

## **CPAT Courses Frequently Asked Questions:**

### **What is the difference between CPAT Special Session and CPAT?**

**CPAT Special Session** is a one (1) day class for candidates **who have taken CPAT before** and understand the physical requirements of the test. These candidates are familiar with the process and feel confident they can pass in one try without attending orientations or needing a practice test. This test is just that, the final test. You should be familiar with the 8 tasks that have to be completed within the 10 minutes and 20 second allotted time.

**CPAT** includes a total of five (5) days and consists of 2 orientations, 2 practice tests and a final CPAT. You have 3 opportunities to take the exam.

The presentations at the two orientations are the same. We will explain the testing process and how the equipment works. You will have the chance to ask questions and try the testing equipment. The pass rate of those who attend the orientations is higher than for those who do not, so it is highly recommended that you attend at least one of these orientations. The two practice tests are the same and we attempt to run the practice test under actual testing conditions. If the test is run under actual testing conditions and you successfully complete the test this is considered a PASS and you will not need to attend any further testing.

### **Do I have to take a CPAT Orientation or Practice Test before taking the CPAT?**

The CPAT Pre-Test Program, including 2 practice tests and 2 orientations, is a mandatory/required part of CPAT. Candidates that choose not to complete the entire Pre-Test program must sign a written waiver. Candidates who choose not to attend the Orientation program should review the CPAT Orientation Guide, the Candidate Preparation Guide and the CPAT Orientation Video prior to taking the test.

**CPAT Orientation video** <https://www.youtube.com/watch?v=SqeVJPclOy0>

### **How am I scheduled for CPAT?**

Once the application deadline for a session has passed, we will assign you to a series of dates (2 for orientation, 2 practice test days and a final CPAT date). We cannot determine your specific test dates until all applications have been received and we know the total number of candidates that will be tested during that session.

### **What should I wear/not wear?**

All candidates are required to wear long pants and footwear with no open heel or toe or high heels. **NO SHORTS!** Candidates who do not wear the proper pants and footwear will not be allowed to test that day. You are responsible to make sure your clothing fits properly and will stay in place during all the activities of this physically challenging test.

Watches and loose or restrictive jewelry are not allowed and will need to be removed before testing. It is recommended that you do not bring these items to the testing site as we are not responsible for personal items.

### **What is the refund policy?**

- **CPAT Special Session Refund Policy**
  - There is a **no refund** policy for the special sessions.
- **CPAT Refund Policy**
  - Fifty dollars (\$50) of the CPAT fee is a non-refundable processing fee. This processing fee will be deducted from all refunds issued.

- **The only method to receive a refund is to cancel prior to your first scheduled orientation session (first day of class).**
- All requests for a refund must be emailed to: Jackie Kilby-Richards:  
[Jacklyn.Kilby-Richards@ct.gov](mailto:Jacklyn.Kilby-Richards@ct.gov)
- Failure or not showing up to take the test is NOT a qualification for a refund.

### What is the rescheduling Policy?

- **CPAT Special Session Rescheduling Policy**
  - Should you become aware of a conflict, we can reschedule you to another special session, provided you notify the administrator at least 10 days before the test. If there is no communication with the administrator and you do not show....you will not be rescheduled.
- **CPAT Rescheduling Policy**
  - We will allow you to move from one class to another if there is availability. We require **2 DAYS NOTICE** before your first scheduled session.
  - Due to the volume of candidates requesting testing we are unable to honor personal requests to reschedule any of the testing session.
  - All rescheduling requests must be emailed to: Jackie Kilby-Richards:  
[Jacklyn.Kilby-Richards@ct.gov](mailto:Jacklyn.Kilby-Richards@ct.gov)

### What is the cancellation policy?

1. The testing may be cancelled by the CT Fire Academy based on weather conditions. The number to call to determine if there is a cancellation is 860-264-9240. It is recommended you call if there is any doubt as to weather conditions. If there is an expected weather event, the CT Fire Academy will notify you via email with the rescheduled date and time.
2. The only time a testing session will be rescheduled is if conditions exist that prevent the running of the test as specified by the IAFF/IAFC.

### How am I notified?

1. You will be notified by email of any cancellations or rescheduling of classes or sessions.
2. It is your responsibility to make sure that you entered a correct email address in the CPAT system.
3. You may check your personal information here: <https://ctlms.ct.gov>. Click on the “my profile” tab.
4. Please note you cannot change your email address. Any change requests must be emailed to: [CPAT@CT.GOV](mailto:CPAT@CT.GOV).

### Where can I find more information about preparing for CPAT?

Prep Guide: [http://www.ct.gov/cfpc/lib/cfpc/Candidate\\_Prep\\_Guide\\_2007.pdf](http://www.ct.gov/cfpc/lib/cfpc/Candidate_Prep_Guide_2007.pdf)