

Questions and Answers – Fire Captain Examination

During the CIFA meetings the members agreed that candidate questions that could apply to all candidates would be compiled into one document in an attempt to provide all candidates equal access to the same information. This document will be updated on an ongoing basis.

Examination Information:

1. Where can the dates for the Fire Captain promotional examinations phases be found? (5/1/24)

- The examination dates for the phases of the Fire Captain promotional examination can be found in the Important Dates document. The most recent Important Dates document can be found on the Civil Service Commission (Commission) website at; [Examination Information - City of Columbus, Ohio](#) Once on the webpage, select the Fire Exams, Fire Captain, then the Important Dates document. The Important Dates document will be updated if any changes to the examination dates occur.

2. What are the minimum Qualifications for taking the Fire Captain exam? (5/1/24)

- The minimum qualifications for taking the exam are one (1) year of continuous accredited service as a Columbus Fire Lieutenant by the expiration of the current Fire Captain eligible list. The current Fire Captain eligible list is currently set to expire on May 15, 2025 at 11:59 pm. Possession of a valid driver's license is also required.

3. When should an accommodation be requested? (5/1/24)

- A request for accommodation should be submitted as soon as you are aware it is necessary and after your application has been submitted, so that efforts can be made to accommodate your request. The official forms are located on the Commission's website. For promotional exams, the most typical form needed is Testing Accommodation – Not ADA, it can be accessed by clicking on the following link:

[E01 Testing Accommodation - Not ADA \(columbus.gov\)](#)

Testing Accommodation - Not ADA. Or if an accommodation related to an ADA issue is needed, two forms are required and can be accessed by clicking these links:

[Testing Accommodation ADA Step 1 \(columbus.gov\)](#)

[Testing Accommodation ADA Step 2 \(columbus.gov\)](#)

A request for accommodation form should be completed and returned to the Commission along with supporting documentation.

- 4. Does the Civil Service Commission provide printed copies of the internal material provided? (5/1/24)**
- The Commission provides internal source materials electronically only. Candidates may print the sources from home or explore other options such as printing from a commercial location or going through their chain of command.
- 6. Is there an audible version of the internal sources? (5/1/24)**
- No. Civil Service does not provide audible versions of Division of Fire sources.
- 9. How often is the questions and answers document updated? Does the Civil Service Commission notify candidates of updates? (5/1/24)**
- The questions and answers document is updated as questions are received. The Commission does not send out notifications to candidates when the document is updated. Candidates should check the document periodically for the most recent updates.
- 12. How is the hurdle (cut score) implemented for the Fire Captain Examination? (5/1/24)**
- The hurdle for the Fire Captain rank will be implemented after Phase I at approximately $\frac{1}{2}$ standard deviation below the mean or a maximum of 40 candidates, whichever is fewer. Candidates who are invited to and complete all three phases, other than those who get promoted from the current list before calculations for the new list are completed, will have their names placed on the eligible list.
- 13. What happens if a candidate is promoted from an existing eligible list before testing has concluded? (5/1/24)**
- Similar to previous Fire Lieutenant and Fire Captain test administrations, candidates who are promoted from an existing eligible list **by the time scoring takes place** will not be considered as viable candidates. Therefore, such candidates will not continue in the scoring process. Once the tentative results have been calculated and notices sent to candidates, no further changes to the candidate pool will be made. While the results are tentative, the only changes that are permitted are for scoring inaccuracies.

Reading List:

- 1. Where are the internal source materials located? (5/1/24)**
The internal source materials are located on the Commission's website ONLY and will not be posted to Vector Solutions.
- 2. Are there sections or pages within the internal source materials that are excluded, similar to past examinations? (5/1/24)**

- Per the 2025 Fire Captain Promotional Exam Reading list, the sources that appear with an asterisk have been edited, omitting limited sections. Sources without an asterisk have not been edited. There are no other exclusions to the internal or external sources. It is important to only use the version of the sources provided on the Commission's website.
3. **Is a list of the omitted information of the internal sources for the exam available?** (5/1/24)
 - No list of the omitted sections from the source materials is available. All omitted sections have been removed from the internal exam materials posted to the Commission website. However, the tables of contents and index, for each source has not been modified and can be helpful in determining omitted material.
 4. **Are the sections of the EMS protocol found at the end of the SOP document on the Civil Service Commission Website part of the exam materials?** (5/1/24)
 - The portions of the EMS protocol found at the end of the SOP document on the Commission website are part of the exam materials and may be tested on all phases of the exam identified for the SOPs.
 5. **If internal sources contradict one another, how should these materials be studied?** (5/1/24)
 - Everything within the source materials posted to the Commission website may be tested on the phases indicated on the reading lists. If contradictions do exist, study the most up-to-date material. Look at the revision dates to determine the most up-to-date materials.
 6. **Are the video links in all of the CFD Manuals (i.e., Saving Our Own, Engine Company Operations, etc.) testable material?** (5/1/24)
 - No. Candidates are advised to avoid clicking on the links contained in the CFD manuals. The information contained in the links are not intended to be testable material. Some links will bring you to content within CFD Manuals, but will not link to the exact version as posted on the Reading List. Therefore, some of the topics that are linked may be tested, as they are also contained in other parts of the posted reading list materials. It is important to use the source material found on the Civil Service webpage for each rank.

Tactical Exam:

1. **What are the range of response times for the scenario questions?** (5/1/24)
 - Time limits for the Captain Tactical have not been finalized, however, it is estimated that the response time for questions will range from 60 seconds to four minutes.