



Ontario Fire Administration Inc.

Pre-Assessment Guide

Swim 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 Swim Test.

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About the Swim Test

The Swim Test consists of the following two consecutive tests:

1. Tread water, unassisted, for ten (10) consecutive minutes. Candidates must remain vertical and keep their heads completely above water.

Failure for Tread Water: If the candidate cannot tread water for 10 consecutive minutes, touches the pool wall, ropes, or anyone around them, floats on their back, submerges underwater or starts swimming, the first time you will receive a warning and the second time you will receive a failure. Automatic failure if the required 10 minutes is not achieved.

2. Swim 100 meter (4 lengths of the pool) using any combination of swimming strokes. Candidates must keep making progress toward the end(s) of the pool. Time limit: 5 minutes

Failure for 100-meter swim: Candidate will fail if they do not use swimming strokes, tread water, stand up in the pool or grab the end or side of the pool (a push-off is OK). The first time you will receive a warning and the second time you will receive a failure. Automatic failure if the 5-minute time limit is exceeded.

Important. Avoid eating or drinking (other than a small amount of water) for at least 2-3 hours prior to this test. DO NOT drink coffee (no caffeine) or alcoholic beverages 12 hours prior to your evaluation. Avoid any 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 test.

Pre-appraisal screening

All candidates will participate in the pre-appraisal screening before continuing with the Swim Test. A series of questions will be asked by the evaluator. In addition, the **OFAI Medical Questionnaire**, and if required, the **OFAI**

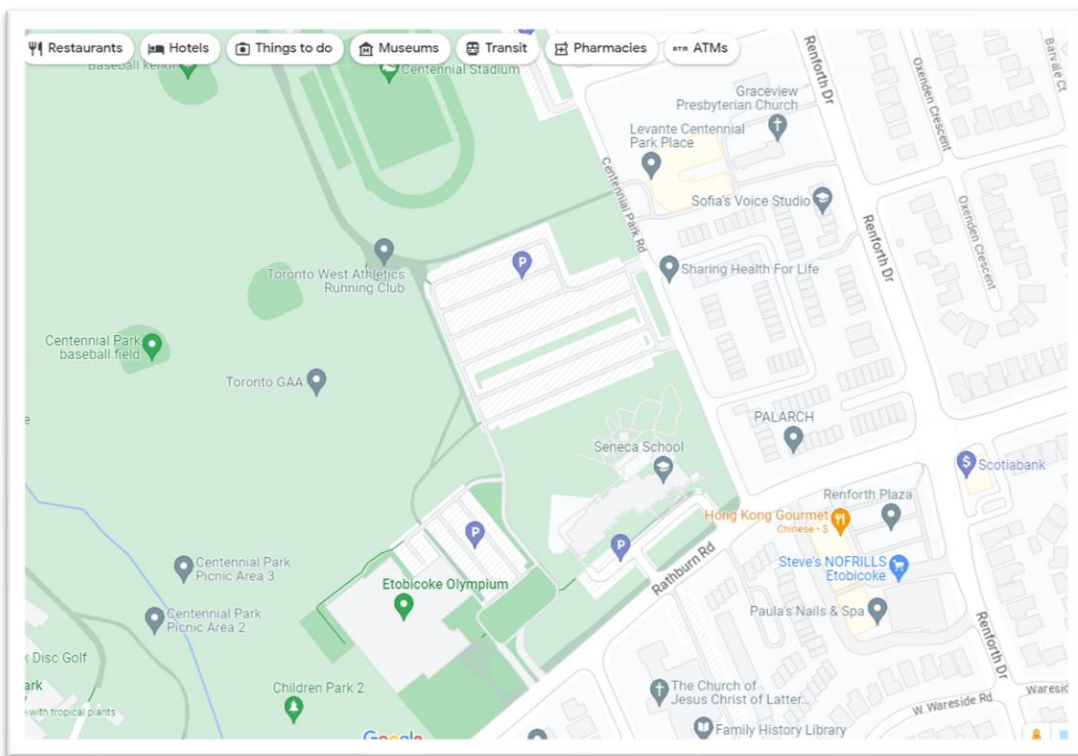
Medical Clearance Form, must be completed to identify those candidates for whom certain physical activities might be inappropriate. **Please Note:** Candidates who are pregnant should obtain medical clearance before registering and participating in the Swim Test. Please contact the OFAI Administration office for more information.

Candidate's heart rate and blood pressure are measured prior to proceeding. Candidates will not be permitted to participate in the Swim Test 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 Swim Test 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 six blood pressure readings. If after the sixth reading, your blood pressure is still high, you will not be able to participate in the Swim Test that day. Please contact the OFAI Administration office to re-schedule your Swim Test 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 the Swim Test and alternative arrangements can be made.

ALL QUESTIONS REGARDING YOUR ASSESSMENT SHOULD BE FACILITATED THROUGH THE ONTARIO FIRE ADMINISTRATION INC OFFICE.

Swim Test Centre Location

Etobicoke Olympium – Olympic Pool, 590 Rathburn Road, Etobicoke , Ontario, M9C 3T3



Swim Test Validity

The Swim Test is valid for 12 months.

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 Swim Test Day

- Government issued identification
- Confirmation of registration
- Water and a light snack (for after the assessment)
- Swimsuit and Towel

Check-In

Please ensure you arrive at 15 minutes prior to your assessment start time.

Once you arrive at Etobicoke Olympium, you will be required to check-in.

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.

Any questions should be facilitated through the OFAI Administration Office.

If you are late, you may be denied entry into this test. This is at the discretion of the OFAI staff.

What to expect when you arrive for the Swim Test

You will be **required** to completed two forms prior to your Swim Test.

1. **OFAI Assumption, Waiver, Release, and Indemnity Agreement** - This form must be completed by all candidates prior to the commencement of any assessment. Please ensure you read the form in full and complete ALL applicable areas of the form.
2. **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** and **Medical Clearance Form** for the physician’s review and completion. You must provide the completed **Medical Clearance Form** at the time of your Swim 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**.
3. **Informed Consent for Swim Test 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>.

To access the Frontline Health and Performance Smartabase account for the first time, you must follow these steps:

1. Go to: frontlinehp.smartabase.com/health
2. In the “Username or email” field, enter **either** your six-digit OFAI ID number **or** your email address used to register with OFAI.
3. On the ENTER PASSWORD screen, select “Forgot password”.
4. Enter the email address you used to register with OFAI in the field provided.

5. You will receive an email requiring you to set a new password.
6. Login to your Frontline Health and Performance Smartabase account using your Username (email or six-digit OFAI ID) and new password. You have now successfully set-up your Frontline Health and Performance Smartabase account.
7. Visit the **START HERE** page under the “Other/My Resources” section for information on how to navigate the Frontline Health and Performance Smartabase platform.

If you are having trouble logging into your Frontline Health and Performance Smartabase account, you can still attend your OFAI assessment(s) . The evaluation staff onsite will assist you with the login process and the completion of forms.

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.**

Important Notes and Information

This document is a guide to assist and prepare you for your Swim Test. Some of the information contained in this guide may change once on-site. Please ensure you follow your evaluator’s/lifeguards’ instructions.

In the case of a technical problem, the evaluator/lifeguard will handle each situation on a case-by-case basis. If there is a wide-spread error your test may be required to be re-scheduled. This will be determined at the discretion of the evaluators/lifeguards.

Certificates

Upon successful completion of the Swim Test, your certificate will be uploaded to your online account within 72 hours.

Re-Test Policy

If you are not successful and fail the Swim Test, you may book a re-test on the next available Swim Test date.

Disputes

All disputes are handled through the OFAI administration office. Please do not approach a pool staff member, evaluator, or lifeguard with your grievance. All disputes are handled in a timely manner by management.

Questions

If you have any additional questions not covered in this guide, please contact the OFAI office.

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