

Candidate Rules on Test Day

- **Must complete the skill in a timely, safe & proficient manner** (Move with a purpose)
- **PSFA Facial Hair Policy does apply** ([Link to PSFA Facial Hair Policy](#))
- **No cameras, textbooks, or skill sheets** in permitted in the testing or staging area.
- Testing facility/grounds are secured no friends, family, visitors, or fire officers permitted.
- **No electronic devices** are permitted during testing, for example cell phones, smart watches, pagers and all other electronic devices.
- **No one will be permitted to leave the testing area** for any reason.
- You will be given a routing card (do not misplace as you will need at each skill station)
- You could be sent to each station as a team but will be evaluated individually. When finished, return to the staging area to be assigned to another station.
- If you must use the restroom – check with the router.
- If you are caught cheating, the test coordinator will ask you to leave quietly. You will not be permitted to continue the test until a final decision is made by the State Fire Academy
- State Fire Academy has the final decision on all certification matters.

Retest Process

- **On Test Day** – You must pass all skill stations - *If you are unsuccessful on 3 or less skill stations, you may retest the same day. (only one retest per skill station).* If you are unsuccessful on 4 or more skill stations, you may NOT retest the same day.
- **If you need to come back to retest on a different day** – Written test can be given anytime, Skill station tests can only be given when a certification is scheduled. You can attend any PSFA Certification Test Site to take a retest. To schedule a retest at BC3 PSTSF - when **YOU ARE READY** to retest, email the letter from the PSFA Certification Office to Jason Bragunier @ Jason.Bragunier@BC3.Edu. Please include in the email 3 dates and times when you prefer to take the written retest or which scheduled Certification you want to retest the skill station(s). Please provide at least 21 days' notice when you want to schedule a retest.
- **Do not lose your letter from the PSFA regarding retesting, no retest will be given without this letter.**

Tips for Success

- Listen to the evaluator's directions closely, and ask questions before you begin each skill
- Communicate with your partner, remember appropriate PPE for skill station (ie, eye, hand, head protection, etc)

Relax.....