



Louisiana Fire & Emergency Training Academy Certification Division

6868 Nicholson Drive • Baton Rouge, LA 70820
Office: 225-334-6282 Fax: 225-334-6065

Written Certification Test Date Request Form

(Only for agencies that have already been approved as an LFETA Certification Test Site)

Department/Agency Requesting Test Dates	FDID (If applicable)	Requested Site (and specific name of room/classroom # if applicable)
Requester's Name	Title	Email Address
Phone Number of Requester	Phone Number of Facility	Contact at Facility (If different from Requester)

Test Dates Requested (Must be requested 30 days prior):

Request date(s) and time(s) of the exam: (Can request up to 8 dates at once with 1 backup per request)

	Date	Time	Backup Date (with same time)	Open to public?(goes on website, yes or no)
1				
2				
3				
4				
5				
6				
7				
8				

Requested test dates will be approved or denied based on the following factors:

- The volume of testing already being conducted during the requested time frame
- Already scheduled testing or simultaneously requested testing at another facility during the same time frame that is within 50 miles of your approved test site
- Proctor availability
- Any other calendar items or Certification office needs that interfere with the office's ability to prepare for the requested test date

Please note that if your approved facility is granted a testing date, the minimum of 10 testers rule will apply. If there are not 10 testers registered prior to the deadline for test registration (1 week prior to test date), the test date will be cancelled and all registered testers will be notified.

By signing below, I understand the policies and procedures of requesting certification test dates

Printed Name	Signature	Date

For Certification Office Use Only:

Date Received:	Date Processed:	Approved By: