



David J. Jackson  
Fire Chief, Fire Department

October 21, 2016

Dear Portland Fire Department Candidate:

Congratulations on passing the firefighter entry exam. This letter outlines the schedule for the Portland Fire Department CPAT® Orientation dates and the registration requirements for both the CPAT® practice tests and the final test. Any Candidate who has previously submitted a valid (issued within (1) year of September 9, 2015) IAFF/IAFC CPAT card or document, is not required to participate in the CPAT® testing.

**CPAT® Orientation Dates**

*November 2<sup>nd</sup> 2016 1200-1600 hours*

*November 3<sup>rd</sup> 2016 0800-1600 hours*

Location: 58 Fore Street, Building #2

*Portland, ME 04101*

**CPAT® Practice Test**

*Practice # 1: November 8<sup>th</sup> & 9<sup>th</sup> 2016*

*Practice # 2: November 15<sup>th</sup> & 16<sup>th</sup> 2016*

Time: 0800-1800 hours

Location: 58 Fore Street. Building #2

*Portland, ME 04101*

*Pre-registration required*

*Photo ID required*

**CPAT® Final Test**

*December 6 & 7th 2016*

Time: 0800-1800 hours

Location: 58 Fore Street, Building #2

*Portland, ME 04101*

*Pre-registration required*

*Photo ID required*

**CPAT® Orientation**

The CPAT is a minimal task-analysis initiative that requires no prior fire fighter knowledge to be successful. The intent of this test is to establish an individual's ability to perform physical job tasks with enough reserve for emergency situations and normal activities. Successful applicants are those who have incorporated fitness as a lifestyle, as this is important to a fire fighter's health and safety considering the profession's physical demands.

The orientation sessions are to afford candidates the opportunity to view the test events, talk with



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CPAT® trainers and physically examine each test component in a controlled setting. During this orientation candidates will be shown the CPAT® orientation video, and be given a CPAT® orientation guide as well as preparation guide. Candidates will not be given the opportunity to perform a continuous practice run through all stations. This session will give the candidates hands on familiarity with the testing apparatus and guidance on specific conditioning regiments and techniques to help them prepare for the final test.

### **CPAT® Practice Test**

All participating candidates will be given the opportunity to participate in (2) timed practice runs. The practice tests will be laid out and administered just as the Final CPAT® test would be. If a candidate successfully completes the practice session within the allowed 10 minutes and 20 seconds they will be given a passing score and they will not be required to participate in the CPAT® final test.

To pre-register for the practice test #1 please call Fire Headquarters at (207) 874-8407 between the hours of 0900-1500 beginning **October 31st, 2016**. Registrations will not be accepted before this date. Practice test #2 registrations will open **November 10th, 2016**. Applicants must speak with a person as registrations are not accepted via voicemail or email.

Candidates will be required to sign up for a specific time slots beginning on the hour. Six candidates per hour are allowed during each time slot: 0800, 0900, 1000, 1200, 1300, 1400, 1500, 1600 and 1700 hours. Candidates will not be permitted entry prior to their pre-registered testing time. A photo ID is required to participate in training.

The test location is: **58 Fore Street, Building #2 Portland, ME 04101**

During testing candidates should wear gym type clothing with long pants and sneakers as you will be doing some crawling.

Any candidate who has successfully completed the practice test will be added to the list to move forward in the process and is not required to participate in the final test.

### **CPAT® Final Test**

Pre-registration is required for the final test. As a reminder, those who successfully complete the practice test are not required to participate in the final test.

To pre-register for the final test please call Fire Headquarters at (207) 874-8407 between the hours of 0900-1500 beginning **November 21st, 2016**. Registrations will not be accepted before this date. Applicants must speak with a person as registrations are not accepted via voicemail or email.

Candidates will be required to sign up for a specific time slots beginning on the hour. Six candidates per hour are allowed during each time slot: 0800, 0900, 1000, 1200, 1300, 1400, 1500, 1600 and 1700 hours. Candidates will not be permitted entry prior to their pre-registered



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*If you have any questions please feel free to contact Fire Headquarters. (207) 874-8407*

### **ORIENTATION AND PRACTICE WAIVER**

The orientation and practice sessions are mandatory; however, candidates who do not wish to participate in either the orientation or practice sessions must submit the attached waiver form acknowledging the opportunity to participate. Failure to remit said form will disqualify the candidate from participation in the CPAT final testing.

*If you have any questions please feel free to contact Assistant Chief Thomes @ (207) 874-8406 or email @ [smt@portlandmaine.gov](mailto:smt@portlandmaine.gov)*