Student Applies for an Exam Training Guide

1. Login to system Using your Student Account

2. If you have registered as a student you will see the "Student Services Bar" on the top of your landing page.

3. To register to take an exam select the "Exam and Cert Application" button on the right.

Student Services

✦ Book a Dorm	✦ Exam and Cert Application

4. The system will then open the application, and you will be asked to confirm your personal demographic information.

JB **Create**
Assigned to John Bonner • In ECERT-82221 • Urgency 10

Demographics

FireTRAQ ID | Student ID
 | 1

First Name | Middle Name
John |

Last Name
Bonner

Email * | PhoneNumber
john.mi.bonner@gmail.com | 1 (817) 555-9409

Address Line1 | Address Line2
1737 W Melrose St. |

City | State
Chicago | Illinois

County | Zip Code
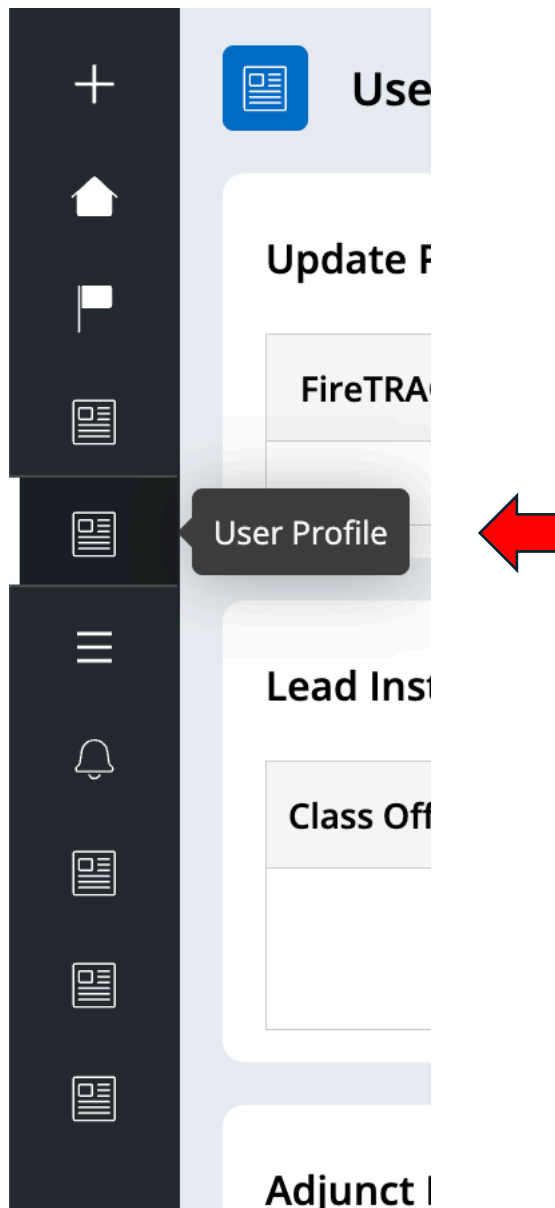Cook | 60657

Country
United States

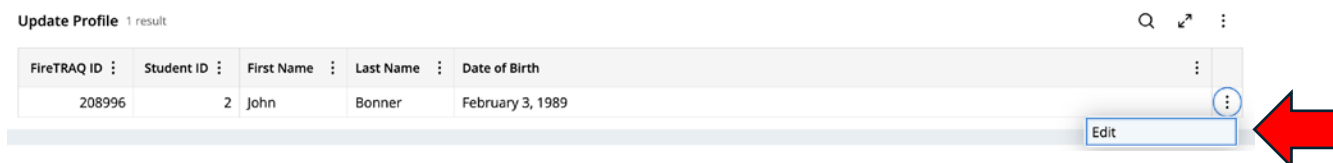☑ I confirm the above information is correct *

Cancel   Save for later   Submit

5. If the demographic information is not correct. You update the demographic information on the user profile tab.

6. Once you have selected user profile select edit using the vertical ellipses on the right-hand side of the screen.

7. This will open the data screen for you to update your address and email information.

Edit Record   ✕

Email Address *   Confirm Email Address *

john.mi.bonner@gmail.com

Alternate Email   Phone Number *

john.mi.bonner@gmail.com   (817) 715-9409

Job Title

Country *

United States   ⌄

Address Line1 *   Address Line2

1737 W Melrose St

City *   State *

Chicago   Illinois   ⌄

County

Cook

Postal Code *

60657

Cancel   Update

8. Once you have updated your profile information and update you can go back to the exam registration process. Which will now show up on your tasks list and selecting "Go"

9. This will then reopen the previous application and you can pick up where you left off.

Demographics

FireTRAQ ID
208996

Student ID
2

First Name
John

Middle Name
M

Last Name
Bonner

Email *
john.mi.bonner@gmail.com

PhoneNumber
(817) 715-9409

Address Line1
1737 W Melrose St

Address Line2

City
Chicago

State
Illinois

County
Cook

Zip Code
60657

Country
United States

☑ I confirm the above information is correct *

Cancel   Save for later   Submit

10. Once you select to submit confirm your demographic information, you will be asked to select which exam or certification you wish to sit for. Please select Fire Officer I as it is supported in the Pearson Vue Test System.

JM **Choose Exam**
Assigned to John M Bonner • In ECERT-100683 • Urgency 10

Certification Name *

✓ Select...
    160 HOUR FIREFIGHTER I
    206 HOUR FIREFIGHTER ONE
    ARFF FIREFIGHTER
    FIRE AND LIFESAFETY EDUCATOR
    FIRE CODE ADMINISTRATOR
    FIREFIGHTER I DOD EQUIV
    FIREFIGHTER II COMPLIANCE
    FIRE INVESTIGATOR I
    FIRE INVESTIGATOR II
    FIRE INVESTIGATOR PORTFOLIO
    FIRE INVESTIGATOR TASKBOOK
    FIRE OFFICER I
    FIRE OFFICER II
    FIRE OFFICER III
    FIRE OFFICER IV
    FIRESAFETY INSPECTOR I
    FIRESAFETY INSPECTOR II
    FIRESAFETY INSPECTOR III
    FLUSAR RESCUE SPECIALIST
    FORESTRY COMPLIANCE
    HAZARDOUS MATERIAL TECHNICIAN
                    ⌄

ve for later   Submit

11. Once you selected the exam you wish to apply for you can submit to move on to the next step.

12. The system will then display a read only page with all of the prerequisites for the exam you selected.

JM **Exam Requirements**
Assigned to John M Bonner • In ECERT-107302 • Urgency 10

Certification Name

FIRE OFFICER I

Certification Requirements 1 result

Description
Firefighter

Course Requirements 4 results

Description
Building Construction BFST2120
Company Officer BFST2720
Firefighting Tactics and Strategies I BFST1810
Fire Service Course Delivery BFST1740

Attachment Requirements

Attachment *	Description
[ ] 📎	Taskbook

Attachment Requirements

Attachment *	Description
PDF Reconciliation Rep... ⋮	Taskbook

Requestor Comments

[   ]

(Cancel)   (Save for later) (Submit)

13. You will then be asked to add a required task book document. Once you have made the attachment you can then select to submit.

Attachment Requirements

Attachment *	Description
PDF Reconciliation Rep... ⋮	Taskbook

Requestor Comments

[   ]

(Cancel)   (Save for later) (Submit) ⬅

14. Once you submit the system will show you the fee associated with the exam. Note you do not need to pay the fee to have you certification/exam reviewed but you will need to pay the fee to have them become active.

Invoice

Line Items 1 result

Description		Amount ⋮	Shipping ⋮	Tax ⋮
Certification fee for FIRE OFFICER I	⋮	$30.00	--	$0.00

Sub Total	$30.00
Tax	$0.00
Shipping	$0.00
Total	$30.00

✦ Make a Payment