



Application to Rewrite

- Only candidates who score **60-69%** on the original written exams can apply to rewrite exams with the testing host.
- Candidates who fail their first attempt at demonstrating a skill may be re-evaluated by the same evaluator.
- Candidates who score **59%** or less are recommended to re-take the course. Appeals can be submitted by these candidates, using the Application to Appeal form. An Application to Appeal form must be submitted within **30 days** of receiving test scores.
- A candidate is allowed a second attempt on both written and skill evaluations, if required.
- The original testing host must submit this application on behalf of the candidate and/or fire department at least **THREE WEEKS** prior to the proposed rewrite date.
- Rewrite exams must be completed within **SIX MONTHS** from the original testing date.
- Submit completed applications to 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: _____

Rewrite Information

Date of Exam Rewrite: _____ Date of Original Exam: _____

NFPA Standard and Level: _____ Number of Exams: _____

Candidates to Rewrite (Legal names)

Proctor Information

Legal Name: _____ Birthdate (mm/dd): _____

Email: _____ Contact Number: _____

The personal information collected through the Application for Fire Rescue Certification form is for the purpose of the fire rescue certification and accreditation program of the Government of Alberta. This collection is authorized by section 33 (c) of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact the Manager, Certification at 780-422-8021, by email at ma.certexam@gov.ab.ca or mail to 16th Floor, Commerce Place, 10155 – 102nd Street, Edmonton, AB, T5J 4L4.

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 rewrite is \$45.00.
- 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.

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Check if same as Host Information

Complete only if different than Host Information

Host Department _____

PO # (if applicable) _____ Invoice Email Address: _____

Address: _____ Town/City: _____ Postal Code: _____

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