

Frequently Asked Questions – Fire Deputy 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 Deputy Chief promotional examinations phases be found? (5/23/24)

- The examination dates for the phases of the Fire Deputy Chief promotional examination can be found in the Important Dates document. The most recent 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 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 Battalion Chief by the expiration of the current Fire Deputy Chief eligible list. The current Fire Deputy 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 have 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.

- 5. Does the Civil Service Commission provide printed copies of the internal material provided? (5/23/24)**
- No. 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.
- 6. 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.
- 7. 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.