

FIREFIGHTER SELECTION PROCESS - Frequently Asked Questions (FAQ)

QUESTIONS ON THE 2018 APPLICATION PROCESS	RESPONSE
1. What is the FCA?	The FCA or Firefighter Candidate Assessment is a computer-based test battery consisting of two parts; a multimedia assessment and a self-description component. In the multimedia portion, candidates respond to audio and video cues on the computer. In the self-description component, candidates define themselves by responding to biographical, situational, and work attitude items. Under the 2018 application process, you must achieve a passing score on the FCA in order to be considered in the next phase in the selection process for the position of Firefighter with the City of Los Angeles. Even though a passing score on the FCA is required, you do not have to wait until you receive your score to apply. The application period is from March 5, 2018 through June 29, 2018.
2. Do I need to retake the FCA if I achieved a passing score in 2016?	Candidates may use their passing FCA score from 2016 to satisfy the 2018 FCA requirement. This means that candidates with a passing FCA score from 2016 do NOT need to retake the FCA for the 2018 selection process, but still must submit an application from March 5, 2018 through June 29, 2018. The City Personnel Department will identify your 2016 FCA score after you have submitted an application.
3. How much does the FCA exam cost?	The fee for the FCA is \$69, and is payable to the vendor, PSI. See their website: https://lacityfirefighter.psiexams.com for registration information. Payment of fees may be made by credit card (VISA, MasterCard, American Express, or Discover), money order, or cashier's check. CASH AND PERSONAL CHECKS ARE <u>NOT</u> ACCEPTED WALK-IN TESTING IS <u>NOT</u> AVAILABLE
4. What if I can't afford the \$69 for the FCA test?	Test fee waivers are available to those of limited means who qualify. Please visit the PSI (lacityfirefighter.psiexams.com/) and/or joinlafd.org websites for information on how to apply for the fee waiver. You must fill out a fee waiver application and submit it to the City Personnel Department as instructed.
5. If I register for the FCA and pay, but later get approved for a fee waiver, will I receive a refund?	Yes, if you pay for the FCA and are later approved for a fee waiver, PSI will refund the account used to pay for your registration. Further information will be provided to you if you are determined to be eligible for a fee waiver.

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<p>6. If I register for the FCA and pay, but I am unable to take the exam, will I receive a refund?</p>	<p>No. If you pay for the exam and later decide not to take it, you will not receive a refund. Also, if you do not cancel your appointment at least 24 hours before the scheduled FCA date and time you will forfeit your FCA fee. Information on how to reschedule your exam within PSI's required timeframe will be posted on the PSI registration page.</p>
<p>7. If I register for the FCA and pay, but I forgot to take the FCA, will I receive a refund?</p>	<p>No. You will forfeit your FCA fee if:</p> <ul style="list-style-type: none"> • You do not cancel your appointment at least 24 hours before the scheduled FCA date and time; • You do not appear for your FCA appointment; • You arrive after the FCA start time; • You do not present proper identification when you arrive for the examination.
<p>8. Who can I contact if I am having trouble registering for the FCA?</p>	<p>You may email PSI at COLAOPS@psionline.com to notify them of your issue.</p>
<p>9. How do I schedule the FCA if I live outside of California?</p>	<p>You must complete the last page of the Candidate Information Bulletin, which can be found at https://lacityfirefighter.psiexams.com/. Then you submit the page to PSI via fax to (360) 294-3851 or email to COLAOPS@psionline.com.</p>
<p>10. Do I need a government I.D. to take the FCA?</p>	<p>You MUST have a valid State or Federal issued photo identification card with a signature, with you in order to be tested. If you do not have a valid State or Federal issued photo identification card with a signature with you, you WILL NOT be allowed to take the test and you will forfeit the registration fee.</p>
<p>11. Under the process of the 2018 application process, can I change my test or interview date if I am going to be out of town?</p>	<p>Applicants scheduled for the FCA must contact PSI at https://lacityfirefighter.psiexams.com/ to request to be rescheduled.</p> <p>While the FCA is one of the requirements you must meet in order to apply, the first test in the civil service examination for Firefighter is the Interview. If you are unable to appear at your scheduled interview time, please call (213) 473-9060. Under Personnel Department Policy 19, candidates in OPEN exams may request a late test only if they are unable to take it as scheduled because of religious beliefs, an error by Personnel Department staff, or military commitment.</p>

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<p>12. How soon after I take the FCA will I receive my score?</p>	<p>Applicants can expect to receive scores from PSI approximately six to twelve weeks after taking the exam.*</p> <p>*Scores are sent via USPS mail only, unless candidate completes a waiver to allow scores to be sent via email.</p>
<p>13. What if I don't receive my score by the application deadline on June 29, 2018?</p>	<p>Even if you do not have your score by the application deadline, June 29, 2018, you <u>must</u> apply before the deadline in order to be considered for the next step in the selection process. Candidates may submit a City application prior to registering for the FCA.</p>
<p>14. How often may I take the FCA?</p>	<p>You may only take the FCA one time for this exam administration. If you fail the FCA, you will not be able to move forward in the selection process. You may submit a request for e-mail notification when the Firefighter position with the City of LA is offered again. Go to the website and follow the instructions at https://www.governmentjobs.com/careers/lacity/classspecs</p>
<p>15. I received a passing score on the FCA. What is the next step?</p>	<p>You also need to submit an application at https://www.governmentjobs.com/careers/lacity by June 29, 2018. The next step is waiting to be selected in a Stratified Random Sample to participate in the interview. We cannot advise on when you will be invited to the interview.</p>
<p>16. Will I be selected to interview sooner if I receive a high FCA score?</p>	<p>No, only a passing score is required. Please see Question #18 for a description of the Stratified Random Sampling strategy we use to move candidates forward in the selection process.</p>

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<p>17. If I submit the City of Los Angeles Firefighter application before registering for the FCA, do I need to update my application later to include my FCA score once I receive it?</p>	<p>No, you do not need to update your application with your FCA score. This will be completed by the City of Los Angeles Personnel Department.</p>
<p>18. What is Stratified Random Sampling (SRS)?</p>	<p>Being a Firefighter with the Los Angeles Fire Department is a highly desirable and rewarding career, and there are always many thousands of applicants competing for only a few hundred Firefighter jobs. Because the LAFD's hiring needs do not require thousands of applicants to be processed, applicants are selected to move forward in the selection process using stratified random sampling. The stratified random sampling method involves randomly sampling from the applicant pool to produce a smaller group of applicants that is demographically proportionate to the original pool of applicants. For example, if 10% of the total number of applicants are Female Hispanic, 10% of the smaller group of applicants invited to interview will be from the Female Hispanic group. Regarding the number of applicants that will be drawn from the applicant pool, consideration will be given to the number of candidates necessary to be examined that would result in a sufficient number of eligibles on the list to satisfy the hiring needs of the Fire Department. Applicants who are not invited to interview will be considered in the next rounds of sampling under this job bulletin.</p>
<p>19. What are the requirements to become a firefighter (under the 2018 application process)?</p>	<ol style="list-style-type: none"> 1. At least 18 years of age at the time of application, and 2. Graduation from a U.S. high school or equivalent, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required, and 3. Achievement of a passing score on the FIREFIGHTER CANDIDATE ASSESSMENT (FCA) in order to be considered in the next phase of the selection process. Information on how to register to take the FCA is available at https://lacityfirefighter.psiexams.com and at joinLAFD.org. <p>NOTES:</p> <p style="text-align: center;">1. FIREFIGHTER CANDIDATE ASSESSMENT</p>

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	<p>(FCA): To meet the FCA requirement, you must register and take the FCA during the testing period. FCA registration will start on Monday, March 5, 2018, and will be available until Friday, June 29, 2018. Candidate must also submit a City application during the application filing period. Candidates may submit the application prior to registering for the FCA.</p> <ol style="list-style-type: none">2. A passing score on the FCA taken from February 2016 through January 2017 satisfies the FCA requirement. If you previously achieved a passing score on the FCA, you must submit a City application, but you do NOT need to retake the FCA.3. All information on the FCA, including cost, tutorial assistance, the registration process, and low-income voucher qualification is available at https://lacityfirefighter.psiexams.com and at joinLAFD.org.4. All entry-level positions are temporary training positions as defined in Civil Service Commission Rule 5.30. Upon completion of this training period, an appointment to a regular position of Firefighter can be made in which a one year probationary period begins.5. CANDIDATE PHYSICAL ABILITY TEST (CPAT): Candidates must provide proof of a current passing score on the CPAT during the Field Investigation. Proof must also be provided at the time of certification for hiring consideration. A CPAT score is valid for one year. Information regarding the CPAT can be found at: http://per.lacity.org/exams/Firefighter2012CPATInformation.pdf.6. LICENSE: A valid California Driver's License is required at the time of appointment. Once hired, Firefighters are required to obtain and maintain a California Class "B" or Firefighter's driver's license, in accordance with Fire Department Procedures, as a condition of employment.7. Candidates must obtain a valid EMT certificate prior
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	to appointment.
20. When is the next test?	The LAFD hiring needs and City funding of positions dictate when tests are scheduled. The application filing period and FCA registration are both open through June 29, 2018. Interviews are anticipated to begin after the end of the application filing period.
QUESTIONS ON THE 2016 PROCESS	RESPONSE
21. What are the requirements to become a Firefighter (under the 2016 job bulletin)?	The requirements to become a Firefighter under the 2016 job bulletin are the same as the requirements under the 2018 bulletin.
22. If I applied for Firefighter in 2016 and my name has not been called for the interview, should I register and test under the new bulletin?	We will continue to test additional applicants from the 2016 process until applicants are notified that testing is suspended. Please be aware that all candidates and applicants from the 2016 exam may compete in the upcoming 2018 selection process, if they so choose.
23. If I am currently in the background portion of the selection process, should I register and take the new exam?	<p>While there is a new test in 2018, the administration of the 2016 Firefighter exam is still ongoing. There are many candidates who have been and are participating in the various stages of this selection process that was initiated in 2016. Candidates should continue participating in this process. All candidates in the 2016 exam may also compete in the upcoming 2018 selection process, if they so choose.</p> <p>Being a Firefighter with the Los Angeles Fire Department is a highly desirable and rewarding career, so the selection process is extremely competitive. Each candidate/applicant must decide how s/he can be most competitive, and that may include competing in both the 2016 and 2018 Firefighter exam administrations.</p>

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<p>24. Under the process of the 2016 job bulletin, can I change my test or interview date if I am going to be out of town?</p>	<p>If you are unable to appear at your scheduled time, please call (213) 473-9060. Under Personnel Department Policy 19, candidates in OPEN exams may request a late test only if they are unable to take it as scheduled because of religious beliefs, an error by Personnel Department staff, or military commitment.</p>
<p>25. My Non-Select Letter says I cannot appeal the decision- why not?</p>	<p>A non-select letter indicates the candidate participated in the selection process, and was not selected to move forward in the process by LAFD. Non-Select candidates have not been disqualified, so there is no appeal process. Candidates who applied in 2016, and received a Non-Select Letter, may reapply in the 2018 examination process.</p>
<p>GENERAL FIREFIGHTER CANDIDATE QUESTIONS</p>	<p>RESPONSE</p>
<p>26. When are the Drill Towers (Fire Academy classes) scheduled to begin?</p>	<p>Drill Towers are scheduled based on LAFD hiring needs and City funding. We anticipate continuous hiring for this position in the near future.</p>
<p>27. How many candidates will be chosen for each Drill Tower?</p>	<p>The LAFD determines how many firefighter trainees are scheduled for each Drill Tower, based on LAFD hiring needs and City funding.</p>
<p>28. Is a paramedic certification better than an EMT certification?</p>	<p>A valid EMT certification is required. Paramedic certification, which requires more training and is beneficial, is not required. However, it may be considered in identifying those applicants in the new process (2018 job bulletin) using a Selective Certification.</p>
<p>29. Does the EMT certification have to be issued in California?</p>	<p>A valid EMT certificate is required prior to hire. Local candidates are required to submit a current, valid California State EMT license. Candidates from out of state must submit a current National Registry EMT / or higher certification. If you have an out-of-state certification, you qualify for California certification. For more information go to http://www.emsa.ca.gov/EMT.</p>
<p>30. When do candidates need to obtain the EMT and CPAT by?</p>	<p>The CPAT is required during the field investigation while the EMT is required at the time of appointment. However, candidates are strongly encouraged to obtain both the EMT and CPAT before the field investigation phase.</p>

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<p>31. What does it mean by 'original' birth certificate?</p>	<p>Candidates born in the United States must provide an original, or certified copy of their birth certificate issued by a governmental agency. The certified copy of the birth certificate will usually have a "purple" stamp verifying the information by the county where the candidate was born. A registrar's raised, embossed, impressed or multicolor seal and signature are present on all certified birth certificates, and it also contains the date it was filed with the registrar. Hospital or "abstract" birth certificates are not acceptable. A birth abstract is a computer summary of the information related to the birth. United States citizens born abroad must furnish a birth certificate issued by an American embassy or consulate.</p>
<p>32. Does a foreign high school diploma satisfy the education minimum requirement to apply?</p>	<p>Yes, but you must attach an evaluation from an evaluation agency to your City application stating that the educational standards are equivalent to a U.S. high school diploma. We recognize the following evaluation service agencies: http://www.naces.org/ http://aice-eval.org/</p> <p>If you have a foreign university degree, your university must be recognized by the International Association of Universities at http://iau-aiu.net</p>
<p>33. How long does the whole process take to become a Firefighter?</p>	<p>The Firefighter selection process is a multi-step process that may take up to a year.</p>
<p>34. How do you decide which candidates move forward for the medical examination and psychological evaluation?</p>	<p>After the Field Investigation is completed, a final review of qualifications is completed by a panel of LAFD representatives, and then the Fire Chief makes the final decision.</p>
<p>35. If I pass everything, when do I get hired?</p>	<p>Candidates are usually hired for the next available Drill Tower after they have passed all portions of the selection process and have provided valid EMT and CPAT certification.</p>

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<p>36. Everyone in my family is a Firefighter. I know the job and I was very prepared. Why wasn't I selected in the final review of qualifications process?</p>	<p>Each candidate is evaluated on their individual performance, choices, judgments and behaviors. A candidate may be well qualified, but the level of competition for this examination is extremely high and only a small number of the most qualified candidates are selected by the LAFD to move forward in the process.</p>
<p>37. I got the same score on the interview as my friend and we have the same background. Why is he moving forward when I am not?</p>	<p>Each candidate is rated separately and evaluated on their individual choices, judgments and behaviors. A candidate may think they have the same background as a friend but in fact everyone is an individual.</p>
<p>38. What was my score? (in the FCA or interview)</p>	<p>For the 2018 FCA, candidates may check with PSI (see Question #12). For the City administered oral interview, it typically takes up to 6-weeks to process and send out scores. Candidates are encouraged to check their email on a regular basis.</p>

Key Websites

Personnel Website...

<http://per.lacity.org/>

Apply Online...

<https://www.governmentjobs.com/careers/lacity>

Background Standards...

<http://joinlafd.org/index.cfm?section=backgroundstandards>

LAFD Website...

<http://www.joinlafd.org/>