



## INFORMATION: CHALLENGE FIRE OFFICIAL CERTIFICATION

### Fire Code Inspector Examination *and* Fire Investigator Examination

The application process has changed with the roll out of the OEDM Learning Management System (LMS). All applications must be submitted through the LMS at <https://oedmtraining.ct.gov> Paper applications will not be accepted.

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.

Exam Date	Application Deadline	Exam Location
Monday, November 7, 2022	Tuesday, September 6, 2022	Keeney Memorial Cultural Center, Wethersfield
Monday, February 6, 2023	Tuesday, December 6, 2022	Keeney Memorial Cultural Center, Wethersfield
Monday, May 1, 2023	Wednesday, March 1, 2023	Keeney Memorial Cultural Center, Wethersfield
Monday, August 7, 2023	Tuesday, June 6, 2023	Keeney Memorial Cultural Center, Wethersfield
Monday, November 6, 2023	Tuesday, September 5, 2023	Keeney Memorial Cultural Center, Wethersfield

#### REQUIREMENTS TO APPLY

- Candidate must be at least 18 years of age
- Candidate must have a high school diploma or equivalent.
- Appointing Authority (if applicable) must provide signed statement indicating that s/he will hire the applicant once the applicant has earned certification. (You'll need an electronic version to upload to the LMS.)
- 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): (You'll need an electronic version to upload to the LMS.)
  - 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 a local police department

#### 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

#### How to Apply

Go to the LMS at <https://oedmtraining.ct.gov>

If you currently hold an OEDM certification, you should have received an email with your user name and password to the LMS. (If you did not get this email, send a message to [OEDMLearn@ct.gov](mailto:OEDMLearn@ct.gov) and someone will assist you. **Do not create a new account, as it will not be tied to your training information**)

If you do not have an OEDM certification, you will have to create a new LMS account. Directions on logging in can be found at <https://portal.ct.gov/> and search OEDM LMS



<https://oedmtraining.ct.gov>

Once you are in the LMS, click on **SUBMIT APPLICATION** in the left navigation menu. Next, click on **Request Credential Application** which will take you through a series of drop-down and fill-in questions. You will need the following **electronic files** to complete the application (number 1 is mandatory):

1. Letter from your employer documenting at least three years of experience (see front page)  
*(if you already have a fire certification, you can submit a blank document as you have already met this requirement)*
2. Letter from your jurisdiction stating that you will be hired upon certification.

All applicants will receive an email informing them if they are confirmed or denied. If accepted, the email will include the exam title, date, time and directions. To be admitted into the exam, you must print your acceptance email and bring it with a photo ID to the test site. Laptops and tablets are not allowed.

If you have questions about log in, please email [OEDMLearn@ct.gov](mailto:OEDMLearn@ct.gov), if you have question about the application process, email [OEDM@ct.gov](mailto:OEDM@ct.gov)

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 will be given to individuals who will be appointed by a jurisdiction upon successful completion of the Fire Code Inspector and/or Fire Investigator exam(s).*

*The 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.*



## Office of Education and Data Management (OEDM) Testing Policy For All Fire Certification Examinations

Both the Fire Investigator and Fire Code Inspector Challenge Exams have written components. The Fire Investigator challenge exam also includes a practical assessment. The Fire Code Inspector exam is written only.

**Written Certification Finals:** The Fire Investigator written exam is closed book; the Fire Code Inspector written exam is open book. An overall average passing score of 70%, as well as a passing score of 65% for each written exam section is required for Fire Investigator and Fire Code Inspector certifications.

If a candidate for Fire Investigator or Fire Code Inspector achieves the minimum overall score on their written certification exam, but fails to earn 65% on up to two of the five exam sections, s/he will be required to retake only the sections scored at less than 65%. If the candidate fails to earn 65% on three of the exam sections, s/he will be required to retake the entire exam.

**Practical Certification Finals:** Exam candidates must pass the written Fire Investigator exam before taking the practical exam. The Fire Investigator practical assessment has eight tasks that are evaluated. The candidate must pass all eight practical task evaluations. Each evaluation is graded Pass/Fail; numerical grades are not assigned. If a candidate fails a task evaluation, s/he has one opportunity to retake the evaluation of that task (on the same day). Once the candidate has passed the written exam, s/he will be eligible to take the practical evaluation. When they have passed both the written and practical Fire Investigator exams, they will be certified. If s/he fails the retake, the candidate will have the opportunity to retake the entire practical assessment the next time it is offered (twice annually). All candidates for Fire Investigator must pass both the written and practical exams to become certified.

All final grade letters will be sent to the exam candidate, and will include his/her numerical score. An unexcused absence from either a written or practical exam is equal to a score of 0% and counts as a failed exam. Candidates are allowed to take an exam only three times in a two-year period, including Section exams. Candidates must wait one calendar year after the date of the third failed exam before being admitted to take the exam again.

Certification Exam Title	Test Duration	Number of Questions	Minimum Section Score	Minimum Overall Score	Types of Questions
Fire Investigator (Written)	4 hrs.	100	65%	70%	Multiple Choice, True/False
Fire Investigator (Practical)	2 hrs.	8 Tasks	Pass	Pass	Application
Fire Code Inspector	5 hrs.	100	65%	70%	Multiple Choice, True/False

### Approved Reference Materials for the Fire Code Inspector Written Examination

2021 Connecticut State Fire Safety Code	2021 Connecticut State Fire Prevention Code	2019 NFPA 13 and 72
CGS Title 29 Chapter 541	OSFM Policy Directives 1, 3, 5 and 10	2020 NFPA 25
Connecticut Fireworks Regulations	Connecticut Explosives Regulations	2021 NFPA 54
Current Connecticut Amendments to the Fire Safety and Fire Prevention Codes		

DAS conforms to provisions of the Americans with Disabilities Act in providing qualified individuals with accommodation to take exams. Contact Michael Fullerton at [michael.fullerton@ct.gov](mailto:michael.fullerton@ct.gov) or (860) 713-6437 immediately upon submitting an application for an exam to request special testing accommodations. The candidate should be prepared to provide a description and documentation of his or her specific needs.