

## SUBMIT ONE APPLICATION FOR EACH NFPA STANDARD/LEVEL

- The Government of Alberta must receive this application at least **30 DAYS** prior to the exam/evaluation date(s).
- All testing must occur on an approved site.
- Confirm the standard and level requested are available.
- Confirm each candidate has the necessary prerequisites according to NFPA Certification prerequisites.
- Instructors, proctors, and evaluators must meet the specified requirements.
- Any changes to this application once approved must be submitted using a Change Request form at least **TWO WEEKS** prior to the test date.
- The attached Host Agreement must be reviewed and signed prior to application approval.
- Submit completed applications to [ma.certexam@gov.ab.ca](mailto:ma.certexam@gov.ab.ca).

### Host Information

Testing Host: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Last First

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Testing Information

NFPA #	Level (e.g. Operations, Fire Fighter I, Pumper)	# of Students

Training Start Date: \_\_\_\_\_ Training End Date: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

Written Exam Date: \_\_\_\_\_ Practical Evaluation Date: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

Written Exam Location: \_\_\_\_\_ Skills Evaluation Location: \_\_\_\_\_

Are these sites approved?  Are testing accommodations required?  If yes, attach an Application for Testing Accommodations for each applicable candidate

### Lead Instructor Information Legal name only — NO nicknames.

Legal Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Last First Middle MM/DD

Email: \_\_\_\_\_



**Host Contact Information**

Contact Name: \_\_\_\_\_ Contact Position/Title: \_\_\_\_\_  
*Last First*

**Host Responsibilities**

A representative of the Government of Alberta may, without notice, visit your testing site to ensure all requirements are met.

By signing this document, the host takes responsibility for ensuring all specified requirements are met.

**Applications and Scheduling**

Timelines and processes related to the applications, rewrites, rescheduling and appeals meet specified requirements.

If accommodations are required, an Application for Testing Accommodations for each applicable candidate is completed and attached to this application.

If there are any changes to the exam or evaluation (e.g., date, number of candidates, location, evaluator, proctor), a Change Request will be submitted and changes will be communicated to all candidates.

Testing hosts are responsible for ensuring all candidates have met all required prerequisites as outlined in NFPA Certification Prerequisites.

**Instruction**

All of the NFPA Standard Job Performance Requirements (JPRs) for the level will be covered during instruction.

Instructor(s) are certified in the standard and level they will be teaching, and NFPA 1041 Fire Service Instructor Level I. Instructors teaching 1041 Fire Service Instructor Level I must have successfully completed 1041 Fire Service Instructor Level II.

Instructor(s) involved in the training will not participate in proctoring the exam or evaluating skills.

Delivery of online instructional material will be moderated and facilitated by a qualified instructor.

All skills instruction will be hands-on with regular coaching, feedback and mentoring.

The Government of Alberta is not responsible for differences between texts used to validate the exam and the resources used by the host.

**Facility/Site**

Instruction and testing will occur on an approved training site.

All testing facilities (including structures, props, trenches, confined spaces, rappelling walls, etc.) comply with all of the following:

- o *NFPA 1402 Guide to Building Fire Service Training Centers*
- o *NFPA 1403 Live Fire Training Evolutions* (if live fire will be used during testing)
- o *Occupational Health and Safety Act, Regulation and Code*
- o local requirements of the authority having jurisdiction (AHJ), including permits (or a written declaration of exemption), inspection reports, regulations, resolutions, municipal bylaws, and provincial and/or federal legislation (including environmental legislation).

Gas or electric props built out-of-country are certified for use in Canada or the province of Alberta.

Acquired structures will not be used during testing.

Testing sites are inspected by qualified personnel on an annual basis.

There are sufficient and properly maintained tools, equipment, and props to accommodate all students and to address all the required skills for the standard/level.

All existing and potential hazards (e.g. electrical, mechanical, atmospheric, weather) have been identified and addressed by a designated safety officer.

A representative of the facility or other qualified personnel will conduct a walkthrough of the testing site prior to the scheduled start time.

## Testing

Government of Alberta testing materials will not be reproduced or distributed beyond their administration.

Exams and evaluations will be kept securely and privately until they are returned to the Government of Alberta.

Live fire testing will comply with *NFPA 1403 Live Fire Training Evolutions*.

The evaluator(s) are qualified and meet specified requirements.

The proctor meets specified requirements.

The evaluator(s) will read, sign and follow the Evaluator Agreement.

The proctor will read, sign and follow the Proctor Agreement.

Evaluators will not be pressured or otherwise influenced in any way that interferes with their ability to act as an agent of the Government of Alberta independent of the testing host.

Skills evaluations will be completed in an objective manner and potential conflicts of interests will be avoided when evaluating candidates.

The testing will be stopped if a safety or health concern arises.

A safe and healthy environment will be maintained throughout testing (including temperature, air quality, lighting, space, cleanliness and tidiness).

Candidates failing a specific skill will be given a second attempt at the end of the session once all candidates have completed their evaluations.

## DECLARATION

I ensure that I have read the requirements specified by the Government of Alberta and that the host will comply with these requirements. I understand that failure to follow these requirements may result in the suspension of privileges as an IFSAC/Pro Board certification testing host with the Government of Alberta.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_