

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.

Total tablets
requested?

20 Mbps needed for 10 candidates

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

☐ Check if each candidate is using a **personal computer/tablet (Windows or Mac/ iPad only!) No Cell Phones or Android operating systems**

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.

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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. **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								
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)