

# Utah Fire Service Certification Council

## EXAMINATION REQUEST

Department/Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_

- Complete all information on **both** pages of this form.
- **Submit to the Certification Office AT LEAST 30 DAYS PRIOR** to the requested examination date.
- **There is NO guarantee that we will be able to accommodate ALL exam requests with large numbers of candidates as it is dependent upon tester to candidate ratio.**
- **A separate request MUST be made for each level of certification exam desired and for each exam date.**

### EXAM TYPE (Place an "X" in the boxes that apply)

Certification exam level requested: \_\_\_\_\_

\* If a department tester administers their own department's written exam, the written and skills exams may be scheduled on different days.

<input type="checkbox"/> WRITTEN	<input type="checkbox"/> 1 <sup>ST</sup> ATTEMPT	<input type="checkbox"/> 2 <sup>ND</sup> ATTEMPT	<input type="checkbox"/> 3 <sup>RD</sup> ATTEMPT	Exam Date	Exam Time
				<b>*Please allow 2 hours for each written exam</b>	
<input type="checkbox"/> SKILLS	<input type="checkbox"/> 1 <sup>ST</sup> ATTEMPT	<input type="checkbox"/> 2 <sup>ND</sup> ATTEMPT	<input type="checkbox"/> 3 <sup>RD</sup> ATTEMPT	Exam Date	Exam Time

Number of persons taking WRITTEN Exam

Number of persons taking SKILLS Exam

### EXAM LOCATION

Examination requested to be conducted at (location): \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Skills exam Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

### AUTHORIZATION

By signing below, I acknowledge that each candidate is currently affiliated with an agency approved by the UFSCC. I also acknowledge that completed training records exist for each candidate testing. The record states that each candidate testing has received a learning experience in each subject area required for testing and has met all other requirements as specified in the Certification Policies and Procedures. For skills testing to occur, the completed training record(s) **must** be presented at the test site.

I acknowledge that an approved **safety officer(s)** will be assigned and provided by the AHJ.

*Safety Officers must be certified or qualified at the level of the skills examination.*

The department/agency requesting the above exam(s) will have appropriate space, safe accommodations, and all equipment/props as required for testing.

**If completing this form electronically, check this box to acknowledge that you agree and comply with this statement. This will serve as your signature.**

Chief/Administrator Signature

Training Officer Signature

Chief/Administrator Name (typed or printed)

Training Officer Name (typed or printed)

Department/Agency Mailing Address

Chief/Training Officer Daytime Phone #

City

State

ZIP

Chief/Training Officer Email Address

### ACCOMMODATION

If a candidate needs reasonable accommodation for a learning disability or other condition affecting the candidate's ability to complete the written examination, accommodation can be made. Please contact the Certification Office for assistance.

**Utah Fire Service Certification Council**  
**REQUEST FOR EXAMINATION**

**If using an authorized department tester for the written exam, complete the following information.**

Tester	Title	Tester #
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List the PID#, email address, name, birthdate, dept ORG#, and department/agency of all the candidates who will be taking the examination. **PID and ORG numbers** can be found at <https://www.uvu.edu/ufra/lookup/> under “Department List.” Leave PID # blank if candidate is not listed. The PID# is UFRA’s Personnel Identification Number, unique to each candidate. This number is assigned for recording of test scores.

PID #	Email	Candidate's Full Name			Birthdate / /	ORG #	Department/Agency
		First	Last	Middle			
1							
2							
3							
4							
5							
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11							
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16							

<b>Submit Request to:</b>	Utah Fire Service Certification Council	<b>c/o Utah Fire and Rescue Academy</b>	<b>Address:</b> 3131 Mike Jense Parkway, Provo, UT 84601
<b>Website:</b>	UVU.edu/UFRA/Certification	<b>Phone:</b> 801-863-7709	<b>Email:</b> The certification specialist for your area (see website)