

CPAT Candidate Refunds, Cancellations and Rescheduling

The CPAT testing program is in large demand. Many of the scheduled CPAT dates are filled to their maximum capacity very quickly. A last minute cancellation of a candidate could result in a test opening that could have been filled with another candidate. Therefore, the following candidate refund and policy must be followed.

- 1) Fifty dollars of the CPAT fee is a non-refundable processing fee. This processing fee will be deducted from all refunds issued.
- 2) The only method to receive a refund is to cancel prior to your first scheduled orientation session.
- 3) All requests for a refund must be completed in writing (**phone calls will not be accepted**) addressed to the:

**CPAT Program Manager
Connecticut Fire Academy
34 Perimeter Road
Windsor Locks, CT 06096-1069**

- 4) Letters of request for a refund must be received at the Connecticut Fire Academy no later than the day before the candidate's first scheduled orientation session as indicated by the date stamp applied when the letter is received. Request for a refund received on or after the assigned first orientation date will not be considered and no refund will be issued.
- 5) Failure or not showing up to take the test is NOT a qualification for a refund.
- 6) Candidates are scheduled for their testing session based on the timing of their application being received by the Connecticut Fire Academy. Due to the volume of candidates requesting testing we are unable to honor personal requests to reschedule any of the testing sessions. The only time a testing session will be rescheduled is if conditions exist that prevent the running of the test as specified by the IAFF/IAFC.