OHIO DEPARTMENT OF COMMERCE

DIVISION OF STATE FIRE MARSHAL

FIRE PROTECTION AND FIREWORKS

CERTIFICATION EXAMINATIONS

CANDIDATE INFORMATION BULLETIN (CIB)

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Please refer to our website to check for the most updated information at www.psiexams.com

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EXAMINATIONS BY PSI SERVICES LLC

The Ohio Department of Commerce - Division of State Fire Marshal (SFM) has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI provides these examinations through a network of computer examination centers in Ohio and throughout the United States.

GUIDELINES FOR EXAMINATION QUALIFICATION

You must first submit an application to SFM to take an examination. For information on the application process, contact the SFM as follows:

Division of State Fire Marshal
8895 East Main Street
Reynoldsburg, OH 43068
Phone 614.752.7126
Toll Free 877-264-0023
Email webfmtr@com.state.oh.us
www.com.ohio.gov/fire

Links to Fire Protection & Fireworks Exhibitor applications:

Upon approval, the SFM will submit your information electronically to PSI and you will receive an email confirmation that includes your Candidate ID.

Each eligibility is valid for 90 days. You may test unlimited during the 90 days. If within your 90 day period you do not achieve a passing score, you will need to reapply with the SFM.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Once approved by the SFM, it is your responsibility to contact PSI to pay and schedule for the examination.

Examination Fee $40

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.
Website or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION
If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:
- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS
All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate’s needs. Applicants seeking exam accommodations must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666.

EXAMINATION SITE CLOSING FOR AN EMERGENCY
In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. You may also check the status of your examination schedule by calling (800) 733-9267 or check PSI’s website at www.psiexams.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION SITE LOCATIONS

Akron
Bryden Center
1815 West Market Street, Suite 101
Akron, OH 44313

Cambridge
1300 Clark Street, Suite #4
Cambridge, OH 43725

Cincinnati
4000 Executive Park Dr., Suite 105
Cincinnati, OH 45241

Cleveland
7029 Pearl Rd, Suite 320
Middleburg Heights, OH 44130

Columbus North
6397 Emerald Pkwy, Suite 150
Dublin, OH 43017

Columbus South
6431 Alum Creek Dr., Suite I
Groveport, OH 43125

Toledo
1446 S. Reynolds Road, Suite 201
Maumee, OH 43537
PSI IS LOCATED ON THE SE CORNER OF DUSSEL DRIVE AND SOUTH REYNOLDS ROAD, IN THE “RMS” BUILDING. ENTRANCES TO THE PARKING LOT AND BUILDING FACE DUSSEL DRIVE. USE THE CENTER (MAIN) BUILDING ENTRANCE, AND FROM THE LOBBY TAKE THE STAIRS/ELEVATOR TO THE SECOND FLOOR. PSI IS IN SUITE 201.

Troy
1100 Wayne Street, Suite 3330
Troy, OH 45373
THE TEST CENTER IS LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STOUDER MEMORIAL HOSPITAL. Enter the hospital grounds from Wayne right at the sign that says, “STOUDER CENTER 1100”. You will enter a short driveway that curves to the right. As you begin to turn to the right, you will see the “WEST ENTRANCE” marked on your left. This is your entrance and the only one that has wooden doors. If you enter the complex somewhere else through metal doors---you are at the wrong entrance. Continue on the short drive to the parking lot immediately in front of you. This is the WEST lot. Park and enter the complex through the WOODEN DOORS marked “WEST ENTRANCE”. You will enter what used to be the main hospital entrance. A gift shop area will be on your right and a reception desk on your left. Go past the reception desk to the large elevator doors just to the left. DO NOT go down the hallway to the right. Enter the elevator, which also has doors in the back. You will need to push “3F” so the doors open to the office suites. If you accidentally push 3R, the doors to the Residential side will open instead. When the doors open on the third floor, walk around to your right to the PSI Office.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by submitting the Out-of-State Testing Request form found in the back of this bulletin.

REPORTING TO THE EXAMINATION SITE
On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.

REQUIRED IDENTIFICATION
Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. Your identification must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not
be allowed to test and their examination fee will not be refunded.

**PRIMARY IDENTIFICATION**
- State issued driver’s license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card

**SECURITY PROCEDURES**

The following security procedures apply during examinations:

- Calculators are not allowed.
- A language translation dictionary is allowed, but it will be checked by the exam proctor to ensure it is permitted in the examination center.
- You will be given scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular/ mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates’ pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is in violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

**TAKING THE EXAMINATION BY COMPUTER**

The examination will be administered via computer. You will be using a mouse and computer keyboard.

**IDENTIFICATION SCREEN**

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

**TUTORIAL**

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial.
so that you may practice answering questions, and reviewing your answers.

**TEST QUESTION SCREEN**

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

**EXAMINATION REVIEW**

PSI, in cooperation with the SFM, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the SFM may re-evaluate candidates’ results and adjust them accordingly. **This is the only review of the examination available to candidates.**

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### SCORE REPORTING

Your result will be given to you immediately following completion of the examination. The minimum passing score is **70%**. The following summary describes the score reporting process:

- **If you pass**, you will immediately receive a successful notification letter.
- **If you do not pass**, you will receive a letter that includes a diagnostic report indicating your strengths and weaknesses by content area.

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### DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

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### TIPS FOR PREPARING FOR YOUR CERTIFICATION EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering other possibilities.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the reference materials as the basis of your study.
- Read study materials that cover all the topics in the reference material.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

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### STATE EXAMINATION REFERENCE MATERIALS

Please visit [https://www.com.ohio.gov/fire](https://www.com.ohio.gov/fire) for the most current reference material information. Examinations are **CLOSED BOOK**.

If you wish to schedule multiple exams, you are best served to schedule all of them during the same scheduling session.

Important Links:
- Link to free access to NFPA Standards [https://www.NFPA.org/freeaccess?order_src=D524](https://www.NFPA.org/freeaccess?order_src=D524)
- Link to Ohio Fire Code (OFC) Ohio Administrative Code 1301:7-7-09 Fire Protection Systems [http://codes.ohio.gov/oac/1301:7-7-09v1](http://codes.ohio.gov/oac/1301:7-7-09v1)
- Link to Ohio Fire Code (OFC) Ohio Administrative Code 1301:7-7-56 Explosives and Fireworks [http://codes.ohio.gov/oac/1301:7-7-56v1](http://codes.ohio.gov/oac/1301:7-7-56v1)
- Link to Ohio Revised Code (ORC) 3737 Fire Marshal; Fire Safety [http://codes.ohio.gov/orc/3737](http://codes.ohio.gov/orc/3737)
- Link to Ohio Revised Code ORC 3743 Fireworks [http://codes.ohio.gov/orc/3743](http://codes.ohio.gov/orc/3743)

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<th>Exam Title and Reference Material</th>
<th>Fee</th>
<th>Items</th>
<th>Time/ins</th>
<th>Passing %</th>
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<td>120</td>
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<td>Automatic Sprinkler and Standpipe systems</td>
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<td>Portable fire extinguishers</td>
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<td>Engineered extinguishing equipment other than water</td>
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<td>Fireworks exhibitors</td>
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<td>Type III exhibitor - flame effects</td>
<td>$40</td>
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<td>NFPA 160 - 2011 Edition</td>
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EXAM ACCOMMODATIONS REQUEST FORM
OR OUT OF STATE

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodation requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: ___________________________ Candidate ID #: ___________________________

Legal Name: ___________________________

Last Name                                                                          First Name

Address: ___________________________

Street                                                                              City, State, Zip Code

Telephone: (__________) _________ - ________________  (__________) _________ - ________________

Home                                                                                    Work

Email Address: ___________________________

Check any exam accommodations you require (requests must concur with documentation submitted):

☐ Reader (as accommodation for visual impairment or learning disability)

☐ Extended time (additional time requested: ________________)

☐ Large-print written examination

☐ Other ___________________________

☐ *Out-of-State Testing Request (this request does not require additional documentation)

Site requested: ______________________

*You may email your out-of-state request to OutofStateRequest@psionline.com

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.

- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.