

ALABAMA FIRE COLLEGE INFORMATION SHEET FOR CDP CLASSES

Can I register for CDP classes by calling the Alabama Fire College? While some classes at the CDP are taught under the auspices of the Alabama Fire College, for registration purposes the normal CDP registration process applies. The Alabama Fire College cannot register students for CDP classes.

Call the CDP at 1-866-213-9553 for registration information or go online at <http://cdp.dhs.gov/registration> for information about the registration application process.

What is accreditation and how does it apply to certification courses? The Alabama Fire College and Personnel Standards Commission is accredited by the National Board on Fire Service Professional Qualifications (Pro Board).

Accreditation serves as an affirmation that the certification courses of the Alabama Fire College meet the standards of excellence as defined by the national accrediting body. It is a voluntary process, and only the most capable agencies apply for consideration. When a fire training agency applies for the certification seal of approval, these agencies study the policies, procedures and processes of certification testing and evaluation to insure compliance with the current NFPA standards. The Alabama Fire College has been Pro Board accredited since 1983.

Why do I need certification? Certification is a nationally recognized educational and skills achievement standard. It indicates that the student has trained to the standard set forth by the accrediting body; in this case the accrediting body would be Pro Board. Students receiving certification for Haz Mat Tech will receive a certificate with both an Alabama and Pro Board seal of certification. Certification is portable from state to state.

What are the requirements to be eligible to receive certification? Students must pass a 100-question certification test with a score of 70% or better. A practical skills requirement is also necessary for certification. In addition to the cognitive and practical skills testing, individuals must possess Hazardous Materials Awareness and Operational level training (NFPA 472) as prerequisites for Hazardous Materials Technician.

When is the certification test given? The first opportunity for students to take the certification test is at the conclusion of the course. If a student fails the exam on the first attempt, the student has one year from the course end date to retake the test. Students are allowed one retest. Students failing the retest must retake the course.

Is there a charge for testing or certification? Yes, students are asked to pay \$30.00 each to cover the testing and certification processing costs.

What is the process for retesting? Retest costs is \$30.00 (plus any additional shipment charges). Our retest policy is as follows: Retest may be taken after 30 days and within 12 months of the date of course completion. Tests are only administered by use of an approved AFC Proctor in a professional setting. Please contact the Testing Division to set up for retesting by emailing testing@alabamafirecollege.org.

When will I receive my test score? It is the student's responsibility to request the release of their final score. Follow the instructions listed below to request your score:

1. Contact the Alabama Fire College at 1-800-241-2467
2. Provide the operator with your:
 - a. Name
 - b. Address
 - c. Phone number
 - d. Social security number
 - e. Email address
 - f. Dates of attendance
 - g. Credit card information for payment
3. The request will then be processed and your test score will be emailed. And if you have passed the initial exam, your certificate will be processed and mailed within approximately 7 to 14 business days from the date of the request.

What if I don't get my test score or certificate? Students failing to receive either their grade or certificate should contact the Alabama Fire College at: testing@alabamafirecollege.org. Telephone requests for grade or certificate information cannot be honored due to Federal privacy laws – all requests must be made in writing.

Visit our website at www.alabamafirecollege.org
Pro Board website www.npqs.org

Alabama Fire College - 2501 Phoenix Drive - Tuscaloosa, AL 35405 205/391-3744 or 1-800-241-2467