



# Certifying Officer Code of Ethics Compliance Form

STATE OF ALASKA  
DEPARTMENT of PUBLIC SAFETY  
FIRE STANDARDS COUNCIL

## Certifying Officer Instructions

Every Certifying Officer is required to read this Code of Ethics each time his or her CO endorsement is renewed. To be eligible for assignment, a Certifying Officer must sign this Code of Ethics and return it to the Alaska Fire Standards Council office prior to acceptance of assignments.

## Certifying Officer Code of Ethics

1. As a Certifying Officer (CO) for the Alaska Fire Standards Council (AFSC), I recognize that a consistent, quality test is my primary obligation to candidates and the organizations they serve.
2. It is my job to manage a certification test that will provide the students with an objective, fair, and consistent experience.
3. I will not make comments, display personal prejudice, or tell jokes or stories that others may consider offensive.
4. I will be professional regarding interaction with candidates, and I will limit contact outside of the testing situation to avoid a conflict of my duties as a representative of AFSC.
5. It is my responsibility to use good judgment in selecting clothing that projects a professional image, and that is appropriate for both observation and classroom activities.
6. If I have comments or concerns about other instructors, candidates or staff members, I will express them to the AFSC Director, and not to other individuals or groups.
7. I will work to ensure that appropriate safety rules will be observed during the test site examination. This includes test site coordinators, fire officers, instructors, evaluators and candidates.
8. If I am unable to perform an exam I have accepted as an assignment, I will call the AFSC Executive Director immediately.
9. I have read and I agree to abide by the policies and procedures stipulated in the AFSC Certifying Officer Manual when on assignment as a CO.
10. I further agree not to reproduce or release **any** testing materials or divulge the contents of the test bank to anyone other than as instructed by the AFSC Executive Director for specific assignment.
11. I understand that any deviation from the AFSC test policy and procedures that results in a breach of security, or a compromised examination, shall violate my agreement with the AFSC. In such cases, the AFSC Executive Director may implement disciplinary action up to and including: revocation of CO endorsement, a loss of other relevant AFSC certificates, and forfeit of assignment reimbursement.

## Acknowledgement

I acknowledge that I have read and will comply with the Certifying Officer Code of Ethics defined by the Alaska Fire Standards Council. I agree to abide by the policy and procedure specified in the Certifying Officer manual and specific instructions as directed by the AFSC administrative staff.

\_\_\_\_\_  
Certifying Officer Printed Name

\_\_\_\_\_  
Certifying Officer Signature

\_\_\_\_\_  
Date