



State of Connecticut
 DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
 COMMISSION ON FIRE PREVENTION AND CONTROL

WRITTEN EXAMINATION APPLICATION

Please **complete ALL** information. Incomplete applications will not be accepted.
 This application **MUST** be submitted at least **4 weeks** prior to the examination date.

HOST DATA This examination is being conducted on behalf of:

Organization Name (i.e. Fire Department, Regional School)

EXAMINATION DATA

Primary Date	Alternate Date	Time of Examination	Facility can accommodate candidates
Location of Examination			
Street Address			
City or Town			
Telephone Number at Location:			

Please indicate the number of applicants per applicable level:

Fire Fighter I/HMWMD	Fire Officer I	Rescue Technician – Vehicle/Machinery I/II	
Fire Fighter II	Fire Officer II	Rescue Technician – Rope I/II	
Fire Fighter I/II/HMWMD	Fire Officer III	Rescue Tech – Confined Space I/II	
HMWMD	Fire Officer IV	Rescue Tech – Trench I/II	
Fire Service Instructor I	Health and Safety Officer	Rescue Tech – Structural Collapse I/II	
Fire Service Instructor II	Incident Safety Officer – Fire Suppression	Public Fire and Life Safety Educator I	
Fire Service Instructor III	Driver Operator - Pump	Juvenile Firesetter Intervention Specialist I	
Fire Inspector I	Driver Operator - Aerial	Technician Level Hazardous Materials/WMD	
Fire Investigator	Driver Operator Mobile Water Supply - Tanker	Airport Fire Fighter	

A minimum of 12 applicants are required for local examinations. In the event there are fewer than the required 12 applicants at the exam site, the Commission reserves the right to charge the requesting department or organization an examination administration fee.

As preconditions for this request, the Requester will ensure that the following requirements are met:

1. A minimum of 12 fire fighters will be seated for the above examination(s) and each fire fighter shall have demonstrated proficiency in all skill evolutions identified for that level of certification, having been observed and evaluated in the accomplishment of those skills by a Certified Fire Service Instructor.
2. Local records concerning the evaluation of candidates are maintained by the Certified Fire Service Instructor, including copies of the checklists and evaluation sheets used in examining the practical skills proficiency of each applicant for certification.

3. **All applicants for the examination must show a form of photo identification prior to any testing procedure.**
4. All applications for the examination must be **properly completed and received by the Certification Unit** a minimum of **10 days** prior to the examination date requested. **Applications submitted which are incomplete or not received 10 days prior to the examination date shall be rejected.**
5. A complete set of directions to the examination location from the nearest major State Route/Interstate Highway are included with this application.

If a check, money order, or purchase order is not enclosed with this application, please complete the following information for billing purposes. The Commission **cannot** bill and individual (must be a fire department or business).

BILLING INFORMATION

Name		
Organization Name or City/Town		
Mailing Address		
City or Town	State	Zip Code

REQUESTER DATA

Last Name		First Name	Middle Initial
Home Street Address			
City or Town		State	Zip Code
Telephone Home	Work	Cell	
ID Number	Level of State of Connecticut Certification		

By my signature below I attest that I have the authority to request this examination for the named Fire Department, Regional School, or Organization and that all information contained herein is correct to the best of my knowledge.

Requester's Signature	Date
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Remit completed application to: Commission on Fire Prevention and Control
 Certification Division
 34 Perimeter Road
 Windsor Locks, CT 06096
 (860) 627 – 6363
 (860) 654 – 1889 Fax