

**Phil Ackland Training LLC now offers
Boston Fire Department's Testing and Protocol for
Certified Inspection and/or Cleaning of Commercial Hood and Ventilation Systems**

The Boston Fire Department along with Inspectional Services and the Health Department has established a criteria of conditions for Exhaust Vent Cleaners and Inspectors who wish to perform work in the City of Boston. These conditions are keeping within the guidelines of the City of Boston Ordinance to "establish requirements for the cleaning of commercial cooking hoods and ventilation systems".

Phil Ackland Training LLC (PAT) has been approved to administer two certification tests, which meet the City of Boston Ordinance for certification of Commercial Hood and Ventilation Cleaners and Inspectors.

Phil Ackland Training LLC will be providing certification for the following two groups:

- 1) Boston Certified Cleaning Specialist (BCCS)
- 2) Boston Certified System Inspector (BCSI).

As of May 14, 2009 the City of Boston will require all companies or contractors engaged in either inspecting or cleaning commercial kitchen hood and ventilation systems have at least one person on the job site certified to City of Boston requirements.

When cleaning is taking place, a Boston Certified Cleaning Specialist (BCCS) must be on site. When inspecting, a certified Boston Certified System Inspector (BCSI) shall be on site.

PAT Test Protocol Leading to Boston Certification

For certification that is recognized by the City of Boston, Commercial Kitchen Exhaust Cleaners and Inspectors are required to pass an examination based on National Fire Protection Association #96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations* 2004 Edition.

- Separate tests will be administered for BCSI and BCCS classifications.
- Certification tests are good for three years. All certified personnel are required to renew their certification every three (3) years and maintain City of Boston standards.
- The closed book test will be taken on computer. Time limit three hours. The test will be on the 2004 NFPA #96 Standard.
- The NFPA#96 Standard can be purchased at NFPA www.nfpa.org
- The University of Massachusetts Boston administers tests in accordance with Americans with Disability Act (ADA).

Testing Location¹

Phil Ackland Training LLC tests are available at:

University of Massachusetts Boston
Testing Center
Campus Center, UL-130
100 Morrissey Blvd
Boston MA 02125

Test proctoring supervisor:

Julie Sanabria
617-287-5523

Julie.sanabria@umb.edu

Taking the Test

- Once your payment has been processed, PAT will notify the Proctors office and provide clearance for you to take the test.
- To make an appointment to take the test, email PAT at certification@philacklandtraining.com
- Candidates must be present 10-15 minutes early for the test and bring in a picture ID (Driver's License is preferred or worker's ID).
- The proctor will take note of their name and ID information for their files.
- The Proctor will communicate with PAT.

Testing Procedure

Once registered, the proctor will take the person into the computer room. At this time, the proctor will login. The proctor will be responsible for entering the password and ensuring the test is up and working.

The person will then proceed to take the test. One mark will be given for each correct answer. A question that is missed or not marked will be considered an incorrect answer.

Questions are "mixed" by the computer, so each test is different. Questions are multiple choice.

Once completed, the test and its results will be emailed to Phil Ackland Training LLC.

Results will be emailed or faxed to the Candidate in approximately 24 business hours of completion. If no fax or email is provided by the candidate, the results will be mailed within 14 days.

¹ Additional sites will be added in time.

If a person fails the test, they may retake it after one week for a fee of \$50.00 per test payable to PAT.

Should the candidate fail the test a second time, they will have to wait 60 days before retaking and the fee will be \$275.00 BCCS and \$175.00 BCSI respectively. The price includes the first Proctor fee.

Pricing, terms and other qualifications are subject to change without notice.

See FAQ for more information.

Continuing Education

To avoid retesting every three years, an applicant can qualify for Recertification by continuing education. You are required to generate 6 over the three years after getting Boston Certified.

Phil Ackland Training requires each candidate's successful participation in any of the following continuing educational programs over the three-year period after becoming Boston certified.

To gain credits for the programs below; the program must be accompanied by an acceptable final test.²

Current Phil Ackland (Massachusetts) Certification*	6 CEU's
Attendance at related industry meeting (testing required) ³	4 CEU's
OSHA Safety training	2 CEU's
OSHA 8 Hour	4 CEU's
OSHA 10 Hour	6 CEU's
Attendance at Listed Manufacturers Training (testing required)	2 CEU's

To qualify for CEU credits, the candidate must contact Phil Ackland Training LLC with proof of acceptable documentation of attendance, in writing, 60 days before the expiration of their certification.

² A brief outline of the testing protocol and methodology must be submitted to PAT for approval prior to acceptance by PAT as CEU's

³ PWNA, NFPA, IMC, ASHRAE, IKECA, NADCA, NAFED and similar industry related organizations.

***Phil Ackland Certification**

Phil Ackland Certification has designed a special Boston/Massachusetts Endorsement. This area specific certification is the same as the present PAC, with additional educational material relating to the special needs of cleaners and inspectors in the Boston and Massachusetts area; such as understanding and using the "Deficiency Reports", Bylaws and expectation levels of the AHJ in the area.

To complete PAC/Boston individuals will have to complete a Workbook and take a final, proctored test; which will include much more than only NFPA#96 Standards (which is all that is required of Boston as of this writing).

For more details see www.philacklandtraining.com/boston.

Boston Certified Cleaning Specialist (BCCS)

The City of Boston requires all companies or contractors engaged in cleaning commercial kitchen hood and ventilation systems shall have at least one Boston certified person on the crew.

The test will be 75 questions. 70% correct answer pass rate is required.

The cost of the test will be \$275.00 USD. The cost includes the fee for the Proctor.

Boston Certified System Inspector (BCSI)

The City of Boston requires any person engaged in the inspection of commercial kitchen hood and ventilation system (excluding public officials) be certified as Boston Certified System Inspectors (BCSI).

The test will be 75 questions. 75% correct answer pass rate is required.

The cost of the test will be \$175.00 USD. The cost includes the fee for the Proctor.

Tips On Doing Your Best On The Tests

Cleaners need to study the NFPA 96 2004 edition closely, with special attention to chapters 3, 4, 5, 6, 7, 11.3 thru 11.6.

Cleaning Inspectors need knowledge of the entire document. The "System Inspector" test is much more challenging.

Renewal of Phil Ackland Training Boston Certification

Certification is for three years. A candidate may recertify by repeating the testing procedure or by maintaining 6 accepted CEU's as outlined above. In either case the 3 year renewal fee will be administered.⁴

PAT will notify candidates in writing 60 days prior to the expiration of their three-year certification.

PAT will communicate with the City of Boston to confirm currency of City required Registration is in place.

PAT will report those who do not recertify to the City of Boston Fire Department within 60 days of the expiration of their certification.

Additional Requirement From The City Of Boston.

- The City will require that all Cleaners or Inspectors fill out an additional Application for Registration for Certified Inspection and/or Cleaning of Commercial Hood and Ventilation Systems. This application is for one year only. There is a \$25.00 fee. See Boston Website
- As of May 14, 2009 all Cleaners and Inspectors will be required to fill out Boston Fire Departments Cleaning and Inspection of Commercial Hood and Ventilation System and Deficiency Reports (Deficiency Reports). See Boston Website
- After cleaning or inspecting the commercial kitchen exhaust system a City approved "sticker" is mandatory. See Boston Website
- Boston Websites

<http://www.cityofboston.gov/fire/pdfs/Application%20and%20Instruction%20Doc.pdf>

<http://www.cityofboston.gov/fire/pdfs/Sample%20Inspection%20and%20Deficiency%20Report.pdf>

<http://www.cityofboston.gov/fire/pdfs/Sticker%20RequirementsInstructions%20and%20Usage.pdf>

IMPORTANT NOTE: These websites are being updated to reflect Phil Ackland Training's involvement in the Boston Certification Program.

⁴ Pricing subject to change without notice.

Phil Ackland Test Application for Boston Certified Cleaning Inspector (BCSI) and Boston Certified Exhaust Cleaner (BCCS)

All information has to be in order, signed and dated, prior to taking the test.

Applications and test payment must be submitted to Phil Ackland Training's office at 2300 Cold Springs Road Fort Worth Texas 76106

Email: application@philacklandtraining.com at least 5 days prior to taking the examination. Applicants will receive a computer or fax confirmation, which must be taken to the testing site. Photo identification will also be required at the test site.

Select test you are applying for BCCS Cleaner BCSI Inspector

Candidate Information

Candidate Name: _____

Street Address: _____

City/State: _____

ZIP: _____ Email: _____

Phone: _____ Fax: _____

Name of Company: _____

Street Address: _____

City/State: _____

ZIP: _____ Email: _____

Phone: _____ Fax: _____

Company Contact Person: _____

Are you currently PAC Certified?

Certification Testing Fees Cleaner \$275.00 Inspector \$175.00

If the Crew Leader is currently Phil Ackland Certified (PAC) these tests are available at no charge for the first time.

If the candidate fails the first attempt, all other "retake" applicable fees will be levied.

Proof of current Phil Ackland Certification is required with your PAT test application.

This 75 questions proctored PAT certification test is applicable to the City of Boston certification only.

No refunds are available once the application has been accepted and confirmed back to the candidate.

Payment terms

Applications for tests will not be processed until full payment is received. Allow 7 to 10 days for checks to clear the bank. Phone payments are not acceptable. Application and accompanying documentation must accompany all payments.

PAYMENT INFORMATION													
<input type="checkbox"/> Check Enclosed made payable to Phil Ackland Training LLC in US Dollars Only							<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard						
Card Number													
Expiration Date						Card Billing Zip Code:					3 digit Security Code:		
Name of Card Holder:							Signature:						
Total Amount Authorized: \$													

Code Of Ethics And Competency Standards

Candidates agree to the following "*Pledge of Responsibility*"

The Pledge

I will ensure my company communicates with customers, on a written After Service Report, (Boston Deficiency Report) the following minimum principles:

- That the entire exhaust system was cleaned in accordance with NFPA#96 Section *Cleaning of Exhaust Systems*
- Any areas of the exhaust system that cannot be cleaned, with the reasons why
- Any areas of the exhaust system that are inaccessible or unsafe work areas
- Visible, serious deficiencies in the exhaust system limited to my knowledge as exhaust cleaner

The Pledge is not a legal document, but is a Statement of Principles to perform the cleaning in a responsible manner.

Code of Ethics

Ethics are defined as a philosophy or system of morals or right principles

An ethical exhaust cleaner will:

- Hold paramount the safety, health and welfare of the public, the protection of the environment and the promotion of health and safety within the workplace
- Undertake and accept responsibility for contractual assignments only when qualified by training or experience
- Provide an opinion on a technical subject only when it is founded upon adequate knowledge and honest conviction
- Act with integrity towards customers, the AHJ or employers; maintain confidentiality and avoid a conflict of interest but, where such conflict arises, fully disclose the circumstances without delay
- Uphold the principle of appropriate and adequate compensation for the performance of their work
- Keep informed to maintain proficiency and competence; work to advance the body of knowledge within their discipline to include further opportunities for the professional development of their associates
- Present clearly to employers and customers and the AHJ the possible consequences if professional decisions or judgments are overruled or disregarded
- Promote public knowledge and appreciation of the technology and protect the industry from misrepresentation and misunderstanding
- Obtain consent before performing any extra maintenance
- Be in compliance with all Boston and PAT rules, practices, policies and procedures
- Report any inaccurate, or misleading statement concerning the candidate's information provided shall be correct in writing to PAT within thirty (30) days

Competency Standards for Certification in Commercial Kitchen Exhaust Cleaning

The following are recommended competency standards for Certification in the field of both inspecting and cleaning commercial kitchen exhaust systems.

Kitchen Exhaust Cleaners and Inspectors shall:

- Identify that Fire Protection is central to their service

- Systematically inspect (for cleanliness), analyze and make recommendations regarding kitchen exhaust systems and their definition of "clean" to end users, the AHJ, and other agencies as required
- Thoroughly clean all applicable components of kitchen exhaust systems
- Perform additional maintenance and necessary accessory installations within their skill level
- Describe the safety factors of the work environment, equipment and methods of this field
- Demonstrate that they practice within the established law and jurisdictional requirements
- Demonstrate that they practice within the boundaries established by a Code of Ethics

Disqualification

PAT may deny certification to a candidate under the following conditions:

- Fails to fulfill City of Boston requirements, bylaws, standards or other compliance requirements
- Misrepresents PAT certification or certification status, logos of PAT, the name "Phil Ackland, Phil Ackland Training, LLC" PAT certification designations, the term "PAT", and any other PAT documents and materials
- Fails to provide or update any information required by PAT
- Fails to follow applicable Boston bonding and/or licensing regulations
- Violates PAT or Boston's rules, practices, policies or procedures

PAT makes no endorsement as to the competency of cleaning or inspection performance of the Candidate or their company.

I, the undersigned, certify that all the information provided by me is true and correct and that any certifications granted by PAT will be terminated based on any false, omitted or fraudulent information. I hereby authorize PAT to disclose any information regarding my application and/or certification including but not limited to any and all courts, public agencies, law enforcement agencies, licensing boards, state and federal authorities in the case of an outcome of actions in regards to PAT's Pledge of Responsibility and Code of Ethics and Competencies. Failure to abide by these rules, PAT holds the right to revoke and/or suspend your certification. I discharge, release and hold harmless PAT for any action taken in regards to an evaluation including rejection of my application, suspension of certification, or revocation of certification. I acknowledge having read and fully understand this information. I agree to abide by these rules. If granted, I understand that my certification is valid for three years.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

FAQ

Can I take both tests on the same day?

Yes if it is possible within the requirements of the University.

What is the pass rate?

70% correct answers for Cleaners (BCCS)

75% correct answers for Inspectors (BCSI)

How many questions?

75

Once I pass the test how long before I have to take it again?

3 years or have sufficient CEU's

If I get Inspectors Certified, can I get a job with the City of Boston?

No.

What year of NFPA 96 is the test taken from?

Presently NFPA 96 2004 regulations.

What if I fail the test?

If a person fails the test they may retake it after one week for a fee of \$25.00. Should the person fail a second time, they have to wait two months and reapply at the full fare.

Will the State of Massachusetts recognize Boston Certification?

At this time that is our understanding, but it is best to communicate with the City or State.

Will PAT be providing training for cleaners and cleaner inspectors?

Yes. We have a special representative in the New England area who will be training exhaust cleaners/inspectors as well as Fire and Building Inspectors and Fire Investigators on the subject of commercial kitchen systems.

If I am presently PAC what advantage would there be to me taking the PAT Boston Test?

1. It is free the first time (it is part of your original fee)
2. One of the CEU's to maintain your Boston certification and not have to repeat the original (75 questions) test is to keep up your PAC certification. This will only require you to take the 20 questions PAC Recertification Test
3. PAC requires much more than Boston is presently asking for. PAC requires knowledge of wastewater management, safety, ethical cleaning practices, and recommendations on how to protect your company from liability and much more.

If my PAC certification expires in Massachusetts can I just do Recertification through PAC to qualify in Boston?

No. Everyone has to take the Initial, proctored, 75 questions test in order to meet the Boston Certification. The fee will be \$275.00

What is Phil Ackland Training LLC's contact information?

2300 Cold Springs Rd.

Fort Worth, TX 76106

Phone: 817-546-4850

Toll Free: 817-866-4PAT (4728)

info@philacklandtraining.com