



APPLICATION TO CHALLENGE FIRE OFFICIAL CERTIFICATION

Fire Code Inspector Examination *and* Fire Investigator Examination

Important Exam Information

The **Fire Investigator** challenge exam includes a **practical assessment** and a written exam. Practical evaluations are offered twice a year. Details about the practical assessment will be provided once the candidate has been accepted into the Fire Investigator exam. All candidates for Fire Investigator must pass both the written and practical exams to become certified.

Requirements to Apply for Either Exam

- ✓ Candidate must be at least 18 years of age
- ✓ Candidate must have a high school diploma or equivalent.
- ✓ All candidates, regardless if sponsored by an Appointing Authority or not, must provide a letter from their employer or department documenting that they meet **one** of the minimum standards of qualifications as set forth in CGS Section 29-298(a). See back page.
- ✓ Appointing Authority (if applicable) must provide signed statement indicating that s/he will appoint the applicant once the applicant has earned certification. See back page.

Requirements to Become Certified as a Fire Marshal

- ✓ Candidate must be certified as a Fire Code Inspector
- ✓ Candidate must be certified as a Fire Investigator
- ✓ All candidates, regardless if sponsored by an Appointing Authority or not, must have provided a letter from their employer or department documenting that they meet **one** of the minimum standards of qualifications as set forth in CGS Section 29-298(a). See back page.

The applicant must submit a letter from his/her employer documenting years of qualifying employment (see back page). **Without the letter the application will not be processed.** Only one letter per applicant required.

Written Exam Selection *Individuals are allowed to sit for one exam per session.*

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| <input type="checkbox"/> Fire Investigator Examination | <input type="checkbox"/> February 7, 2022 Exam (Application deadline 12/7/2021) |
| <input type="checkbox"/> Fire Code Inspector Examination | <input type="checkbox"/> May 2, 2022 Exam (Application deadline 3/1/2022) |
| <input type="checkbox"/> Both Fire Investigator Exam and Fire Code Inspector Exam toward Fire Marshal Certification (You will be notified which exam you will be taking prior to the challenge date.) | <input type="checkbox"/> August 1, 2022 Exam (Application deadline 6/1/2022) |
| | <input type="checkbox"/> November 7, 2022 Exam (Application deadline 9/6/2022) |

Student Information *Complete the following in its entirety; incomplete applications will not be processed.*

ETC Card ID Number _____ Email _____
First 3 letters of last name last 4 number of SS No.

First Name _____ Last Name _____

Address _____
Street and Number City State Zip

Day Phone ____ (____) _____ Cell Phone ____ (____) _____ Date of Birth _____

Name of High School or Vocational/Technical School _____ Year Graduated _____

Address of High School or Vocational/Technical School _____

If Vocational/Technical School, Discipline Studied _____ College Degree(s) _____

Section 1-217 of the Connecticut General Statutes exempts the residential addresses of a number of occupational categories from release to the public under the Freedom of Information Act. Such categories include, but are not limited to, police officers, firefighters and employees of the Department of Correction. If you believe your residential address is exempt under this law, make a check mark in the box. ☐

For All Candidates

Check the box below that indicates which standard of qualification applies (only one required) and submit a letter from your employer or department, on letterhead, documenting your years of experience.

CGS Section 29-298(a) establishes minimum standards of qualification for fire code inspectors, fire investigators and fire marshals:

- ☐ At least three years experience in fire suppression or fire prevention activities
- ☐ At least three years experience in responding and controlling the release or potential release of hazardous materials
- ☐ At least three years experience in inspection activities concerning the fire safety or prevention code or hazardous materials
- ☐ At least three years experience in the investigation of the cause and origin of fires and explosions
- ☐ At least three years experience as a member of the ☐ Connecticut State Police or ☐ local police dept. _____
- ☐ Equivalent experience as determined by the State Fire Marshal and the Codes and Standards Committee

☐ Documentation approved by State Fire Marshal _____
SFM Initials

The Office of State Fire Marshal and the Office of Education and Data Management will consider applications from candidates who are sponsored by an appointing authority, as well as from candidates who are not sponsored by an appointing authority. *Preference may be given to individuals who will be appointed to a jurisdiction upon passing the Fire Code Inspector and/or Fire Investigator exam(s).*

For Candidates Sponsored by an Appointing Authority

Upon earning certification as a Fire Code Inspector and/or Fire Investigator, _____
Name of Applicant

Will be appointed to the position of _____ in the jurisdiction of _____

By signing below, I attest that s/he will be appointed to the position indicated.

Signature

Date

Printed Name and Title

IF JURISDICTION HAS MORE THAN ONE CANDIDATE, CHECK THE PRIORITY OF THIS APPLICANT: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Sponsoring Jurisdiction (Town or District) _____

Address of Appointing Authority _____ Phone _____

Email _____ Name and Number of Contact (if different) _____

Where to Send your Application and Documentation

Mail:
Connecticut Department of Administrative Services
450 Columbus Blvd—Suite 1306
Hartford, CT 06103

Email:
OEDM@ct.gov
Subject: Challenge Exam

Fax:
860-920-3093
Attention: Challenge Exam

For Office Use Only ☐ Approved ☐ Denied ☐ Approved ☐ Denied
Date Received OEDM Initials/Date SFM Initials/Date

For application questions contact Maria Baez at 860-713-5522 or maria.baez@ct.gov

The fire challenge exams are made possible through the Code Training and Education Fund. Revenues for the fund come from assessments on the construction value of building permits.