



## Office of the State Fire Marshal Exam Policy

The following steps must be taken in order to take your desired exams:

1. Applicant submits completed application and proper non-refundable fee.

**Note:** *If the applicant is not currently employed by a licensed company, he/she will be permitted to take the exam, however, a physical C of R will not be issued until- he/she shows a proof of valid employment.*

2. When the application is accepted and processed by the CAL FIRE/OSFM Cashier Unit and received by program staff, a notice of eligibility (NOE) will be sent to the applicants.

**Note:** *The NOE will be sent to the applicant within five days from that date that we received the processed application from the cashier (processing time can take approximately 1-2 weeks).*

3. The applicant will contact program staff to obtain an exam date.

*Note: testing dates are given on a first come, first served basis.*

The following testing/scheduling policy will be **strictly enforced** by this office **(NO EXCEPTIONS)**:

### 1. RESCHEDULE:

- If you need to reschedule your appointment, you will need to contact this office at 916-445-8396 or [Vikkie.raby@fire.ca.gov](mailto:Vikkie.raby@fire.ca.gov) (email preferred) explaining the reason for the reschedule. This email must be sent no less than 72 hours before the existing appointment (exam date). You will be allowed **ONE** free reschedule. If you cannot make the second appointment, you will need to reapply including fees\*.

2. CANCELLATION:

- If you need to cancel your appointment, you will need to notify this office (email preferred) no less than 72 hours prior to the appointment.

3. FAIL TO APPEAR:

- If you or your staff fail to appear for a scheduled exam without notifying this office in writing (email preferred) no less than 72 hours prior to the appointment, a new application and fees will be required.

4. LATE ARRIVAL:

- Late arrivals to a scheduled appointment will not be admitted. Once the exam has begun, we will not disrupt the others to accommodate a late arrival.

5. REQUIRED DOCUMENT TO BRING:

- The NOE letter is required for entry to the exam. This is your proof that the application and fees have been received and you have approved to take the exam by this office. Failure to bring this letter will result in you not being admitted to take the exam.

6. NO REFUND:

- All exam fees are non-refundable.\*

7. NO SUBSTITUTION:

- If the original applicant will not be able to take the exam, regardless of the reason, you cannot send someone in his/her place. The exam fees are non-transferrable.

\*The office reserves the right to evaluate the reason for the missed appointment or late arrival. Some exceptions may be accepted (emergency reasons) at the discretion of the proctor.