



Office of the State Fire Marshal Examination Policy

The following steps must be followed to take your desired examination:

1. Applicant submits a completed application through the GovMotus website at <http://govmotus.org> and the proper non-refundable fee.
Note: Fire Extinguisher Program ONLY: In accordance with *Title 19, Section 595.9€*, you will not be permitted to take an examination unless you have a currently licensed employer on record with the Office of the State Fire Marshal.
2. Once the application is approved, an email will be sent to the applicants email address on record.
Note: The processing time can take anywhere from 4-6 weeks from the date the application was submitted.
3. Once the email has been received, the applicant, **and only the applicant**, has 90 days to schedule an appointment through Pearson Vue for examination. To book your appointment on the website, please go to www.PearsonVue.com. This website provides additional information about exams, programs and test center locations.

The following testing/scheduling policy will be **strictly enforced** by this office **(NO EXCEPTIONS):**

RESCHEDULE:

- If you need to reschedule your appointment, you will need to contact Pearson Vue at www.PearsonVue.com. You must reschedule 48 hours in advance of the day you wish to test.

CANCELLATION:

- If you need to cancel your appointment, you will need to contact Pearson Vue at www.PearsonVue.com. You must cancel 48 hours in advance of the day you wish to test.

FAILURE TO APPEAR:

- If you fail to appear for a scheduled exam, a new application and fee(s) will be required before an examination can be scheduled.

LATE ARRIVAL:

- Late arrivals to a scheduled appointment will not be admitted.

REQUIRED DOCUMENTS TO BRING:

- A valid Government Issued Photo Identification showing the exact full name that was submitted on the application. If the name on the identification does not match the name given to take the exam, you will be not be permitted to take the exam.

REFUND:

- All exams fees are non-refundable.

NO SUBSTITUTION:

- If the original applicant is unable to take the exam, you cannot send someone in his/her place. The exam fee(s) are non-transferrable.

Pearson Vue UNAUTHORIZED ITEMS:

- Electronic timers of any kind
- Electronic cigarettes
- Fitness tracking devices
- Digital watches, alarm watches, beeping watches, calculator watches
- Cell phones, beepers, pagers, personal digital assistants (PDAs)
- Personal computers
- Calculators
- Photographic or recording devices
- Listening devices
- Headsets, iPods, or other media players
- Books, dictionaries, papers of any kind
- Mechanical pencils
- Mechanical erasers or erasers with sleeves
- Ink pens or felt-tip markers

- Briefcases, handbags, backpacks of any kind
- Hats/hoods (except religious apparel) may not be worn on the head
- Sunglasses may not be worn
- Weapons or firearms

Please leave all unauthorized items in your vehicle. The OSFM is not responsible for lost or stolen articles.