



2010 Candidate Information Bulletin City of Philadelphia

Fire Suppression Systems Certification Exams

The Philadelphia Department of Licenses and Inspections (the Department) requires Fire Suppression Systems Contractors to have at least one full-time employee who is a certificate holder in the classification of work in which the contractor engages.

The Department has contracted with Prometric Inc. to conduct its examination program, including developing, administering, scoring and reporting exam results. There are three written certification exams given. Each exam tests your knowledge of the respective NFPA Standards and Fire Code. You should take the exam that will qualify you for the certificate you wish to obtain. The Department has sole responsibility for issuing certificates.

At a glance

This bulletin is your guide to the process of taking a Philadelphia Fire Suppression Systems Contractor certificate. The steps below summarize the process. For information about a step, go to the page listed.



To obtain your certificate

- 1 Submit your certificate application with exam registration form and all fees to the Department—Page 2.
- 2 The Department will forward your exam registration form and fee to Prometric. You will receive an admission letter and exam appointment from Prometric.
- 3 Prepare for your exam using this bulletin and other materials—Page 6.
- 4 Present your required identification; then take the exam—Page 3.
- 5 If you pass, you will receive certificate information with your score report—Page 5.





To get answers not provided in this bulletin

For questions about exams:

Prometric
 ATTN: PA City of Philadelphia Fire
 Suppression Program
 1260 Energy Lane
 St. Paul, MN 55108
 Phone: 800.626.0750
www.prometric.com/pennsylvania

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Key

-  Overview information
-  Important note

For questions about exam qualifications and applications:

City of Philadelphia
 Department of Licenses and Inspections
 Commercial and Industrial Fire Unit
 990 Spring Garden, Third floor
 Philadelphia, PA 19123
 Phone: 215.685.3717
<http://webapps.phila.gov/li/>

Submitting your application and registration forms

You must submit your certification application, exam registration form, and all fees to the Department. You can get a copy of the application from the Department or online at <http://webapps.phila.gov/li/>.

You should register for one of the following three exam classifications:

- **Certificate I:** Sprinkler and standpipe systems beginning at the point where water supply is used exclusively for the fire suppression systems.
- **Certificate II:** Special hazard systems including foam, gaseous and chemical extinguishing systems.
- **Certificate III:** All types of portable fire extinguishers.

Once the Department approves your eligibility, it will forward your exam registration form and fees to Prometric.



Note Your registration form and fee must be **received** by the Department at least four weeks before your chosen exam date in order for the Department to review your application and forward the information on to Prometric before the examination deadline.

Scheduling exams

Once Prometric receives your exam registration form, it is immediately processed and you are scheduled for your exam. You must take your exam on the scheduled date or you will forfeit your exam fees. If you cancel your appointment, you will **not** receive a refund.



Note Registration forms received after the cutoff date will automatically be scheduled for the next exam date.

Exam dates and registration cutoff dates

Exams are administered in the city of Philadelphia. Be sure to check your admission letter for the exact location, date and time of your exam.

Exam and registration cutoff dates

Philadelphia	
Cutoff	Exam
01/07/10	01/23/10
03/05/10	03/20/10
04/30/10	05/15/10
07/01/10	07/17/10
11/05/10	11/20/10

Admission letters

After receiving and processing your registration, Prometric will send you an admission letter regarding the specific date, time and location of your exams.

You should receive your admission letter approximately five days before your exam. If you lose your admission letter or have not received it three days before your exam, call Prometric immediately at 800.626.0750.

Be sure to notify Prometric and the Department of any change of address.



Important If you do not appear for your exam on the date and at the time shown on your admission letter, or if you are not admitted due to lateness, you forfeit all fees.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.626.0750 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

If absent or late for your appointment

If you do not appear for your scheduled exam, or arrive late and are not allowed to test, you will be required to submit another exam registration form and pay another exam fee before taking any exam.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone. However, you may check for testing site closures by calling Prometric. If the site is closed, your exams will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you will forfeit your fee.

What to bring on exam day

Bring all the following items with you to your exam appointment:

- Your admission letter.
- A current, valid government-issued photo identification card, such as a driver's license or passport.
- Two sharpened No. 2 pencils with erasers.
- A silent, nonprinting, nonprogrammable, numeric calculator. The Electric Calc **is not** permitted.
- Approved reference materials.



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment. If you miss an appointment, you forfeit your fees.

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- Only approved references are allowed for open-book exams. Reference materials will be checked at the examination site before and after the examinations. Any reference material that has been written in during the exam will be confiscated. Highlighting and permanent tabbing added before your arrival at the test center is acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed.
- Sharing reference materials is not allowed.
- No other reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Calculators

- Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. The Electric Calc **is not** permitted.

Personal items

We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment—cell phones, PDAs, pagers, cameras, tape recorders, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors or family members are allowed in the testing area.

Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the testing center.



Important Before an exam begins, the test center administrator will inspect all references, briefcases, purses, and so on. The administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Your exam results

A score report will be mailed to you approximately 10 business days after your exam date. All score reports are mailed simultaneously. To ensure confidentiality, scores will **not** be disclosed over the phone.

Passing score. A score of 70 percent or above is required to pass each exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question. Your score report will provide you with information about the next step in the certification process.

Retake information. If you do not pass the exam, you must complete another registration form. The retake fee is the same as the original exam fee (\$75).

Optional services

This section describes optional services that Prometric provides.

Strength and weakness report

If you do not pass an exam, you may request a strength and weakness report. This report is a useful guide that pinpoints where you need to concentrate your study efforts before retaking the exam. It shows how many questions were included in each subject area and how many questions you answered correctly in each area. The fee for a strength and weakness report is \$15.

Exam reviews

If you do not pass an exam, you can register for an optional review of it. The review is a study session that is conducted much like an exam. You may use your reference material during the review process. You are not allowed to bring an advisor or anyone else with you to the review. A review is not considered an exam attempt and is not scored. You may not remove notes or exam materials from the review room.

You must request an exam review within 30 days of the date exam results were mailed. The review must be completed at least 30 days before the same test is retaken. To review an exam, contact Prometric. The fee for an exam review is \$50.

Certificate of achievement

Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"x11" certificate of achievement. This certificate is suitable for framing and contains your name and the name of the exams you successfully completed in a calligraphy typeface. Prometric will send you an order form with your score report. The cost is \$15.

Appeals process

Our goal is to provide quality exams and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exams. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
 1260 Energy Lane
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Exam content outlines

The fire suppression systems contractor certification exams are open-book and in a multiple-choice format. Some questions will be based on field experience and knowledge of trade practices. Some questions may require the use of arithmetic.

The following content outlines are the basis of the exams and list all subjects covered by each exam. Each outline indicates the total questions on the exam and the maximum time allowed. It also lists the approximate percentage of questions asked about each topic.

Exam references. Each exam tests your knowledge of the respective NFPA Standards and the Philadelphia Fire Code. During your exam, you will be allowed to use the NFPA Standards listed in the content outline of the exam you are taking.

Certificate I	
Open Book, 80 questions, 2-1/2 hours	
Exam Topic	%
NFPA 13 - Installation of Sprinkler Systems	27
NFPA 13R - Installation of Sprinkler Systems in Residential Occupancies up to Four Stories in Height	8
NFPA 14 - Installation of Standpipe and Hose Systems	15
NFPA 20 - Installation of Centrifugal Fire Pumps	15
NFPA 24 - Installation of Private Fire Service Mains and Their Appurtenances	15
NFPA 25 - Inspection, Testing and Maintenance of Sprinkler Systems	5
NFPA 231 - Fire Protection Systems for General Storage of Combustible Materials	5
NFPA 231C - Fire Protection Systems for Rack	5

Exam Topic	%
Storage of Combustible Materials	
Philadelphia Fire Code	5

References allowed during the exam	
1	<i>NFPA Standards noted above. They can be obtained from: National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.</i>
2	<i>Philadelphia Fire Code, Title 4, Subcode "F", www.phila.gov/philacode/html/index.htm.</i>

EXAM CONTENT OUTLINES

Certificate II	
Open Book, 50 questions, 2 hours	

Exam Topic	%
NFPA 11 - Low Expansion Foam and Combined Agent Systems	8
NFPA 11A - Medium and High Expansion Foam Systems	8
NFPA 12 - Carbon Dioxide Extinguishing Systems	24
NFPA 12A - Halon 1301 Fire Extinguishing Systems	30
NFPA 17 and 17A - Wet and Dry Chemical Extinguishing Systems	30

References allowed during the exam	
1	<i>NFPA Standards noted above. They can be obtained from: National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.</i>

Certificate III	
Open Book, 30 questions, 1 hour	

Exam Topic	%
NFPA 10 - Portable Fire Extinguishers	100

Reference allowed during the exam	
1	<i>NFPA 10 - Portable Fire Extinguishers, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.</i>



Exam Registration Form for City of Philadelphia

Fire Suppression Systems Contractor Certification exams

Send this completed form with the appropriate fee in the form of a cashier's check or money order made payable to Prometric to:

City of Philadelphia
Department of Licenses and Inspections
Commercial and Industrial Fire Unit
990 Spring Garden, Third Floor
Philadelphia, PA 19125

Note: Your registration form and fee must be **received** by the Department at least four weeks before the day you wish to take an exam. For further information, read your *Candidate Information Bulletin*.

Candidate Information

Last Name	First Name	Middle Initial	Social Security Number ____ - ____ - ____
Street Address (including Apt. number or P.O. Box, if applicable)			
City		State	ZIP Code
Daytime Phone Number (including area code) ()		Business Phone Number (including area code) ()	

Exam Selection and Fees

Exam Title	Exam Fee	Total
Certificate I	\$50	\$
Certificate II	\$45	\$
Certificate III	\$40	\$
	Total Fee	\$

Payment: Fee may be paid by cashier's check or money order payable to Prometric. Please put your full name on the check. **Personal checks and cash are not accepted. Fees are nonrefundable.** Please see complete registration and scheduling information in this bulletin.

Exam Date Selection (Indicate your preferred testing date.)

X	Cutoff Date	Exam Date
	01/07/10	01/23/10
	03/05/10	03/20/10
	04/30/10	05/15/10
	07/01/10	07/17/10
	11/05/10	11/20/10

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations.

Signature: _____ Date: _____

(Keep a copy of this registration form for your records.)