



NFPA CERTIFIED FIRE INSPECTOR I PROGRAM

CFI-I EXAMINATION SCHEDULING FORM – WRITTEN EXAM ONLY

THIS FORM MUST ACCOMPANY A SIGNED PROCTOR AGREEMENT

INDIVIDUAL APPLICANT USE (*This form is to be filled out by the applicant*)

Date of Request: _____
Exam Date: _____
Test Site: (Name) _____
(Address) _____

Proctor's Name: _____
Please provide physical mailing address for UPS shipment of exams. _____
(No P.O. Box) _____
Proctor's Phone Number: _____
***Proctor's Fax Number:** _____
***Proctor's Email Address:** _____

Exam deliveries must be signed for.

Please allow **at least FOUR weeks** between the date of exam request and the exam date. The signed proctor agreement must accompany the examination scheduling form. Your exam cannot be ordered unless we have both forms

The written examinations will be shipped by SMT to the proctor approximately 48 hours prior to the scheduled exam. If the written examinations have not been received within this timeframe, please contact the NFPA Certification Department immediately. SMT will email the proctor to alert that the exams have been shipped to the proctor. The shipping container is to be opened and inventoried upon receipt and the shipment receipt confirmation is to be faxed back to SMT. At that time, the shipping container should be secured until the exam day.

Please list applicant name below. Exams will only be sent for the applicant listed below who is actively enrolled in the NFPA CFI-I Program. For your convenience, you may fax or email your exam scheduling form to NFPA's Certification Department. Fax: 617-984-7127 Email: cfi@nfpa.org

NOTE: Any testing center fee is the responsibility of the individual applicant.

APPLICANT'S NAME

APPLICANT NOTIFICATION ADDRESS

SIGNED: _____

Please complete and return to:
NFPA Certification Department,
1 Batterymarch Park, Quincy, MA 02169
Phone: 617-984-7432 Fax: 617-984-7127