

- Submit completed form to ma.certexam@gov.ab.ca to change any of the following on an approved application:
 - exam date for all candidates
 - evaluation date for all candidates
 - number of candidates
 - instructor
 - proctor
 - evaluator
- All change request information must be submitted **THREE (3) weeks** prior to the new test date.
- The new test date(s) must be **WITHIN SIX MONTHS** of the original testing date on the Application to Host Testing.
- Exam/evaluation/instructor packages will be shipped to the **HOST DEPARTMENT** prior to the new testing date(s).
- Instructors, proctors, and evaluators must meet specified requirements.
- **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: _____
Personal email addresses will not be accepted

Course Information

NFPA Standard and Level: _____ Original Exam Date: _____

Change Request (only complete applicable sections)

☐ Exam Date _____

☐ Evaluation Date _____

☐ Number of Students _____

☐ Instructor
 Full Legal Name: _____
 Birthdate (mm/dd/yy): _____
 Email Address: _____

☐ Proctor
 Full Legal Name: _____
 Birthdate (mm/dd/yy): _____
 Email Address: _____

☐ Evaluator
 Full Legal Name: _____
 Birthdate (mm/dd/yy): _____
 Email Address: _____