



## Office of the State Fire Marshal Examination Policy

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

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

**Note Fire Extinguisher Program ONLY:** *In accordance with Title 19, Section 595.9(e), you will not be permitted to take an examination unless you have a currently licensed employer on record with the Office of the State Fire Marshal.*

2. Once the application is approved, a Notice of Eligibility (NOE) will be sent to the applicants address of record.

**Note:** *The processing time can be anywhere from 4-6 weeks from the date, the application is mailed.*

3. Once the eligibility notice is received, the **applicant, and only the applicant**, has 30 days to contact our office to schedule an appointment for examination.

**Note:** *Testing dates are assigned on a first come, first serve basis. Test dates are NOT optional. No exams will be given during the last 90 days of the Certification Period due to the annual renewal period.*

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 via email at [CALFIRESFMFEExams@fire.ca.gov](mailto:CALFIRESFMFEExams@fire.ca.gov) 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, via email, no less than 72 hours prior to the appointment.

**3. FAILURE TO APPEAR:**

- If you fail to appear for a scheduled exam without notifying this office in writing, via email, no less than 72 hours prior to the appointment, a new application and fee(s) will be required before an examination can be taken.

**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 DOCUMENTS 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 been approved to take the exam by this office. Failure to bring this letter will result in you not being admitted to take the exam.
- Valid California Photo Identification

**6. NO REFUND:**

- All exam fees are non-refundable.

**7. NO SUBSTITUTION:**

- If the original applicant is unable to take the exam, you cannot send someone in his/her place. The exam fee(s) are non-transferrable.

**8. UNAUTHORIZED ITEMS**

- Electronic timers of any kind
- Electronic cigarettes
- Fitness tracking devices
- Digital watches, alarm watches, beeping watches, calculator watches
- Cell phones, beepers, pagers, personal digital assistants (PDAs)
- Personal computers
- Calculators
- Photographic or recording devices
- Listening devices
- Headsets, iPods, or other media players
- Books, dictionaries, papers of any kind
- Mechanical pencils

- Mechanical erasers or erasers with sleeves
- Ink pens or felt-tip markers
- Briefcases, handbags, backpacks of any kind
- Hats/hoods (except religious apparel) may not be worn on the head
- Sunglasses may not be worn
- Weapons or firearms

Please leave all unauthorized items in your vehicle. The OSFM is not responsible for lost or stolen articles.