

- Rewrites are only granted to those students who scored **60% to 69%** on the original exam.
- Rewrites must be rescheduled within **6 MONTHS** of the original exam date and must be received by the OFC **2 WEEKS** prior to the proposed rewrite date.
- Rewrite applications must be submitted by the training host or approved training provider on behalf of the student.
- For more information, go to: [www.ofc.alberta.ca/certification-rewriting-exam-skills-evaluation](http://www.ofc.alberta.ca/certification-rewriting-exam-skills-evaluation).

HOST INFORMATION			
Host Department Name		Contact Name (first and last)	
Email		Contact Number (with area code)	
Approved Training Provider / School (if applicable)		Contract # (if applicable)	
REWRITE INFORMATION			
Date of rescheduled exam		Date of original exam	
NFPA #	Level (e.g., Operations, Fire Fighter I, Pumper)	Students to Rewrite (first and last names)	Total # Exams
PROCTOR INFORMATION			
All proctors must NOT have been involved in the training and must NOT be related to, married to (legally or common-law) or otherwise personally associated with any of the candidates writing the exam. The exam package and Proctor Agreement will be sent to the proctor.			
Surname	First Name	Middle Name	
Shipping Address (for delivery by courier)		Business Name (if shipping to a business)	
Town / City	Province / Territory	Postal Code	
Email		Contact Number (with area code)	
INVOICE INFORMATION (May not apply to those testing through an approved training provider.)			
After the exams have been marked, the training host will be invoiced by email through the contact person listed below. All student marks and scoring summaries will be sent at this time. <b>The OFC will charge based on the total number of exams marked.</b>			
Invoice Recipient	Department / Company / School	Contact Number ( )	
Email		Purchase Order # / Contract #	
Training hosts can pay for the exams after they have received the invoice by mailing a cheque or money order payable to the Government of Alberta OR by emailing the OFC to request payment by credit card (the OFC will send a link to a secure payment page).			
<b>Office of the Fire Commissioner</b> <b>16<sup>th</sup> floor, Commerce Place</b> <b>10155-102 Street</b> <b>Edmonton, AB T5J 4L4</b>		<b>email: <a href="mailto:ofc.certificationexam@gov.ab.ca">ofc.certificationexam@gov.ab.ca</a></b>	

This collection of personal information is necessary to support the certification and accreditation programs of the Office of the Fire Commissioner. The collection is authorized under Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions in the Act. If you have questions regarding the collection of your personal information, please send your inquiry to the Office of the Fire Commissioner, 16<sup>th</sup> Floor, Commerce Place, 10155 – 102<sup>nd</sup> Street, Edmonton, AB, T5J 4L4 or email [ofc.certificationexam@gov.ab.ca](mailto:ofc.certificationexam@gov.ab.ca).