



California

Office of State
Fire Marshal
Fire Engineering
& Investigations

Candidate Handbook

December 2018

STATE LICENSING INFORMATION

Candidates may contact the Office of the State Fire Marshal - Fire Engineering & Investigations Division with questions about obtaining or maintaining a license after the examination has been passed.

OSFM - Fire Engineering & Investigations (CAL FIRE)

PO Box 944246
Sacramento, CA 94244-2460

Phone

(916) 568-3800

Email Contacts

Fire Sprinklers/Extinguishing Systems
aes@fire.ca.gov

Fireworks/Pyrotechnics
fwx@fire.ca.gov

Flame Retardant Chemicals and Fabrics
fr@fire.ca.gov

Motion Picture and Entertainment Unit
mp@fire.ca.gov

Portable Fire Extinguishers
fe@fire.ca.gov

Website

<http://osfm.fire.ca.gov/strucfireengineer/strucfireengineer>

EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

Pearson VUE / OSFMFEI (CAL FIRE)

Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437

Phone

(888) 251 4264

Email

pearsonvuecustomerservice@pearson.com

Website

www.pearsonvue.com

QUICK REFERENCE

APPLICATIONS AND APPROVAL

For information regarding how to apply for your license, please visit the CAL FIRE Office of the State Fire Marshal Fire Engineering and Investigations Website at <http://osfm.fire.ca.gov/strucfireengineer/strucfireengineer>.

EXAM RESERVATIONS

Before making an exam reservation

Candidates should thoroughly review this candidate handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process. *Special Exam Accommodations* must be approved prior to making an exam reservation (detailed on page 4).

Making an exam reservation

Candidates may make a reservation by visiting <http://www.pearsonvue.com/ca/fire>.

Candidates should make a reservation at least 24 hours before the desired examination date.

If you have problems making your reservation online, you may call (888) 251-4264 for assistance.

Canceling or Re-scheduling a Reservation

For more information, please see the *Change/Cancel Policy* (page 4).

EXAM DAY

What to bring to the exam

Candidates should bring to the examination proper identification and a copy of their Authorization to Test Letter (ATT) and any other materials as dictated by the state licensing agency. The *Authorization to Test* letter can be presented as either hardcopy or softcopy (email). A complete list appears in the section - *What to Bring*.

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins.

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OVERVIEW

The candidate handbook is a useful tool in preparing for an examination.

It is highly recommended that the CAL FIRE Office of the State Fire Marshal Fire Engineering and Investigations (OSFM FEI) Candidate Handbook be reviewed, with special attention to OSFM FEI policies and procedures, before taking the investigation.

Individuals who wish to obtain an OSFM Fire Engineering & Investigations certification must:

1. Read this handbook.

This handbook contains important information regarding certification and examination reservations as well as examination policies and procedures.

2. Make an examination reservation.

For all available exams, go online to <https://wsr.pearsonvue.com/testtaker/registration/SelectExamPage/OSFMFEI?conversationId=2150930> to make a reservation.

You will be required to pay an examination fee of \$53 at the time of the reservation. This applies to all examinations.

3. Go to the test center.

Go to the test center on the reserved day to take the examination, bringing along proper identification. If the scheduled examination is not taken, the examination fee of \$53 will be forfeited. An additional examination fee must be paid once another examination is scheduled.

INTRODUCTION

CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination, or may contact the OSFM FEI with questions about obtaining certification.

FOR STATE CERTIFICATION OSFM - Fire Engineering & Investigations (CAL FIRE) PO Box 944246 Sacramento, CA 94244-2460 Phone: (916) 568-3800		
Email Contacts		
Fire Sprinklers/Extinguishing Systems aes@fire.ca.gov	Motion Picture and Entertainment Unit mp@fire.ca.gov	
Fireworks/Pyrotechnics fwx@fire.ca.gov	Portable Fire Extinguishers fe@fire.ca.gov	
Flame Retardant Chemicals and Fabrics fr@fire.ca.gov		
FOR EXAMINATIONS Pearson VUE/OSFMFEI (CAL FIRE) 5601 Green Valley Dr., Bloomington, MN 55437		
Phone: (888) 251 4264	Website: www.pearsonvue.com	Email: pearsonvuecustomerservice@pearson.com

Live Chat is available to address your support inquiries and is the quickest way to reach a customer service agent. It's available from 8:00 AM through 5:00 PM Central Time, Monday through Friday, subject to change during locally designated holidays.

Please visit <https://home.pearsonvue.com/ca/fire> for further information.

LICENSING INFORMATION

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

Office of the State Fire Marshal - Fire Engineering & Investigations Division

The OSFM FEI is the licensing and certification authority for statewide programs which include Portable Fire Extinguishers, Flame Retardant Chemicals and Fabrics, Automatic Fire Extinguishing Systems, Fireworks, and Motion Picture and Entertainment.

Examinations are required components of the OSFM FEI licensing and certification program. The examinations are computer-based assessments of knowledge, competencies, and skills, and use a multiple-choice format. As preparation for OSFM FEI examinations, recommended courses and/or study materials are available.

For more information on these programs and individual licensing requirements, visit our website <http://osfm.fire.ca.gov/strucfireengineer/strucfireengineer>.

To access your OSFM FEI GOVMotus account, go to <https://calfire.govmotus.org/>.

GOVMotus is a Web-based Software as a Service (SaaS) solution that provides solutions to manage, automate, and track community development processes. With standard packages or tailored configuration, GOVMotus is designed for permitting and licensing functions that replace complex time-consuming paperwork.

EXAM RESERVATIONS

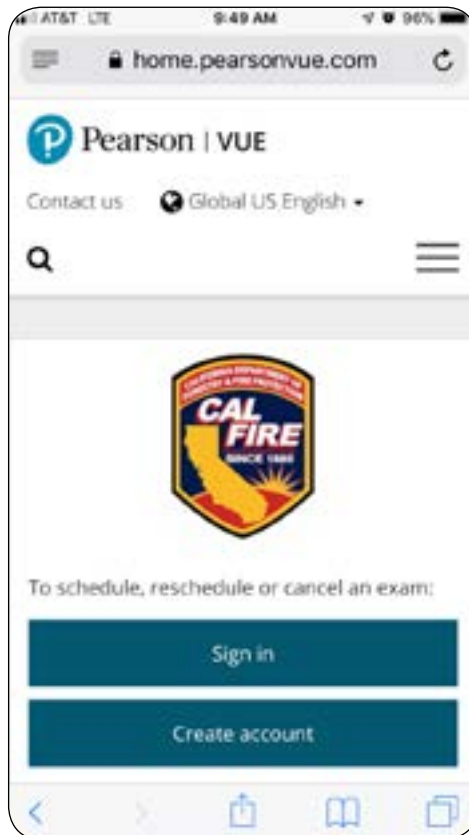
EXAM AUTHORIZATION EXPIRATION

Candidates must be authorized by OSFM FEI to test. You will receive from Pearson VUE an email authorization letter. This will specify the examination you are authorized together with an eligibility start date and an eligibility end date. Between the start and end date is the window in which you will be able to schedule your examination. If you do not schedule during this time and the eligibility end date is passed, you must re-apply to the OSFM FEI Division to receive a new authorization.

ONLINE RESERVATIONS

Candidates are required to make an examination reservation online by visiting <https://home.pearsonvue.com/ca/fire>. The site will prompt candidates to create a log-in and password before being able to make an examination reservation.

The candidate will need to fill in all required fields, which are preceded by an asterisk (*), on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the examination reservation process. Pearson VUE's website has been optimized to work on mobile devices such as phones and tablets as pictured below.



Candidates **must** make an online reservation at least twenty-four (24) hours before the desired examination date. Candidates who wish to make a phone reservation at (888) 251-4264 must do so at least twenty-four (24) hours before the desired examination date. For assistance with online reservations call (888) 251 4264.

Monday–Friday, 7:00 a.m.–10:00 p.m. CT, Saturday, 7:00 a.m.–4:00 p.m. CT, and Sunday, 9:00 a.m.–3:00 p.m. CT; closed on local holidays.

ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at accommodationspearsonvue@pearson.com.

CHANGE/CANCEL POLICY

Candidates should go online at least forty-eight (48) hours before the examination to change or cancel a reservation. **Candidates who change or cancel a reservation without proper notice will forfeit the examination fee.** Candidates are individually liable for the examination fee once a reservation has been made, whether individually or by a third party.

ABSENCE/LATENESS POLICY

Candidates who are absent from or late to an examination may be excused for the following reasons:

- Illness of the candidate or that of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to the *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes the Pearson VUE test center inaccessible or unsafe, the examination may be delayed or canceled. Pearson VUE will notify and reschedule candidates in the case of severe weather.

EXAM DAY

REQUIRED MATERIALS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

WHAT TO BRING

Required Materials

All candidates are required to bring one *Acceptable Form of Candidate Identification* to the test center on the day of examination.

Acceptable Forms of Candidate Identification

Candidate must present **one (1)** form of current unexpired identification. The name on the identification must exactly match the name on the registration. The identification must be in English, government issued, photo-bearing with a valid signature.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport cards
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and you will be photographed for the confirmation.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as prohibiting candidates from retaking the examination and/or denying certification.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the OSFM FEI's certification requirements.

Once candidates are familiar with the examination unit, they may begin the examination. The examination begins the moment a candidate looks at the first question. Candidates will have sufficient time to complete the examination. After the examination time has expired, the examination unit will automatically turn off.

RESULTS

Candidates will leave the test center with an acknowledgement letter that the examination was taken. Results will be sent from OSFM FEI within ten (10) working days. Pearson VUE and/or testing center staff cannot answer any questions about results or licensing. Please direct any questions to the appropriate OSFM FEI program email address.

TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- The exams do not require a calculator, but candidates may request a calculator from the test center staff if they wish. Personal calculators will **not** be permitted in the test center.
- Studying **is not** allowed in the test center.
- Visitors, children, family or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, they will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are not allowed access to other items, including but not limited to, cellular phones, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

ABOUT THE EXAM

All examination questions are the property of the OSFM FEI and candidates are forbidden under federal copyright law to copy, reproduce, record, distribute or display these questions by any means, in whole or in part, without written permission.

The examinations contain *pretest questions*, on which statistical information is being collected for use in constructing future examinations. Pretest questions are distributed throughout the examination, and responses to them do not affect candidates' scores.

PRETEST QUESTIONS

The examination will contain pretest questions. Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. Responses to pretest questions do not affect the score. Pretest questions are mixed in with the scored questions and are not identified.

SCORE REPORTING

Scores will be sent to candidates within ten (10) working days from OSFM FEI. Candidates will only receive an examination receipt from the test center having completed the examination.

RETAKE AN EXAM

Candidates who fail the exam must be re-authorized by the OSFM FEI before they are permitted to schedule it again.

QUESTIONS OR COMMENTS ABOUT THE EXAM

Pearson VUE and/or testing center staff cannot answer any questions about results or licensing. Please direct any licensing questions to the appropriate OSFM FEI program email address.

Candidates who have questions, comments, or concerns about the examinations, or who wish to verify any data held in Pearson VUE files, should direct written inquiries to Pearson VUE at the address listed on the inside front cover of this handbook.

In all correspondence, candidates should provide their name and address. If questions or comments concern an examination already taken, they should also include:

- the name of the examination
- the date the examination was taken
- the location of the test center

TEST CENTERS

WHERE YOU CAN TEST			
City	Site Name	City	Site Name
Alhambra	Pearson Professional Centers-Alhambra (LA) CA	Orange	NR Computer Learning Center
Anaheim	Pearson Professional Centers-Anaheim CA	Orland	Glenn Adult Program
Anaheim	Quality Tutoring Services	Oroville	Butte College Regional Testing Center
Anaheim	New Horizons Computer Learning Center	Palm Desert	College of the Desert - PaCE
Arcata	Humboldt State University	Paramount	Paramount Adult School
Auburn	Placer Union High School District	Pasadena	Pearson Professional Centers-Pasadena (LA) CA
Bakersfield	Bakersfield College	Pasadena	CIS Academy
Bakersfield	ARRC Technology	Pico Rivera	El Rancho Education Center
Bakersfield	Kings Academic Boot Camp	Pittsburg	Pittsburg Unified School District
Baldwin Park	Baldwin Park Adult and Community Education	Placerville	El Dorado County Office of Education
Bishop	Eastern Sierra College Center - Bishop Campus	Pleasanton	NetCertExpert, Inc
Bloomington	Colton Joint Unified Adult School	Redding	Shasta College
Burbank	New Horizons Computer Learning Center	Redding	Pearson Professional Centers-Redding CA
Calexico	San Diego State University Imperial Valley Campus	Redlands	Pearson Professional Centers-Redlands (LA) CA
Calimesa	Simplex United Business and Career Center	Redlands	Colton-Redlands-Yucaipa Regional Occup Program
Campbell	California South Bay University	Redwood City	Seaport Computer Lab & Conference Center
Canoga Park	EdNet Career Institute, Inc.	Ridgecrest	Cerro Coso Community College
Cathedral City	Mayfield College	Rosamond	Rosamond High Testing Center
Ceres (Modesto)	Wise Guys PC Training	Roseville	Pearson Professional Centers-Roseville (Sacramento)
Cerritos	ABC Adult School	S. El Monte	EZ Network Systems
Chatsworth	Expert Networks Inc	Sacramento	IS, Inc.
Chino	Chino Valley Adult School	Sacramento	Pearson Professional Centers-Sacramento CA
Chula Vista	Chula Vista Adult School	Sacramento	Elk Grove Adult and Community Education
Citrus Heights	National Career Education	Sacramento	Pearson Professional Centers-Sacramento (North) CA
City of Industry	ASI Networks, Inc.	Salinas	Alliance Career Training Solutions
Colton	Copernicus	Salinas	Salinas Union High School District -Salinas Ed Ctr
Culver City	Pearson Professional Centers-Culver City CA	San Diego	Pearson Professional Centers-San Diego CA
Daly City	Pearson Professional Centers-Daly City CA	San Diego	Pearson Professional Centers-San Diego (North) CA
Daly City	Jefferson Union High School District	San Diego	California Institute of Arts and Technology
Downey	Downey Adult School	San Diego	New Horizons Computer Learning Center

WHERE YOU CAN TEST

City	Site Name	City	Site Name
El Cajon	Foothills Adult Education Center - El Cajon (Main)	San Diego	Learnsoft Technology Group Inc.
El Centro	Central Union Adult School	San Diego	California College San Diego - San Diego Campus
El Monte	El Monte-Rosemead Adult School	San Diego	San Diego Futures Foundation
El Monte	Central State University of Bus. and Tech	San Diego	Janus Networks, Inc
Encino	USA Expedition	San Diego	American Certifications College
Escondido	Escondido Adult School & ROP	San Diego	Pearson Professional Centers-San Diego (Kearny) CA
Fairfield	Pearson Professional Centers-Fairfield CA	San Dimas	Pearson Professional Centers-San Dimas (LA)
Fairfield	Fairfield-Suisun Adult School	San Francisco	Pearson Professional Centers-San Francisco
Fremont	Amfasoft Corporation	San Francisco	City College of San Francisco - Mission Ctr
Fresno	Pearson Professional Centers-Fresno CA	San Jose	Silicon Valley Adult Education
Fresno	Fresno Adult Sch Cesar Chavez Education Center	San Jose	Dynamics Edge, Inc
Fresno	Central Unified School District	San Jose	International Technological University
Garden Grove	Coastline Community College	San Luis Obispo	Clever Ducks - San Luis Obispo
Gardena	Pearson Professional Centers-Gardena (LA) CA	San Marcos	Pearson Professional Centers-San Marcos CA
Glendale	Integrated Digital Technologies Corp.	San Marcos	California College San Diego - San Marcos Campus
Glendale	Brand Consulting Group, LLC	San Mateo	Pearson Professional Centers-San Mateo CA
Hayward	Hayward Adult School	Santa Ana	Qbics Career College
Hesperia	Hesperia Adult School	Santa Ana	Amfasoft Corporation
Huntington Beach	999 Testing Center	Santa Clara	A&A Computers, Inc.
Inglewood	ABCO Technology	Santa Clara	Questivity Inc
La Puente	Hacienda La Puente Adult Education	Santa Clara	Sicher Global Solutions Inc
La Quinta	Synergy Information Solutions	Santa Clarita	Santa Clarita Community College District
Lake Forest	Pearson Professional Centers-Lake Forest (LA) CA	Santa Maria	Pearson Professional Centers-Santa Maria CA
Lakewood	National Polytechnic College	Santa Rosa	Empire College
Lancaster	Antelope Valley Adult School	Seaside	Monterey Adult School
Larkspur	Tamalpais Adult School	Simi Valley	Simi Valley Adult School and Career Institute
Los Angeles	Learnet Academy	Sonora	Tuolumne County Superintendent of Schools
Los Angeles	Online Edugo, Inc.	Taft	Taft College
Los Angeles	Global Educational Placement Services	Tarzana	American University Connection
Los Angeles	Universal Healthcare Careers College	Thousand Oaks	Conejo Valley Adult School
Lynwood	Lynwood Community Adult School	Tracy	Tech 4 Good

WHERE YOU CAN TEST

City	Site Name	City	Site Name
Marysville	Yuba College	Tustin	Irvine Valley College
Milpitas	Pearson Professional Centers-San Jose(Milpitas) CA	Ukiah	Ukiah Adult School
Mountain View	Mountain View - Los Altos Adult School	Van Nuys	Giligia College
National City	California College San Diego-National City Campus	Ventura	Ventura Adult and Continuing Education
National City	California Institute of Arts & Technology	Visalia	Pearson Professional Centers-Visalia CA
Northridge	California State University Northridge	Visalia	San Joaquin Valley College
Novato	Novato Adult School	Vista	Vista Adult School
Oakland	Pearson Professional Centers-Oakland CA	Walnut	Mt San Antonio College
Oakland	The Stride Center	Weed	Siskiyou Training & Employment Program Inc
Ontario	Pearson Professional Centers-Ontario (LA) CA	WestLake Village	Pearson Professional Centers-Westlake Village (LA)
Ontario	SWS Group Inc.	Woodland	Woodland Adult Education

GENERAL EXAM INFORMATION

CANDIDATES SHOULD GO ONLINE AT WWW.PEARSONVUE.COM TO MAKE AN EXAM RESERVATION.

OFFICE OF THE STATE FIRE MARSHAL FIRE ENGINEERING & INVESTIGATIONS	
Exam Series Code	Exam Title
OSFMFEI01	AES - Fire Sprinkler Fitter Certification
OSFMFEI02	Fire Extinguisher Type 1 <i>(unavailable at at this time)</i>
OSFMFEI03	Fire Extinguisher Type 2
OSFMFEI04	Fire Extinguisher Type 3
OSFMFEI05	AES - Fire Pump Certification
OSFMFEI06	Flame Retardant Applicator - General
OSFMFEI07	Flame Retardant Applicator- Limited
OSFMFEI08	Fireworks - Operator Trainee
OSFMFEI09	Fireworks - Special Effects 1st Class
OSFMFEI10	Fireworks - Special Effects 2nd Class
OSFMFEI11	Fireworks - Special Effects 3rd Class
OSFMFEI12	Fireworks - Restricted Commercial
OSFMFEI13	Fireworks - Unrestricted Commercial <i>(unavailable at this time)</i>
OSFMFEI14	Fireworks - Basic Commercial
OSFMFEI15	Fireworks - Theatrical Trainee
OSFMFEI16	Fireworks - Theatrical
OSFMFEI17	Fireworks - Performer
OSFMFEI18	Fireworks - Rocket 1st Class <i>(unavailable at this time)</i>
OSFMFEI19	Fireworks - Rocket 2nd Class
OSFMFEI20	Fireworks - Rocket 3rd Class

PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

New Year's Day	Memorial Day	Labor Day	Christmas Day
Martin Luther King, Jr. Day	Independence Day	Thanksgiving	