

Virginia Beach Fire Department
Frequently Asked Questions (FAQs)

Q. Can I submit a copy of my degree to prove I graduated from high school?

A. No, you must submit a copy of your high school transcript or GED.

Q. Do I have to live in Virginia Beach or Virginia to apply?

A. No, applicants are not required to be a resident of the City of Virginia Beach or Virginia. However, please note that applicants will be required to travel to Virginia Beach to complete the assessments associated with the hiring process.

Q. Do you apply preference points during your hiring process?

A. Yes, the City of Virginia Beach applies preference points to Veteran's and Disable Veteran's. Please note that if you receive preference points, you will be required to submit a DD Form 214 for verification.

Q. How long is the hiring process?

A. The Virginia Beach Fire Department's comprehensive Firefighter Recruit Hiring Process is completed over the duration of approximately eight months. Candidates are required to successfully complete all stages consecutively. The 2019 Firefighter Recruit Hiring Process is as follows:

1. Online Application (Requisition ID: 28811)
2. Personal History Questionnaire (PHQ)
3. Written Assessment
4. Candidate Physical Ability Test (CPAT)
5. Structured Oral Interview (SOI)
6. Conditional Offer
7. Post-Offer Assessments
8. Final Offer
9. New Member Orientation

10. Virginia Beach Fire Academy

Certified Firefighter Hiring Process

The Virginia Beach Fire Department's Certified Firefighter Hiring Process is completed over the duration of approximately four months. Candidates are required to complete all stages consecutively. The 2019 Certified Firefighter Hiring Process is as follows:

1. Online Application (Requisition ID: 29199)
2. Personal History Questionnaire (PHQ)
3. Candidate Physical Ability Test (CPAT)
4. Structured Oral Interview (SOI)
5. Conditional Offer
6. Post-Offer Assessments
7. Final Offer
8. New Member Orientation (NMO)
9. Virginia Beach Firefighter MiniCamp

Q. How many Firefighter Recruits will be hired?

A. The number of hired candidates depends on the number of vacancies within the department. On average, the Fire Academy trains 20 Firefighter Recruits per year.

Q. What can I do now to start preparing?

A. If you do not already have a physical fitness routine, start one. Physical fitness is crucial to successfully completing the VBFD Academy.

Q. I have out-of-state Fire and EMS Certifications. How can I transfer them to Virginia?

A. The Virginia Department of Fire Programs and Virginia Department of Health Professionals, Office of Emergency Medical Services are great resources for transfer information.

Q. How are the new member Certified Firefighter's compensated?

A. New Member Certified Firefighter's will be hired at a comparable rate, not to exceed, current VBFD Firefighters with equivalent education and experience.

Pay Range: \$44,886.40 - \$66,601.60

Q. Do Firefighter Recruit applicants have to complete the Written Assessment in Virginia Beach?

A. During the 2019 Recruiting Process, candidates may complete the written exam at the Fire Training Center in Virginia Beach or via Remote Proctor (the applicant must reside 50+ miles outside of Virginia Beach, Virginia to be eligible for a remote proctored assessment and accept a one-time fee of \$33 USD).

Fire Training Center

The date for the Entry Fire Written Assessment has been scheduled for:

- Wednesday, June 12th, 2019 (8:00AM or 3:00PM)
- Thursday, June 13th, 2019 (8:00AM or 3:00PM)
- Saturday, June 15th, 2019 (8:00AM or 3:00PM)

Candidates completing the written assessment at the Fire Training Center in Virginia Beach will receive an email directly from hirevbfd@vbgov.com with information on how to schedule their assessment with SignUp Genius. Candidates should be prepared to register for a written assessment no later than May 31st, 2019.

Remote Proctoring

The dates for the Remote Proctored Entry Fire Written Assessment has been scheduled for:

- Wednesday, June 12th, 2019
- Thursday, June 13th, 2019
- Saturday, June 15th, 2019

In a remote proctored test administration setting, candidates will be supervised during the test administration via a live, remote proctor. All test questions will be answered via an online version of the test. Candidates may take the test from a location of their choice during their

scheduled appointment. However, all candidates must test in a quiet, distraction-free area using a reliable computer enabled with microphone and video capabilities. Each remote proctored assessment will be recorded for agency use. Candidates completing the written assessment via remote proctoring will be responsible for paying a one-time fee of \$33 USD at the time of registration.

Q. Will applicants that are interested in completing the Written Assessment have access to study materials?

A. Candidates will have the option to purchase preparation materials. A description of each product and the costs (to be paid directly by the candidates) is provided below:

Candidate Preparation Manuals – \$5

Includes detailed recommendations on important concepts, such as the most effective test-taking strategies and methods, specific information about CPS HR test form, and what to expect on the day of the test administration. Also, the Candidate Preparation Manual includes several practice questions covering each section of the test, along with helpful tools, like a sample answer sheet and template test instructions for candidates to prepare before the day of the test.

Candidate Practice Test - \$15

Simulates full-length versions of CPS HR tests and have been designed to replicate the look and feel of test-day material. Contains practice items across the same sections contained in test forms. When candidates have completed the online practice exam, they will receive a breakdown of their scores by section. In addition, candidates can retake the exam one additional time at no cost. Please note that candidates will not receive a list of the practice tests and answers.

Please keep in mind that links to the Written Assessment Study Guides and Practice Test will only be issued upon registering for the written assessment.

Q. Is there an age requirement to participate in the 2019 Firefighter Recruiting Process?

A. Yes, applicants must be age 18 by June 17, 2019 to participate in the Candidate Physical Ability Test (CPAT).