



## Adrian Fire Department

# Memorandum

**To:** Prospective Adrian Fire Department Firefighters  
**From:** Heather Lasky, Human Resource Director/Paul G. Trinko, Fire Chief  
**CC:**  
**Date:** 26 April 2010  
**Re:** Application, Testing and Employment

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**Thank you for your interest in the City of Adrian Fire Department.** To be considered for a career at A.F.D. you must complete the following:

1. Complete the Application for Full and Part Time Employment found on the City of Adrian website at <http://ci.adrian.mi.us/Reference-Desk/Forms-and-Permits.aspx#FireDept>. This application must be completed and returned to Heather Lasky, Human Resource Director, City of Adrian, 135 E. Maumee Street, Adrian, MI 49221.
2. Complete the written and physical ability test at Schoolcraft Community College. Details for the test are below. Upon successful completion of both tests, certification must be sent to Heather Lasky, Human Resource Director, City of Adrian, 135 E. Maumee Street, Adrian, MI 49221. Certifications must be received no later than July 5, 2010. Certifications may also be delivered personally to the above address.
3. A pool of potential firefighters will be selected for an interview. The pool will be established with those who have received the certification from Schoolcraft's testing process (written and physical ability) and have the highest levels of training and education and certification in fire and EMS. Interview times and dates will be sent to the candidates.
4. Our expectation is to have the process completed by mid-July, 2010 for the current vacancy.





## Testing Center

The Schoolcraft College Testing Center offers comprehensive testing services for students, faculty, business and industry, groups and individuals. Contact the Testing Center for information about any of our testing services.

- [Mission statement](#)
- [General policies & information](#)
- [Student guide to placement testing](#)
- [Accuplacer/CPT Test sample questions](#)
- [Disability/Accessibility services & Testing accommodations](#)
- [Make-up testing](#)
- [Distance Learning testing](#)
- [Test proctoring](#)
- [Test-taking tips](#)








### Specialized Testing

- [Instructions for test payment](#)
- [Nursing testing](#)
- [Firefighter testing](#)
- [Credit by Examination \(CLEP\)](#)
  - [View and print a list of CLEP exams](#) 
- [Credit by Examination \(DANTES\)](#)
  - [View and print a list of DANTES exams](#) 
- [GED \(General Education Development\)](#)
- [Work Keys Paraprofessional testing](#)

### Specialized Testing by Appointment in the Testing Center

- [CIS 105 Credit by Exam](#) 
- [Michigan Test of English Language Proficiency \(MTELP\)](#)

### Placement Test Preparation & Study Guides

- [Introductory Algebra](#) 
- [Cool Math - Algebra](#) 
- [Math for Morons Like Us](#) 
- [Math, Grammar and Reading Comprehension Practice](#) 
- [Study Guide Zone](#) 
- [Brushing up for the Reading Basic Skills Placement test](#) 
- [StudyTips.org](#) 



## 2009 CWW Firefighter Testing Program

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[CWW Home Page](#)

### Overview

#### [Testing](#)

The CWW Firefighter Testing Program is a cooperative partnership between many local governments, fire chiefs, Human Resource directors and [Schoolcraft College](#). It has been a model and award-winning public service project since 1996.

#### [Fees](#)

#### [Schedule](#)

#### [Community Participation](#)

#### [Certification](#)

#### [Map](#)

The Fire Training Institute of Schoolcraft College, in collaboration with the Schoolcraft Assessment Center, administer a pre-employment certification test. This test evaluates the written and physical ability qualification of firefighter candidates. Upon successful completion of the process, a firefighter candidate's ability to perform the critical reading and physical skills required of the entry-level firefighter position are validated.

Successful completion of both of these tests may be required by the communities of the CWW and other participating municipalities. Individual communities may require other qualifications at the time of applying.

The [information and application](#) brochure for the CWW Firefighter Testing Program is available online.

Non-CWW communities enroll on an annual basis. Participating communities in 2009 are:

Allen Park, Belleville, Brownstown Twp., Canton Twp., Dearborn, Dearborn Heights, Garden City, Huron Twp., Inkster, Jackson, Livonia, Northville, Northville Twp., Plymouth Community, Redford Twp., Romulus, Sumpter Twp., Van Buren Twp., Wayne, Westland, and Ypsilanti Twp.



## 2009 CWW Firefighter Testing Program

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[CWW Home Page](#)

### Testing

#### Overview

Successful completion of both the written and physical ability tests may be required by the communities of the CWW and other participating municipalities:

#### Fees

#### Schedule

#### Community Participation

#### Certification

#### Map

Adrian, Allen Park, Belleville, Bloomfield Twp., Brownstown Twp., Canton Twp., Dearborn, Dearborn Heights, Garden City, Hamtramck, Huron Twp., Inkster, Jackson, Livonia, Melvindale, Northville, Northville Twp., Plymouth Community, Redford Twp., Romulus, Southgate, Sumpter Twp., Van Buren Twp., Wayne, Wayne County Airport Authority Fire Dept., Westland, and Ypsilanti Twp.

Individual communities may have additional requirements at the time of application.

#### **Written test:**

The written test measures work-related performance factors and basic fire fighter knowledge.

#### **Physical Ability Test (CPAT):**

The Candidate Physical Ability Test (CPAT) is a sequence of eight separate events, requiring progression along a predetermined path from event to event in a continuous manner. The pass/fail sequence was developed to determine fire fighter candidates' ability to perform essential simulated tasks consistent with fire fighting. A description of the CPAT Test will be provided at registration.

**A signed physician's release form is required for the physical test.**

**[Schoolcraft Assessment Center](#) (734) 462-4806 or fax (734) 462-4808**



## 2009 CWW FIREFIGHTER TESTING

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[CWW Home Page](#)

### Fees

#### Overview

Check or money order payable to: **Schoolcraft College**

#### Testing

First-Time Testing (CPAT, Written test & Registration fee) \$220.00

#### Schedule

Retake for CPAT \$150.00

Retake for Written Test \$ 50.00

#### Community Participation

One Time Registration Fee \$ 20.00

#### Certification

### Policies

#### Map

All fees are non-refundable.

Test fees are transferable up to 60 days after test session date.

Registration for test must be received at least 5 days prior to the test date.

Photo ID is required for admission to the testing site.

For specific guidelines regarding accommodations, retakes, or any other additional test information, please contact the

[Schoolcraft Testing Center](#) (734) 462-4806 or fax (734) 462-4808



## CWW FIREFIGHTER TESTING

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[CWW Home Page](#)

### Schedule of Test Sessions for 2010

#### Overview

Please see [Map](#) for address and location of tests.

#### Testing

All tests dates are Saturday.

#### Fees

Please note locations CAREFULLY.

#### Community Participation

**Physical Ability Test: CPAT appointment time assigned at registration.**

#### Certification

Tests take place at Radcliff Center in Garden City unless otherwise noted.

#### Map

February 20  
 April 17  
 June 19  
 August 21  
 October 6  
 December 11

**Contact 734-462-4745 for more information on practice sessions**

**Written Test: All written tests begin at 10:00 a.m. Study guides available at the Schoolcraft College Bookstore.**

January 23	July 10 (Livonia Campus)
February 6	August 7 (Livonia Campus)
March 6	September 11
April 3	October 2
May 22	November 13
June 12	

**[Schoolcraft Testing Center](#) (734) 462-4806 or fax (734) 462-4808**



## 2009 CWW FIREFIGHTER TESTING

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[CWW Home Page](#)

### Community Participation

#### Overview

To participate in the CWW Firefighter Testing program, please call the [Schoolcraft Assessment Center](#) (734) 462-4806 or fax (734) 462-4808

#### Testing

#### Fees

Communities that wish to implement this program need to identify the CWW Firefighter Testing Program as a minimum requirement for all firefighter candidates within their community by taking appropriate administrative action, including the revision of all appropriate job descriptions to reflect the CWW Firefighter Testing Program requirement.

#### Schedule

#### Certification

#### Map

### Program Benefits for Your Community

The CWW Firefighter Testing program will provide communities with a pre-qualified pool of firefighter candidates who have already met basic standards, each municipality will then apply their own additional requirements. Participating communities will realize cost benefits, as the cost of initial firefighter testing will be transferred from the community to the firefighter candidate.

The CWW recently completed new test components for both the written and physical ability portions of the test with Schoolcraft College. In August 2007, Schoolcraft introduced the *International Firefighters Associations Candidates Physical Ability Test* (CPAT) and *I/O Solutions National Firefighters Inventory* for the written test..

Through the CWW Firefighter Testing Program Schoolcraft College will provide all necessary test equipment, materials and personnel to administer, score and maintain test records. The physical ability tests are done on a pass/fail basis and are valid for 1 year. The written tests are scored in test bands and are valid for 3 years.



## 2009 CWW FIREFIGHTER TESTING

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[CWW Home Page](#)

### Certificate of Completion

#### Overview

Certificate of Completion will be mailed to the candidate within ten business days of testing.

#### Testing

Additional certificates are available upon request for the following fees::

#### Fees

Normal services (within 5 business days) fee is \$10

Express services (within 48 ours) fee is \$15

#### Schedule

#### Community Participation

The written test is valid for a period of three years and may only be taken three times in that three-year period.

#### Map

The most recent test score will be utilized for candidates who retake the test.

The Candidate Physical Ability Test (CPAT) is valid for one year.

[Schoolcraft Assessment Center](#) (734) 462-4806 or fax (734) 462-4808



# 2009 CWW FIREFIGHTER TESTING

[CWW Home Page](#)

## Map and Testing Locations

[Overview](#)

[Testing](#)

[Fees](#)

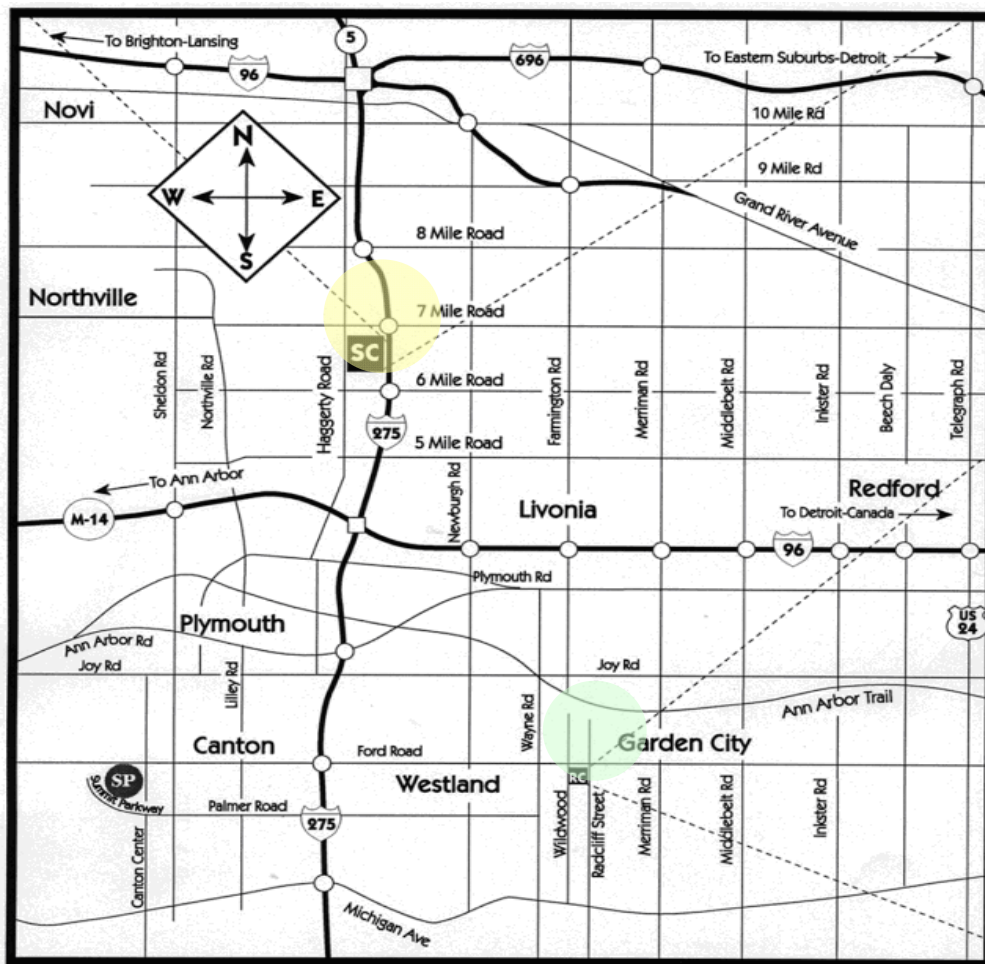
[Schedule](#)

[Community Participation](#)

[Certification](#)

**Radcliff Center**  
 1751 Radcliff St.  
 Garden City, MI 48135

**Livonia Campus**  
 18600 Haggerty Rd.  
 Livonia, MI 48152



[Schoolcraft Assessment Center](#) (734) 462-4806 or fax (734) 462-4808

**Livonia Campus Testing Center**

[McDowell Center](#), room MC220

Telephone: (734) 462-4806

Email: [assesscen@schoolcraft.edu](mailto:assesscen@schoolcraft.edu)

Hours: Monday-Thursday, 8am-7:30pm; Friday, 8am-4:30pm; Saturday, 10am-2pm

**Radcliff Campus Learning Assistance Center**

[Radcliff Center](#), room RC120

Telephone: (734) 462-4400 ext. 6021

Email: [lacrc@schoolcraft.edu](mailto:lacrc@schoolcraft.edu)

Hours for Fall, Winter & Spring: Monday-Thursday, 9am-1pm & 5pm-8pm; Saturday, 10am-2pm

**Contact Information****Testing Center, Livonia Campus**

[McDowell Center](#), room MC220

- **Telephone:** (734) 462-4806
- **Email:** [assesscen@schoolcraft.edu](mailto:assesscen@schoolcraft.edu)
- **Hours:**
  - Monday - Thursday, 8am - 7:30pm
  - Friday, 8am - 4:30pm
  - Saturday, 10am - 2pm

**Additional Resources**

- [Testing Center home](#)
- [Learning Assistance Center](#)
- [Garden City Radcliff Learning Assistance Center](#)

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[Schoolcraft College](#) | [18600 Haggerty Road - Livonia, MI 48152](#) | Telephone: (734) 462-4400

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