



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
FIRE ENGINEERING AND INVESTIGATIONS**

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Date: July 16th, 2024

To: Portable Fire Extinguisher Advisory Committee

From: Brice Bennett, Deputy State Fire Marshal III Supervisor

SUBJECT/AGENDA ACTION ITEM:
Pearson Vue Exam Authorization

Recommended Actions:
Information Only

Background Information:

The Fire Engineering & Investigation (FEI) Division has numerous exams for certification and licenses. The current process requires an applicant apply for their license/certification with all the required documents. The FEI staff reviews the application and associated documentation for compliance. If the application is approved, the applicant is then emailed the notice that payment is due. When the application fee is paid, the applicant is submitted to Pearson Vue for the exam. The applicant is then emailed the information to register for the approved examination, by Pearson Vue. When the applicant has successfully passed the examination, the FEI staff is notified and issues the associated license/certificate.

Analysis/Summary of Issue:

The current process requires several steps to complete the process. Each step requires the FEI staff to contact the applicant to move the process forward. This is an ineffective process. The current process requires the FEI staff to work with the same application several times to complete the process. This also requires the applicant to follow-up several times, which uses their valuable time.

FEI is moving to a self-authorization exam, that will not require an applicant to submit to FEI. Candidates will now be required to register through Pearson Vue and take the exam and successfully pass it, before applying with FEI. The candidate must sign an affirmation that they meet the requirements the license/certification at time of exam registration with Pearson Vue.

After passing the examination, the candidate would then apply for their license/certification with the required documentation, including their pass/fail report, provided upon completion of the exam from Pearson Vue. The FEI would then verify that the requirements are met, and the applicant has passed the examination. The applicant would pay the application fee and the license/certification would be issued.

FEI is working with Pearson Vue to implement the new process on October 1, 2024. The outreach to the industry will include an Informational Bulletin, emails, and updated instructions on the FEI website.

Potential Industry Impacts:

The change in the application process will require a “black out” period to update the webpages and the Pearson Vue testing site data base information. No new applications can be submitted September 27 through September 30, 2024.

This will streamline the application process for applicants and FEI staff. This will shorten the application process time and improve the customer experience.