



## NATIONAL ASSOCIATION OF FIRE EQUIPMENT DISTRIBUTORS

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122 South Michigan Avenue, Suite 1040 • Chicago, IL 60603  
Tel (312) 461-9600 • Fax (312) 461-0777 • Website [www.nafed.org](http://www.nafed.org)

### **NAFED's Certification Program Exam Application**

The application form must be completed in its entirety and submitted to the National Association of Fire Equipment Distributors (NAFED) by any individual who wishes to take **NAFED's Certification Exam for Engineered Fire Suppression Systems Technicians**.

The exams are offered at proctored test centers throughout North America. These testing centers provide a secure environment that ensures a professional and consistent test experience. A professional, experienced proctor provides a seamless test experience and ensures security of the exam.

For the applicant to be eligible to take a Certification Exam, the completed application form and fee for each exam must be received at NAFED headquarters for processing. No on-site registration is allowed for NAFED's Certification Exams. Applicants will receive confirmation that their application has been processed. With the confirmation, the applicant will receive the location, date and time of their scheduled exam(s) as well as a user name and voucher number. The user name and voucher number are required at for the test center to authorize the exam. A government-issued photo identification must also be presented to the exam proctor.

The Engineered Fire Suppression Systems Technician Exam is based on the appropriate chapters from *NFPA 11, Standard for Low-, Medium-, and High-Expansion Foam*, 2005 Edition, *NFPA 12, Standard on Carbon Dioxide Extinguishing Systems*, 2005 Edition; *NFPA 12A, Standard on Halon 1301 Fire Extinguishing Systems*, 2004 Edition; *NFPA 17, Standard for Dry Chemical Extinguishing*, 2002 Edition; *NFPA 750 Standard on Water Mist Fire Protection Systems*, 2006 Edition; *NFPA 2001, Standard on Clean Agent Fire Extinguishing Systems*, 2004 Edition; and general mechanical and mathematical aptitude.

The Certification Exams are comprised of multiple-choice and true-false questions, and each exam is unique. Therefore, no two individuals will take the same exam. The Engineered Fire Suppression Systems Technician Exam consists of 150 questions.

The Certification Exams are "open-book." Copies of written materials, notes, printed reference materials, and NFPA standards are allowed in the test center. However, no computers or similar electronic devices will be allowed in the test facility. The use of a calculator is allowed for the Engineered Fire Suppression Systems Technician Exam. The final authority regarding acceptable materials will be the exam proctors. All cellular telephones, pagers, PDAs, and similar devices must be silenced and shall not be used during the exam.

All participants will be informed as to whether or not they received a passing grade, which is 75 percent. Those individuals who successfully pass the exam(s) will receive, by U.S. mail, a certification stating that they have successfully completed the certification process from the National Association of Fire Equipment Distributors. Individuals who do not pass the Certification Exam(s) will also be notified. A new application and fee must be submitted prior to taking the exam again. Please note that there is a thirty-day waiting period before an applicant may take the certification exam again.

In accordance with NAFED policy, these certifications will be valid for three (3) years. All individuals who successfully complete a Certification Exam will receive information regarding criteria for certification renewal.

All applicants are advised of the following terms:

- The results of the Certification Exam(s) will only be sent to the applicant at the address indicated on the application form. If no preference has been indicated on the form, the results will be sent to the applicant's employer's address.
- All applicants who take the exam(s) will be notified as to their results. Those who successfully complete the Certification Exam(s) with a score of 75 percent or greater will receive, by mail, two printed certificates from NAFED per exam. The original certificate is for the individual's records, and the certificate marked "copy" may be used for licensing or other purposes.
- The certification will be valid for a period of three (3) years. Prior to the expiration of the certification, NAFED will notify the certificate holder that the renewal date is approaching. At this time, the certificate holder will have to provide proof of completion of the necessary education and work experience as required by NAFED's certification renewal procedure. (NOTE: NAFED's certification renewal procedures will be sent to all certified individuals after the completion of their initial certification.)
- Information submitted on the certification application form will be maintained by NAFED for the purpose of maintaining renewal records. Therefore, each individual must provide NAFED with any change of name, address, employer, contact information, etc. This information will also be entered into the NAFED Certification Program data base for future maintenance of certification records.
- If an application and appropriate fees for renewal are not received by NAFED prior to the expiration date, the certificate will terminate.
- NAFED's Certification Exam is based upon the listed edition of the relevant National Fire Protection Association standards. The exam questions are based upon the content of these standards and do not include any specific manufacturer requirements.
- NAFED certification does not imply, represent, warrant, suggest, or signify compliance with any equipment manufacturer or supplier requirements, nor does NAFED's certification grant any license or permit.
- Each Certification Exam is unique in that no two exams will be identical. The integrity of the exams is of the utmost importance. Therefore, no copy of the exam may be removed from the test center.
- A two-and-a-half-hour time slot is allowed for the completion of the Engineered Suppression System Technician Exam. Scoring of the exam(s) is based upon the total number of questions asked.
- Applicants who fail the Certification Exam must reapply and pay any appropriate fees before they shall be allowed to take another exam. Please note that there is a thirty-day waiting period before an applicant may take the certification exam again.
- The applicant must acknowledge on the Certification Exam application form that the applicant has read and understands the information contained herein.
- If the applicant fails to show up for or is more than twenty (20) minutes late (without notifying the center), or cancels within forty-eight (48) hours of a scheduled event, all application fees are forfeited. Depending on the test center's daily schedule, it is the test center proctor's discretion if the candidate will be allowed to test if after arriving 20 minutes late or more to a scheduled exam.
- All applicants must comply with the rules and regulations and security requirements of the test centers and operate the test equipment with care. The test center staff have the right to exclude applicants who fail to follow reasonable testing center rules and procedures and security requirements or who fail to operate the test equipment with reasonable care. Applicants who fail to follow these procedures and are excluded from a test center will forfeit their applications fees.

- **Cancellation/Change must be made by contacting the test agency at least 48 hours prior to his/her scheduled testing date.** Cancellations/changes must be made and confirmed by direct contact with test agency via email or phone. Any Cancellation made by the Test Candidate within 48 Business Hours of the testing date will result in forfeiture of monies paid for the cancelled test date.
- All exams testing date schedule requests must be made for a test dates a minimum of 7 working days between the receipt of the application and the requested exam date. Exams will only be scheduled Monday through Friday with an exam start time between 9:00 AM and 1:00 PM in the local time zone.
- All latest exam testing date requested must be no later than 45 days after the date of the application.
- Applicants having a disability as defined in Title III of the Americans with Disabilities Act that requires specific accommodations for the exam must notify NAFED, in writing, at the time of application.
- **Special Accommodations**—Applicant will make information available to NAFED and the test agency regarding special accommodations and its process for handling requests. NAFED shall have applicants forward any customary documentation establishing the existence of a disability and applicant's need for special accommodations to NAFED. NAFED will solely determine whether special accommodations are appropriate in each instance, and what accommodation (s) shall be granted.
- NAFED shall notify the test agency and inform them of a applicant's need for, and NAFED's approval of, special accommodations (i.e., extended testing time, private testing room, reader, etc.) as soon as possible prior to the desired test date. In the event that a reader or a signer is requested, applicant will locate, provide and directly compensate such reader/signer, and relate all pertinent contact information to NAFED and the test agency. Once an applicant has located the reader/signer and forwarded contact information to NAFED, NAFED and the test agency will assist in coordinating the meeting between the reader/signer and the applicant on the test date.
- The test agency may also provide special accommodations for those applicants requiring a third party or party other than an agency employee, and will invoice for the cost of such accommodations. The test agency will provide NAFED and the applicant with an estimate of the cost of making the requested accommodation to be provided by the agency, i.e., reader, sign person, extended testing time, private testing room, additional software downloading and installation.



# NAFED's ENGINEERED SYSTEMS CERTIFICATION EXAM APPLICATION

Applicant's Name (Last Name, First Name, M.I.)	Current Employer (Company Name)
Home Address – Street	Company Address – Street
Home Address – City, State, Zip Code	Company Address – City, State, Zip Code
Home Phone Number (Include Area Code)	Company Telephone Number (Include Area Code)
E-mail Address (if applicable)	Company Fax Number (Include Area Code)

Exam Schedule Choices List 3 Dates and Start Times (9:00 am—1:00 pm)					
Exam	Date & Time	Exam	Date & Time	Exam	Date & Time

**Note:** First choice must be at least 7 working days after NAFED's receipt of application and no more than 45 days later than the date of the application.




*If you have any special needs or require special accommodations due to a disability, please check here and we will contact you to find out how to best meet your needs.*

Where should information be sent?      \_\_\_\_\_ Home      \_\_\_\_\_ Company

The processing fee must be included with the application.

I attest that the information I have provided on this application is true and accurate; any false information may be cause for denial or cancellation of any certification. Further, I have read, understand, and acknowledge the information sheets that accompanied this application.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Total Amount Due:</b>	<b>\$149.00</b>
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Payment Method			
<input type="checkbox"/> CHECK ENCLOSED (payable to NAFED)	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMEX
NAME ON CARD _____	ACCOUNT NUMBER _____		
SIGNATURE _____	EXPIRATION DATE _____		

**Please mail or fax this form with payment to us:**

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