



CANDIDATE INFORMATION BULLETIN

INTRODUCTION

The Tennessee Department of Commerce & Insurance, later referred to as the State, is responsible for licensing and regulating of Explosive Blasters, Limited Blasters, Portable Fire Extinguisher Specialists, Fixed Fire Extinguisher Specialists and Liquefied Petroleum Gas Dealers (LPG) Classes I, II, III and IV. The State has contracted with Professional Credential Services, Inc. (PCS) to provide testing administration and score reporting for these professions.

APPLICATION AND EXAMINATION PROCESS

Step 1 – Obtain a Licensure Application from the State.

Step 2 – Submit Licensure Application and application fee to the State. The State evaluates applications and determines an applicant's eligibility. The State notifies applicants if they are ineligible. Eligible applicants will receive a Scheduling Form along with their approval notice from PCS.

Step 3 -- Eligible applicants submit the Scheduling Form and examination fee(s) to PCS.

Step 4 – Eligible applicants are scheduled for the next available examination by PCS. PCS will mail eligible applicants an admission packet, approximately 7 days prior to the examination. Admission packets contain an admission card, testing instructions and a site map.

Step 5 – Candidates will test at their assigned site location.

Step 6 – PCS will mail score results to candidates and the State within 10 business days of the examination.

Step 7 – The State will continue processing licensure applications for passing candidates.

REFERENCE MATERIALS

All examinations are OPEN BOOK **except Blasters and Limited Blasters.**

- LP Gas candidates may bring their own copy of National Fuel Gas Code, Standard for Storage and Handling of LP Gas, NFPA 54-2006, and NFPA 58-2008, for use during the examination.
- Fire Extinguishing candidates may bring their own copies of NFPA(P) 10-2007, NFPA(F) 12-2008, NFPA(F) 12A-2004, NFPA(F) 17-2002, NFPA(F) 17A-2002, NFPA(F) 2001-2008, and NFPA(F) 96-2008, for use during the examination.
- PCS **WILL NOT** provide any reference materials. Candidates will **NOT** be allowed to have any unspecified materials. ***Materials brought into the examination room must have all pen or pencil markings, already in the manuals, highlighted (any color).***
- Manufactured Home Retailers and Installers examination is also OPEN BOOK. Candidates may bring their own books/materials. ***Materials brought into the examination room must have all pen or pencil markings, already in the manuals, highlighted (any color).*** PCS will provide Manufactured Home candidates with the following reference material: *NCSBCS/ANSI A225.1-1994, Manufactured Home Installations*, for use during the examination.

EXAMINATION FEES

\$160.00 – Payment must be made with either VISA/MasterCard or certified check/money order/company check made payable to PCS. The candidate's social security number must be posted on the check or money order. Candidates taking both the Fixed and Portable Fire Extinguishers examinations on the same day, the examination fee will be \$320.00. Examination fees will **NOT** be refunded for any reason.

EXAMINATION DATES

Examinations are administered by PCS every second Tuesday of each month. The **deadline date for the examinations is always the last Tuesday of each month.** Completed Scheduling Forms and fees must be **received** before or on the last Tuesday of each month (two weeks prior to the examination date).

EXAMINATION SITES

On the Scheduling Form, candidates will indicate their **first**, **second** and **third** examination site choices from the list below. Please note: there is no guarantee candidates will be assigned their first choice. Failure to mark a second and third site choice could result in a delay in testing. You will be assigned to the first available testing date for one of the site choices indicated on the scheduling form.

Chattanooga, TN
Jackson, TN
Johnson City, TN

Knoxville, TN
Memphis, TN
Nashville, TN

CANDIDATES PLANNING TO TAKE TWO EXAMINATIONS ON THE SAME TESTING DATE

If you plan to take two examinations on the same date, the **ONLY** site available is the Nashville, TN site. For example, if a candidate is approved for both the Portable and Fixed Fire Extinguishers examinations and choose to take both of them on the same day, the only examination site available to accommodate this request is the Nashville, TN site.

The **first** examination will start at 9:00 a.m. and candidates will need to report at 8:25 a.m. Candidates will be allotted 3 hours to test for each examination. If candidates finish early, they will need to leave the site until reporting time for the second examination. The **second** examination start at 1:00 p.m., and candidates will need to report back at 12:25 p.m.

SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act (ADA), examination administration modifications are available for candidates who qualify. PCS must receive a completed ADA Accommodation Request Form along with written qualifying documentation, from a proper health care professional, verifying the need for the special accommodation requested. The ADA Accommodation Request Form is available upon request from PCS. The proper documentation needed is explained in the ADA Accommodation Request Form.

Please allow **at least** 10 business days (date of receipt of all documentation to the notification date of accommodations granted) for special accommodations processing. Candidates will then be scheduled for the next examination.

REFUND POLICY

Examination fees are non-refundable. Postponement or transfer of fees is not allowed. Failure to take the examination for which candidates are scheduled will result in a forfeiture of fees. To schedule for a future examination please submit another Scheduling Form and examination fee.

CORRESPONDENCE

Please contact the State of Tennessee with questions **regarding the licensure application or eligibility**:

State of Tennessee
Department of Commerce and Insurance
Division of Fire Prevention
Permits and Licensing Unit
500 James Robertson Parkway
Third Floor
Nashville, TN 37243-1159

Phone: 615-741-1322
Fax: 615-741-1583
Website: www.tn.gov

Please contact PCS with questions **regarding the examination administration**:

PCS
TN Fire Prevention Coordinator
P.O. Box 198689
Nashville, TN 37219-8689

Phone: (toll-free) 877-U-TRY-PCS (877-887-9727)
Fax: 615-846-0153
Website: www.pcshq.com