCHEDULED TIME. The evaluation staff will assist you with your forms onsite.

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.

Based on your assessment selection, the following may occur:

- **If you successfully pass the Encapsulated Treadmill Test**, the evaluator will advise you to gather your belongings and you are free to leave.
- **If you are NOT successful and fail the Encapsulated Treadmill Test**, the evaluator will advise you to gather your belongings and you are free to leave. You can re-take the assessment as per the re-test policy.

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

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 three certificates, one for your vision assessment, one for your hearing assessment, and one for your encapsulated treadmill test. Your certificate(s) will be uploaded to your online account. All valid certificates are offered as a downloadable PDF from your online user account. It is recommended that candidates download and save certificates to their personal computers.

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 assessment as per Ontario Fire Administration's Terms and Conditions.

On a scheduled testing day, a Team Lead is on site to provide you with feedback regarding your evaluation. After an unsuccessful assessment, you will have the option to speak with the Team Lead. Meeting with this representative is the best opportunity to get feedback regarding your assessment. Candidates who chose not to meet with the Team Lead on their date of their assessment, 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.

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 OFAI and/or its third party affiliates and its agents does not constitute grounds for a refund.

Cancellation Policy: There will be no refunds if your assessment is cancelled within five-business days of your assessment date/time. If you wish to cancel your assessment and it is five-business days or greater from your assessment date/time, you must **request a cancellation of your assessments through your online account at www.ofai.ca**. Please hit the "cancel" button next to the assessment you would like to cancel and follow the instructions provided. You will be refunded, less a \$50.00 plus HST administration fee.

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. *This evidence must be provided no later than 7 business days following a scheduled appointment. Candidates must contact the OFAI Administration office prior to their scheduled appointment to advise OFAI they will not attend. Failure to do so will result in a forfeit of fees.*

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.

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. If conditions do not improve, candidates may be required to contact the OFAI Administration office to reschedule testing.

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. In addition to themselves, candidates also assume responsibility for the actions and behaviours of any guest they bring on premise. The OFAI will not tolerate any form of bullying or harassment. Any bullying or harassment exhibited by a candidate and/or their guest 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 by email at info@ofai.ca or by phone at **905-426-6756**.