



PSI Services LLC

3210 E Tropicana

Las Vegas, NV 89121

Phone: (800) 733-9267

E-mail: examschedule@psionline.com

www.psiexams.com

OHIO DEPARTMENT OF COMMERCE



DIVISION OF STATE FIRE MARSHAL FIRE PROTECTION AND FIREWORKS CERTIFICATION EXAMINATIONS CANDIDATE INFORMATION BULLETIN (CIB)

Examinations By PSI	2	Security Procedures.....	4
Guidelines for Examination Qualification	2	Taking the Examination by Computer.....	4
Examination Payment and Scheduling Procedures..	2	Identification Screen.....	4
On-line, via the Internet.....	2	Tutorial	4
Telephone	2	Test Question Screen	5
Group Scheduling.....	2	Examination Review.....	5
Rescheduling/Canceling an Examination ..	2	Score Reporting.....	5
Missed Appointment or Late Cancellation..	3	Duplicate Score Reports.....	5
Exam Accommodations.....	3	Tips for Preparing for your Certification	
Emergency Examination Center Closing	3	Examination	5
Examination Site Locations.....	3	Examination Reference Materials.....	5
Reporting to the Examination Site	3	Exam Accommodations Request Form End of Bulletin	
Required Identification.....	3		

Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI SERVICES LLC

The Ohio Department of Commerce - Division of State Fire Marshal (SFM) has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI provides these examinations through a network of computer examination centers in Ohio and throughout the United States.

GUIDELINES FOR EXAMINATION QUALIFICATION

You must first submit an application to SFM to take an examination. For information on the application process, contact the SFM as follows:

Division of State Fire Marshal
8895 East Main Street
Reynoldsburg, OH 43068
Phone 614.752.7126
Toll Free 877-264-0023
Email webfmtr@com.state.oh.us
www.com.ohio.gov/fire

Links to Fire Protection & Fireworks Exhibitor applications:

<https://www.com.ohio.gov/documents/FireProtectionExamApplication.pdf>

https://www.com.ohio.gov/documents/fire_FireworkExhibitorDMA81306.pdf

Upon approval, the SFM will submit your information electronically to PSI and you will receive an email confirmation that includes your Candidate ID.

Each eligibility is valid for 90 days. You may test unlimited during the 90 days. If within your 90 day period you do not achieve a passing score, you will need to reapply with the SFM.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

Once approved by the SFM, it is your responsibility to contact PSI to pay and schedule for the examination.

Examination Fee \$40

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the SFM has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**.
2. You will be asked to select the examination and enter the Candidate ID# that the SFM provided to you. Your record will be found and you will now be ready to schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems, contact PSI at (800) 733-9267 for help.

TELEPHONE

Call (800) 733-9267, PSI registrars are available to receive payment and to schedule your appointment for the examination. PSI registrars are available as follows:

	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

To register by phone, you need a valid credit card (VISA, MasterCard, American Express or Discover.)

GROUP SCHEDULING

To schedule multiple people PSI offers a Group Scheduling team. Companies should email: groupscheduling@psionline.com if they have multiple employees and wish to pay exam fees in one transaction.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI



Website or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants seeking exam accommodations must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. You may also check the status of your examination schedule by calling (800) 733-9267 or check PSI's website at www.psiexams.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

EXAMINATION SITE LOCATIONS

Akron

Bryden Center
1815 West Market Street, Suite 101
Akron, OH 44313

Cambridge

1300 Clark Street, Suite #4
Cambridge, OH 43725

Cincinnati

4000 Executive Park Dr., Suite 105
Cincinnati, OH 45241

Cleveland

7029 Pearl Rd, Suite 320
Middleburg Heights, OH 44130

Columbus North

6397 Emerald Pkwy, Suite 150
Dublin, OH 43017

Columbus South

6431 Alum Creek Dr., Suite I
Groveport, OH 43125

Toledo

1446 S. Reynolds Road, Suite 201
Maumee, OH 43537

PSI IS LOCATED ON THE SE CORNER OF DUSSEL DRIVE AND SOUTH REYNOLDS ROAD, IN THE "RMS" BUILDING. ENTRANCES TO THE PARKING LOT AND BUILDING FACE DUSSEL DRIVE. USE THE CENTER (MAIN) BUILDING ENTRANCE, AND FROM THE LOBBY TAKE THE STAIRS/ELEVATOR TO THE SECOND FLOOR. PSI IS IN SUITE 201.

Troy

1100 Wayne Street, Suite 3330
Troy, OH 45373

THE TEST CENTER IS LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STODER MEMORIAL HOSPITAL.

*Enter the hospital grounds from Wayne right at the sign that says, "STODER CENTER 1100". You will enter a short driveway that curves to the right. As you begin to turn to the right, you will see the "WEST ENTRANCE" marked on your left. This is your entrance and the **only** one that has **wooden doors**. If you enter the complex somewhere else through metal doors---you are at the **wrong** entrance. Continue on the short drive to the parking lot immediately in front of you. This is the **WEST** lot. Park and enter the complex through the **WOODEN DOORS** marked "**WEST ENTRANCE**". You will enter what used to be the main hospital entrance. A gift shop area will be on your right and a reception desk on your left. Go past the reception desk to the large elevator doors just to the left. **DO NOT** go down the hallway to the right. Enter the elevator, which also has doors in the back. You will need to push "**3F**" so the doors open to the office suites. If you accidentally push **3R**, the doors to the Residential side will open instead. When the doors open on the third floor, walk around to your right to the PSI Office.*

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by submitting the Out-of-State Testing Request form found in the back of this bulletin.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

Candidates must register for the exam with their **LEGAL** first and last name as it appears on their government issued identification. Your identification must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site. If the candidate fails to bring proper identification or the candidate names do not match, the candidate will not



be allowed to test and their examination fee will not be refunded.

PRIMARY IDENTIFICATION

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card

SECURITY PROCEDURES

The following security procedures apply during examinations:

- Calculators are not allowed.
- A language translation dictionary is allowed, but it will be checked by the exam proctor to ensure it is permitted in the examination center.
- You will be given scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular/ mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their

pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is in violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial



so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.



The screenshot shows a test interface with a top navigation bar containing links for Mark, Comments, Goto, Help, and End. Below the navigation bar, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 3:59. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the SFM, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the SFM may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

SCORE REPORTING

Your result will be given to you immediately following completion of the examination. The minimum passing score is 70%. The following summary describes the score reporting process:

- If you **pass**, you will immediately receive a successful notification letter.
- If you **do not pass**, you will receive a letter that includes a diagnostic report indicating your strengths and weaknesses by content area.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.

TIPS FOR PREPARING FOR YOUR CERTIFICATION EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering other possibilities.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the reference materials as the basis of your study.
- Read study materials that cover all the topics in the reference material.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

STATE EXAMINATION REFERENCE MATERIALS

Please visit <https://www.com.ohio.gov/fire> for the most current reference material information. Examinations are **CLOSED BOOK**.

If you wish to schedule multiple exams, you are best served to schedule all of them during the same scheduling session.



The exam is prepared from Ohio Administrative Code section 1301:7-7-09 (Ohio Fire Code), 2017 Edition, Ohio Building Code chapter 9, 2017 Edition, and the referenced Editions of the National Fire Protection Association Standards as listed in the table below.

Important Links:

- Link to free access to NFPA Standards https://www.nfpa.org/freeaccess?order_src=D524
- Link to Ohio Fire Code (OFC) Ohio Administrative Code 1301:7-7-09 Fire Protection Systems <http://codes.ohio.gov/oac/1301:7-7-09v1>
- Link to Ohio Fire Code (OFC) Ohio Administrative Code 1301:7-7-56 Explosives and Fireworks <http://codes.ohio.gov/oac/1301:7-7-56v1>
- Link to Ohio Revised Code (ORC) 3737 Fire Marshal; Fire Safety <http://codes.ohio.gov/orc/3737>
- Link to Ohio Revised Code ORC 3743 Fireworks <http://codes.ohio.gov/orc/3743>

Exam Title and Reference Material	Fee	Items	Time/ins	Passing %	Open or Closed
Fire Protection Individual certification					
Automatic Sprinkler and Standpipe systems NFPA 13 - 2016 Edition; NFPA 14 - 2016 Edition; NFPA 13R - 2016 Edition; NFPA 13d - 2016 Edition; NFPA 25 - 2014 Edition	\$40	100	120	70	Closed
Fire Service Mains NFPA 24 - 2013 Edition; NFPA 25 - 2014 Edition	\$40	50	120	70	Closed
Fire Pumps NFPA 20 - 2016 Edition; NFPA 25 - 2014 Edition	\$40	50	120	70	Closed
Diesel Fire Pump Technician NFPA 25 - Chapter 8 only - 2014 Edition, NFPA 20 - Chapter 3, 11, & 14 only - 2016 Edition	\$40	50	120	70	Closed
Fire alarm and detection equipment NFPA 72 - 2016 Edition	\$40	100	120	70	Closed
Household fire warning equipment only NFPA 72 - chapter 29 only - 2016 Edition	\$40	50	120	70	Closed
Portable fire extinguishers NFPA 10 - 2013 Edition	\$40	100	120	70	Closed
Engineered extinguishing equipment other than water NFPA 11 - 2016 Edition; NFPA 12a - 2015 Edition; NFPA 12 - 2015 Edition; NFPA 16- 2015 Edition; NFPA 17 - 2017 Edition; NFPA 2001- 2015 Edition	\$40	50	120	70	Closed
Pre-engineered extinguishing equipment other than water NFPA 17 - 2017 Edition; NFPA 17a - 2017 Edition; NFPA 2001- 2015 Edition	\$40	50	120	70	Closed
Aerosol extinguishing equipment NFPA 2010 - 2015 Edition	\$40	50	120	70	Closed
Fireworks exhibitors					
Type I exhibitor - Fireworks & Pyrotechnics NFPA 1123 2014 Edition & NFPA 1126 - 2011 Edition	\$40	100	120	70	Closed
Type II exhibitor - pyrotechnics NFPA 1126 - 2011 Edition	\$40	50	120	70	Closed
Type III exhibitor - flame effects NFPA 160 - 2011 Edition	\$40	50	120	70	Closed





EXAM ACCOMMODATIONS REQUEST FORM OR OUT OF STATE

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodation requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ Candidate ID #: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (additional time requested: _____)
- Large-print written examination
- Other _____
- *Out-of-State Testing Request (this request does not require additional documentation)

Site requested: _____

*You may email your out-of-state request to OutOfStateRequest@psionline.com

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.