



California Office of State Fire Marshal Fire Engineering & Investigations **Candidate Handbook**

October 2024

STATE LICENSING INFORMATION

Candidates may contact the Office of the State Fire Marshal - Fire Engineering & Investigations Division with questions about obtaining or maintaining a license after the examination has been passed.

OSFM - Fire Engineering & Investigations (CAL FIRE)

PO Box 944246
Sacramento, CA 94244-2460

Phone

(916) 568-3800

Email Contacts

Fire Sprinklers/Extinguishing Systems
aes@fire.ca.gov

Fireworks/Pyrotechnics
fwx@fire.ca.gov

Flame Retardant Chemicals and Fabrics
fr@fire.ca.gov

Motion Picture and Entertainment Unit
mp@fire.ca.gov

Portable Fire Extinguishers
fe@fire.ca.gov

Website

<https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations>

EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Pearson VUE / OSFMFEI (CAL FIRE)

Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437

Phone

(888) 251 4264

Email

pearsonvuecustomerservice@pearson.com

Website

www.pearsonvue.com

QUICK REFERENCE

APPLICATIONS AND APPROVAL

For information regarding how to apply for your license, please visit the CAL FIRE Office of the State Fire Marshal Fire Engineering and Investigations Website at <https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations>.

EXAM RESERVATIONS

Before making an exam reservation

Candidates should thoroughly review this candidate handbook, which contains examination content outlines and licensing application process. **Special Exam Accommodations** must be approved prior to making an exam reservation.

Making an exam reservation

Candidates may make a reservation by visiting www.pearsonvue.com/us/en/ca/fire.html.

Candidates should make a reservation at least 24 hours before the desired examination date.

If you have problems making your reservation online, you may call (888) 251-4264 for assistance.

Canceling or Re-scheduling a Reservation

For more information, please see the **Change/Cancel Policy**.

EXAM DAY

What to bring to the exam

Candidates should bring to the examination proper identification and any other materials as dictated by the state licensing agency. A complete list appears in the section - **What to Bring**.

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins.

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OVERVIEW

The candidate handbook is a useful tool in preparing for an examination.

It is highly recommended that the CAL FIRE Office of the State Fire Marshal Fire Engineering and Investigations (OSFM FEI) Candidate Handbook be reviewed, with special attention to OSFM FEI policies and procedures, before taking the investigation.

Individuals who wish to obtain an OSFM Fire Engineering & Investigations certification must:

1. Read this handbook.

This handbook contains important information regarding certification and examination reservations as well as examination policies and procedures.

2. Make an examination reservation.

For all available exams, go online to <https://www.pearsonvue.com/us/en/ca/fire.html> to make a reservation.

You will be required to pay an examination fee of \$53 at the time of the reservation. This applies to all examinations.

3. Go to the test center.

Go to the test center on the reserved day to take the examination, bringing along proper identification. If the scheduled examination is not taken, the examination fee of \$53 will be forfeited. An additional examination fee must be paid once another examination is scheduled.

INTRODUCTION

CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination, or may contact the OSFM FEI with questions about obtaining certification.

FOR STATE CERTIFICATION OSFM - Fire Engineering & Investigations (CAL FIRE) <i>PO Box 944246</i> Sacramento, CA 94244-2460 Phone: (916) 568-3800	
Email Contacts	
Fire Sprinklers/Extinguishing Systems aes@fire.ca.gov	Motion Picture and Entertainment Unit mp@fire.ca.gov
Fireworks/Pyrotechnics fwx@fire.ca.gov	Portable Fire Extinguishers fe@fire.ca.gov
Flame Retardant Chemicals and Fabrics fr@fire.ca.gov	

FOR EXAMINATIONS Pearson VUE/OSFMFEI (CAL FIRE) 5601 Green Valley Dr., Bloomington, MN 55437		
Phone: (888) 251 4264	Website: www.pearsonvue.com	Email: pearsonvuecustomerservice@pearson.com

Live Chat is available to address your support inquiries and is the quickest way to reach a customer service agent. It's available from 8:00 AM through 5:00 PM Central Time, Monday through Friday, subject to change during locally designated holidays.

Please visit <https://www.pearsonvue.com/us/en/ca/fire.html#contact> for further information.

LICENSING INFORMATION

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

Office of the State Fire Marshal - Fire Engineering & Investigations Division

The OSFM FEI is the licensing and certification authority for statewide programs which include Portable Fire Extinguishers, Flame Retardant Chemicals and Fabrics, Automatic Fire Extinguishing Systems, Fireworks, and Motion Picture and Entertainment.

Examinations are required components of the OSFM FEI licensing and certification program. The examinations are computer-based assessments of knowledge, competencies, and skills, and use a multiple-choice format. As preparation for OSFM FEI examinations, recommended courses and/or study materials are available.

For more information on these programs and individual licensing requirements, visit our website <https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations>.

To access your OSFM FEI GOVMotus account, go to <https://calfire.govmotus.org/>.

GOVMotus is a Web-based Software as a Service (SaaS) solution that provides solutions to manage, automate, and track community development processes. With standard packages or tailored configuration, GOVMotus is designed for permitting and licensing functions that replace complex time-consuming paperwork.

EXAM RESERVATIONS

ONLINE RESERVATIONS

Candidates are required to make an examination reservation online by visiting www.pearsonvue.com/us/en/ca/fire.html. The site will prompt candidates to create a log-in and password before being able to make an examination reservation.

The candidate will need to fill in all required fields, which are preceded by an asterisk (*), on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the examination reservation process.

Candidates **must** make an online reservation at least twenty-four (24) hours before the desired examination date. Candidates who wish to make a phone reservation at (888) 251-4264 must do so at least twenty-four (24) hours before the desired examination date.

For assistance with online reservations call (888) 251-4264.

Monday–Friday, 7:00 a.m.–10:00 p.m. CT, Saturday, 7:00 a.m.–4:00 p.m. CT, and Sunday, 9:00 a.m.–3:00 p.m. CT; closed on local holidays.

ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to www.pearsonvue.com/us/en/test-takers/accommodations.html, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at accommodationspearsonvue@pearson.com.

ENGLISH AS A SECOND LANGUAGE (ESL)

Candidates for whom English is a second language may request additional time for the examination by sending the English as a Second Language (ESL) Request Form (found in the back of this handbook) to Pearson VUE. Candidates should include with this form a letter from his/her English Instructor or sponsoring company (on official letterhead if from a company) stating that English is not a primary language for the candidate. Candidate should not attempt to make a reservation until after they have been notified by Pearson VUE that their request for additional time has been approved. The approval of additional time will be for the length of the authorization. Candidates who have additional questions about ESL examinations should contact the Special Examination Coordinator at (800) 466-0450. Candidates who need to reschedule or need to retest should notify Pearson VUE Special Accommodations were used for the prior examination.

CHANGE/CANCEL POLICY

Candidates should go online at least forty-eight (48) hours before the examination to change or cancel a reservation. **Candidates who change or cancel a reservation without proper notice will forfeit the examination fee.** Candidates are individually liable for the examination fee once a reservation has been made, whether individually or by a third party.

ABSENCE/LATENESS POLICY

Candidates who are absent from or late to an examination may be excused for the following reasons:

- Illness of the candidate or that of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to the **Change/Cancel Policy** will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

EXAM DAY

REQUIRED MATERIALS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

WHAT TO BRING

Required Materials

All candidates are required to bring one **Acceptable Form of Candidate Identification** to the test center on the day of examination.

Acceptable Forms of Candidate Identification

Candidate must present **one (1)** form of current unexpired identification. The name on the identification must exactly match the name on the registration. The identification must be in English, government issued, photo-bearing with a valid signature.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport cards
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a thirty-day (30) grace period for renewing the ID, the ID is considered to be expired.

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and you will be photographed for the confirmation.

Candidates are required to review and sign a **Candidate Rules Agreement** form. If the **Candidate Rules Agreement** is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as prohibiting candidates from retaking the examination and/or denying certification.

Candidates will have an opportunity to take a tutorial on the computer on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the OSFM FEI's certification requirements.

Once candidates are familiar with the examination unit, they may begin the examination. The examination begins the moment a candidate looks at the first question. Candidates will have sufficient time to complete the examination. After the examination time has expired, the examination unit will automatically turn off.

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/ or notes, pens or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- The exams do not require a calculator, but candidates may request a calculator from the test center staff if they wish. Personal calculators will **not** be permitted in the test center.
- Studying is **not** allowed in the test center.
- Visitors, children, family or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary— for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are not allowed access to other items, including but not limited to, cellular phones, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct— giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

ABOUT THE EXAM

All examination questions are the property of the OSFM FEI and candidates are forbidden under federal copyright law to copy, reproduce, record, distribute or display these questions by any means, in whole or in part, without written permission.

The examinations contain pretest questions, on which statistical information is being collected for use in constructing future examinations. Pretest questions are distributed throughout the examination, and responses to them do not affect candidates' scores.

PRETEST QUESTIONS

The examination will contain pretest questions. Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. Responses to pretest questions do not affect the score. Pretest questions are mixed in with the scored questions and are not identified.

SCORE REPORTING

When candidates complete the examination, they will receive a score report marked with "Pass" or "Fail."

Examination results will not be given by phone.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information as well as information about re-examination. Appointment for re-examination are not made at the test center. Candidates must wait twenty-four (24) hours before scheduling a re-examination.

Duplicate score reports can be obtained through the candidate's Pearson VUE account.

RETAKING AN EXAM

Candidates who fail an exam can schedule a new exam appointment within one day but must wait the required period to retake the exam.

Exam series with a fifteen-day (15) retake policy include:

- OSFMFEI02 – Fire Extinguisher Type 1
- OSFMFEI03 – Fire Extinguisher Type 2
- OSFMFEI04 – Fire Extinguisher Type 3
- OSFMFEI05 – AES – Fire Pump Certification
- OSFMFEI21 – FE Type 1, 2, 3
- OSFMFEI22 – FE Type 2, 3
- OSFMFEI24 – FE Type 1, 2

Exams with a thirty-day (30) retake policy include:

- OSFMFEI01 – AES – Fire Sprinkler Fitter Certification
- OSFMFEI23 – Multifamily/Residential Sprinklers

QUESTIONS OR COMMENTS ABOUT THE EXAM

Pearson VUE and/or testing center staff cannot answer any questions about results or licensing. Please direct any licensing questions to the appropriate OSFM FEI program email address.

Candidates who have questions, comments, or concerns about the examinations, or who wish to verify any data held in Pearson VUE files, should direct written inquiries to Pearson VUE at the address listed on the inside front cover of this handbook.

In all correspondence, candidates should provide their name and address. If questions or comments concern an examination already taken, they should also include:

- the name of the examination
- the date the examination was taken
- the location of the test center

ENGLISH AS A SECOND LANGUAGE (ESL) REQUEST FORM



Note: Only candidates who require additional examination time for ESL should use this form.

Candidates who wish to request additional time for ESL should email this form to AccommodationsPearsonVUE@pearson.com or fax this form to Pearson VUE at 610-471-0555. Please attach a letter (on official letterhead) from an instructor or employer that verifies English is your second language.

All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of the approval before scheduling an examination.

PLEASE PRINT CLEARLY

Date:		
Last Name:		
First Name:	M.I.:	
Address:		
City:	State:	Zip:
Daytime Telephone:		
Email address:		
Program / Examination name:		
<input type="checkbox"/> Additional time for English as a second language		
<p>Candidates should contact Pearson VUE with questions about additional time.</p> <p>PEARSON VUE Accommodation Requests for ESL Email: AccommodationsPearsonVUE@pearson.com Fax: 610-471-0555</p>		

GENERAL EXAM INFORMATION

CANDIDATES SHOULD GO ONLINE AT WWW.PEARSONVUE.COM TO MAKE AN EXAM RESERVATION.

TEST CENTERS

Test centers and availability are subject to change. Candidates can view the most accurate information through their Pearson VUE account.

AVAILABLE EXAMS

OFFICE OF THE STATE FIRE MARSHAL FIRE ENGINEERING & INVESTIGATIONS			
Exam Series Code	Exam Title	Exam Series Code	Exam Title
OSFMFEI01	AES - Fire Sprinkler Fitter Certification	OSFMFEI13	Fireworks - Unrestricted Commercial (unavailable at this time)
OSFMFEI02	Fire Extinguisher Type 1 (unavailable at this time)	OSFMFEI14	Fireworks - Basic Commercial
OSFMFEI03	Fire Extinguisher Type 2	OSFMFEI15	Fireworks - Theatrical Trainee
OSFMFEI04	Fire Extinguisher Type 3	OSFMFEI16	Fireworks - Theatrical
OSFMFEI05	AES - Fire Pump Certification	OSFMFEI17	Fireworks - Performer
OSFMFEI06	Flame Retardant Applicator - General	OSFMFEI18	Fireworks - Rocket 1st Class (unavailable at this time)
OSFMFEI07	Flame Retardant Applicator- Limited	OSFMFEI19	Fireworks - Rocket 2nd Class
OSFMFEI08	Fireworks - Operator Trainee	OSFMFEI20	Fireworks - Rocket 3rd Class
OSFMFEI09	Fireworks - Special Effects 1st Class	OSFMFEI21	Fire Extinguisher 1-3
OSFMFEI10	Fireworks - Special Effects 2nd Class	OSFMFEI22	Fire Extinguisher 2-3
OSFMFEI11	Fireworks - Special Effects 3rd Class	OSFMFEI23	Multifamily Residential Sprinkler
OSFMFEI12	Fireworks - Restricted Commercial	OSFMFEI24	Fire Extinguisher 1-2

PEARSON VUE HOLIDAY SCHEDULE

Testing may be unavailable on U.S. federal holidays and, in some cases, holiday weekends.