

## SUBMIT ONE APPLICATION FOR EACH NFPA STANDARD/LEVEL

- Host Department is responsible for the completion and submission of applications.
- Applications must be submitted, at minimum, **30 DAYS** prior to the exam/evaluation date(s)
- All evaluation materials will be shipped directly to the EVALUATOR at the HOST DEPARTMENT address by Canada Post.
- Host Department is responsible for ensuring evaluations occur at sites with all required equipment and safety precautions.
- Any evaluation changes require the submission of a Change Request form **THREE (3) weeks** prior the test date.
- Submit completed applications to [ma.certexam@gov.ab.ca](mailto:ma.certexam@gov.ab.ca).
- **To ensure all fields within the form are functional, please download and open on your desktop**

### Host Information

Host Department: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

*Department email address preferred*

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Course Information

NFPA Standard and Level: \_\_\_\_\_ # of Candidates: \_\_\_\_\_

Training Start Date: \_\_\_\_\_ Training End Date: \_\_\_\_\_

Written exam date: \_\_\_\_\_ Skills Evaluation Date: \_\_\_\_\_

Address of Written Exam: \_\_\_\_\_ Address of Skills Evaluation: \_\_\_\_\_  
(List dept. or station #) (List dept. or station #)

Are testing accommodations required? ☐ Yes ☐ No

If yes, attach an Application for Testing Accommodations for each applicable candidate.

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

Full Legal Name: \_\_\_\_\_ Birthdate (mm/dd): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Evaluator Information Legal name only — NO nicknames.

Full Legal Name: \_\_\_\_\_ Birthdate (mm/dd): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Proctor Information Legal name only — NO nicknames.

☐ Same as Evaluator

*Only complete if different than evaluator*

Full Legal Name: \_\_\_\_\_ Birthdate (mm/dd): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Invoice Information

- Invoices and results are emailed to the contact name listed on page one and to the invoice recipient listed below.
- Invoices will **ONLY** be sent to the **HOST DEPARTMENT**. Instructors, proctors, or evaluators **CANNOT** receive an invoice on behalf of a testing host.
- Cost per exam is \$45.00, or \$35.00 for 20 or more.
- Testing hosts will be charged based on the total number of exams marked.
- An exam **will not be marked** if a candidate **does not pass** the skills evaluation.

☐

Check if same as Host Information

*Complete only if different than Host Information above*

Host Department \_\_\_\_\_

PO # (if applicable) \_\_\_\_\_ Invoice Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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## Host Contact Information

Contact Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

### 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 two exams or evaluations are scheduled for the same day, a break of at least 30 minutes must be given.
- ☐ If there are changes to the exam or evaluation (e.g., date, number of candidates, location, evaluator, proctor), a Change Request will be submitted 21 days prior to the testing date and changes will be communicated to all candidates.

### Instruction

- ☐ All NFPA Standard Job Performance Requirements (JPRs) for the level will be covered during instruction.
- ☐ Instructor(s) must have successfully completed the standard and level they will be teaching, and NFPA 1041 Fire Service Instructor Level 1. Instructors teaching 1041 Fire Service Instructor Level I must have successfully completed 1041 Fire Service Instructor Level 2.
- ☐ Instructor(s) involved in training will not participate in proctoring the exam or evaluating skills.
- ☐ 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 take place on an approved training site.
- ☐ All testing facilities (including structures, props, trenches, confined spaces, rappelling walls, etc.) comply with all of the following:
  - NFPA 1402 Guide to Building Fire Service Training Centers
  - NFPA 1403 Live Fire Training Evolutions (if live fire will be used during testing)
  - Occupational Health and Safety Act, Regulation and Code
  - 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 must be 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 candidates 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.
- ☐ Written exams must be kept sealed until evaluation time, while skills evaluations can be opened by the evaluator prior to the evaluation.
- ☐ 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 proctor will read, sign, and follow the Proctor Agreement.
- ☐ The evaluator(s) are certified to NFPA 1041 Level II and the NFPA standard being evaluated. Evaluators must be current with the NFPA standard and edition.
- ☐ The evaluator(s) will read, sign, and follow the Evaluator Agreement.
- ☐ Evaluators will not be pressured or 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, and space.
- ☐ 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:** \_\_\_\_\_