

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

Host Department/Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Complete **all** information on **both** pages of this form.
- **Electronically submit it to your area certification specialist 30+ DAYS prior to the requested examination date.**
- A separate request **MUST** be made for each level of certification exam desired and for each exam date.

**EXAM TYPE** (Check the boxes that apply.)

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

WRITTEN    1st Attempt    2nd Attempt    3rd Attempt

Total number of persons taking **WRITTEN** exam: \_\_\_\_\_

Written examination will be conducted at (location): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Written:** Exam Date  Exam Time   
**Skills:** Exam Date  Exam Time

SKILLS    1st Attempt    2nd Attempt    3rd Attempt

Total number of persons taking **SKILLS** exam: \_\_\_\_\_

Skills examination will be conducted at (location): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_

**COMPLETE THIS SECTION FOR ONLINE WRITTEN EXAMS ONLY**

Fill in the boxes that apply.

Computers and internet are provided at the host agency location above.

Total number of computers available: \_\_\_\_\_

*Tablets may not be available on the exam date above. If so, the Certification specialist will work with you to schedule the exam.*

Check box if **UFRA tablets** are needed for this written exam.  
*(20 Mbps needed for 10 candidates)*

Total tablets requested: \_\_\_\_\_

Check box if **internet/hotspot** is needed for this written exam.

Check if each candidate is using a **personal computer/tablet** (**No** Cell Phones)

**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 record(s) 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.

**Check box to acknowledge that you agree and comply with this statement. This will serve as your signature.**

Chief/Administrator Electronic Signature

Training Officer Electronic Signature

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 at 801-863-7709.

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

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

Tester	Title	Tester #
--------	-------	----------

List the PID#, email address, name, birthdate, dept ORG#, and department/agency of all the candidates who will be taking the online examination. PIDs can be found at [bit.ly/ufraportal](http://bit.ly/ufraportal). 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							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

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