

Registration Procedure for Regional Qualification and Certification Exams

The following qualification exams will be available: Firefighter I and II, Rescue Technician. The following Certification exams also will be available: Fire Officer I, II and III, and Fire Arson Investigator.

Two tests will be conducted per quarter in the Eastern, Piedmont, and Western regions, totaling 24 exams each year. Brandi Maynard will be coordinating the testing sessions and dates.

*Please review the following **Regional Testing Procedures**:

- Exam information and registration forms will be available online in the Quick Links and Breaking News section of our Web site (www.ncdoi.com/osfm) approximately 90 days prior to the exam date.
- All Required courses and certifications must be completed prior to registering for exams. *ED Meth. course must be **completed prior** to registering to take the Instructor/Ed. Meth. Exam!
- **Deadlines** for registration forms will be listed on each registration form. Registration forms and supporting documentation must be in by deadline to be considered. **NO** registration forms will be accepted after deadline!
- Pre-registration is required for all exams. If you wish to take more than one exam per session you must register for each exam. (Example: Instructor/Ed. Meth exam and Fire Fighter 1&2 Qualification exam)
- Applicants cannot sit for both Qualification exams on the same day (Each Qualification Exam and Upgrade class is 6 hours).
- NO walk-ins will be allowed.
- Absolutely NO substitutions. If you are unable to attend the exam session for which you registered, please notify Brandi so that the next pre-registered, qualified applicant can be assigned to fill your position.
- Seating is limited and will be filled on a first-come, first-served basis.
- Registration forms can be mailed or faxed to the contact information listed below. Phone in registrations will not be allowed:
NC Department of Insurance OSFM
Attn: Brandi Maynard
1202 Mail Service Center
Raleigh, NC 27699-1202
Fax: (919) 662-4670
- Applicants will be notified of the status of their application via e-mail, or by mail. E-mail notification is preferable; please provide the appropriate contact information on the registration form.
- Applicants who are denied must reapply for future testing sessions. Registrations will not be forwarded to future sessions.
- Applicants will be notified by mail within 14 days of their test scores.
- All accepted applicants should plan to arrive at the testing site 30 minutes prior to test time.
- ***See attached Exam Checklist for Information on what you need to bring with you***

*****Exam Checklist**

Please send the following information with your registration form

INS2/Ed. Meth. Exam(General Level 2 Instructor): .

- Proof of completion of Approved Education Methodology Course - must be completed Prior to registering.
- Proof of High School Diploma, GED, or Higher Education
- Proof of 4 years of service (requires letter from Chief verifying 4 years of service.)
- Instructor Application (applications can be found on our website www.ncdoi.com/osfm click on OSFM Divisions and Functions, there will be a drop down menu, then choose Fire & Rescue Commission, choose certifications, choose Fire and Rescue Instructor.)

***You must bring Photo ID(proof of age, must be 21 or older) with you on exam day or you will not be allowed to take the exam:**

Staff will verify that the following requirements have been met prior to confirmation of your registration

INS2/Ed. Meth. Exam(General Level 2 Instructor):

- Proof of Firefighter 2, ERT/RT-VMR or FLSE certificate

Fire Officer 1, 2, & 3 Exam:

- Approval by Sub-Committee

FAI(Fire Arson Investigator Exam:

- Approval by Arson Review Board

O83 Rescue Technician Qualification Exam:

- Certified ERT/RT-VMR
- Certified General Level 2 Instructor

O92 Fire Fighter 1&2 Qualification Exam:

- Certified Fire Fighter 2
- Certified General Level 2 Instructor