

Testing Policy

This policy applies to the following courses:

- **Firefighter I**
- **Firefighter II**
- **Hazardous Materials Awareness/Operations**
- **Wildland Firefighter I**

The candidate is allowed three (3) opportunities to pass each Certification exam upon completion of a course. The Certification Testing Coordinator may withhold consideration of the third test application until there is an opportunity to confer with the candidate, the candidate's fire chief or supervisor, and any instructors involved in the candidate's training. Failure to pass an exam on the third attempt will require the candidate to repeat the course in order to be eligible for further testing. Each enrollment in the class will allow three (3) attempts to pass the exams.

Retests are allowed for written and skills exams. However, the candidate must have taken both exams to be eligible to retest for either. Retests can be scheduled during the open test days, which are scheduled monthly. The candidate must submit an NMFTA standard application form 30 days prior to the exam. All test results are entered into the student database and become a permanent part of the candidate's transcript.

The candidate may not retest for an exam for at least thirty (30) days. The candidate has a maximum of one (1) year to successfully complete each exam from the date of the first attempt. Failure to pass the exams within this time allotment will require the candidate to repeat the course to be eligible for further testing.

This policy applies to the following courses:

- **Fire Officer I**
- **Fire Officer II**
- **Instructor I**
- **Instructor II**
- **Fire Investigator I**
- **Hazardous Materials: Technician**
- **Rope Rescue: Technician**
- **Fire Inspector I**

The candidate is allowed one (1) additional opportunity to pass the WRITTEN Certification exam. Failure to pass the exam on the retest attempt will require the candidate to repeat the course. Each enrollment in the class will allow one (1) retest in addition to the exams offered during the course.

Retests are allowed for written exams ***ONLY***. However, the candidate must have taken both the written and skills exams to be eligible to retest. Retests can be scheduled during the open test days scheduled monthly. The candidate must submit an NMFTA standard application form 30 days prior to the exam. All test results are entered into the student database and become a permanent part of the candidate's transcript.

The candidate may not retest for the exam for at least thirty (30) days after course completion. The candidate has a maximum of one (1) year from the date of course completion to successfully complete each exam. Failure to pass the exam within this time allotment will require the candidate to repeat the course

30-Day Rule

In order for a requested course to happen, it is necessary that all paperwork and applications, such as the Adjunct Course Request Form and ALL student Applications, be received by the Academy at least *30 days prior* to the start date of the course. In addition, the minimum enrollment for that course must be met at least 30 days before the class is to start.

Course Fees

Course fees ***will not apply*** to those students who are members of New Mexico Municipal or County Fire Departments listed by the State Fire Marshal's Office as receiving state funding or on probation, or to those students who are employees of a New Mexico State Agency. Applications must include the applicant's signature, as well as the signature of the department chief, supervisor or supervising officer. Otherwise, the applicant will be considered unaffiliated and be charged the appropriate fee.