



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, 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 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 – Examine at the assigned site location.

Step 6 – PCS mails scores to examinees and the State within 10 business days of the examination.

Step 7 – The State will continue processing the licensing application of passing examinees.

REFERENCE MATERIALS

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

- LP Gas examinees 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.
- Fixed (F) and Portable (P) Fire Extinguishing examinations are now OPEN BOOK examinations also. Fire Extinguishing examinees 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.
- PCS **WILL NOT** provide any material. Examinees will not be allowed to have any materials not specified. **Materials brought into the examination room must have all pen or pencil markings, already in the manuals, highlighted (any color).**
- Manufactured Home examination is also open book. Examinees 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 examinees with a reference, *NCSBCS/ANSI A225.1-1994, Manufactured Home Installations*, for use during the examination.

EXAMINATION FEES

\$160.00 – Payment must be a VISA/MasterCard or a certified check/money order/company check made payable to PCS. The applicant's social security number must be posted on the check or money order. Persons taking two exams, Fixed and Portable Fire Extinguishers on one day will owe \$320. 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 first, second and third examination site choices from the list below. Please note there is no guarantee candidates are assigned to 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

PERSONS PLANNING TO TAKE TWO EXAMS ON ONE TESTING DATE

If you plan to test for two exams on the same date, the only site available for this is the Nashville, TN site. If a person is approved for both the Portable and Fixed Fire Extinguishers examinations and you choose to take both of them on the same day, the only site that is set up for this procedure is the Nashville, TN site. The first exam would begin at 9:00 a.m. and would need to report by 8:25 a.m. they have up to 3 hours to take the exam if finished early they would leave the site and return for the second exam and it would begin at 1:00 p.m. and they would 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 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

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
Web site: www.state.tn.us

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

(mailing address)
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
Web site: www.pcshq.com