

## Frequently Asked Questions – Fire Battalion Chief 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 Battalion Chief promotional examinations phases be found? (5/23/24)**
  - The examination dates for the phases of the Fire Battalion Chief promotional examination can be found in the Important Dates document. The Important Dates document can be found on the Commission's website at; [Important Dates](#). Once on the webpage, select 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 Battalion Chief exam? (5/23/24)**
  - The minimum qualifications for taking the exam are one (1) year of continuous accredited service in the rank of Columbus Fire Captain by the expiration of the current Fire Battalion Chief eligible list. The current Fire Battalion Chief eligible list is currently set to expire on February 19, 2025 at 11:59 pm. Possession of a bachelor's degree and a valid driver's license is also required.
  
- 3. When should an accommodation be requested? (5/23/24)**
  - 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: [Testing Accommodation - Not ADA](#) 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 the same link. A request for accommodation form should be completed and returned to the Commission along with supporting documentation.
  
- 4. How can I submit my proof of degree to Civil Service? (5/23/24)**
  - One of the minimum requirements for **both** the Fire Battalion Chief and Fire Deputy Chief Examinations is possession of a bachelor's degree. When completing your application, please attach your degree or full transcript to your profile or application. All proof of education is due by November 1, 2024. If you submitted your documentation previously for another examination or would like to verify receipt of documentation, please contact Sheri Goodwin at 614-645-7708 or [shgoodwin@columbus.gov](mailto:shgoodwin@columbus.gov).

**5. For the Fire Battalion Chief Examination, is the Bachelor's Degree required at time of application, or time of appointment? (5/23/24)**

- A Bachelor's degree is required at time of application review. Proof of degree for the 2025 Fire Battalion Chief Examination is required by November 1, 2024 which is the application review date.

**6. Why is a Bachelor's degree required at time of application review and not time of appointment? (5/23/24)**

- A Bachelor's degree is a Minimum Qualification for the classifications of Fire Battalion Chief and Fire Deputy Chief as listed on the classification specifications. Therefore, applicants are required as part of the minimum qualifications, to provide proof of degree at the time of application review. For uniformed promotional exams, the application review date is typically set at a date after the application filing period, but prior to the first phase of the exam. This allows only qualified applicants to participate in the exam.

**8. Does the Civil Service Commission provide printed copies of the internal material provided? (5/23/24)**

- The Civil Service 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.

**9. Is there an audible version of the internal sources? (5/23/24)**

- No. Civil Service does not provide audible versions of Division of Fire sources.

**10. During Phase I, the Written Work Sample, will the reading material, both internal and external sources, be available in a digital form? (5/23/24)**

- During Phase I, the Written Work Sample and Phase III, the Oral Board Examination, internal sources only will be provided electronically. External sources will not be provided electronically or in paper/book form. Candidates are permitted to bring non-electronic copies of the sources and a non-electronic dictionary to the test site for these phases. No sources will be provided or permitted during Phase II, the Tactical Examination.