

How to Request a “Special Test”

A special test is allowed for a fire department or academy to hold an examination site at their specified location and appointed time. A \$400 fee is charged for this service. To request a special test, please submit the form or request the special test in writing. The information that needs to be included is Fire Department/Academy name, address of test site location, billing address, contact person, phone-number, first and second choice of examination date and time of exam.

Once date and time of special test is determined, the Division of Personnel Standards and Education will submit an invoice/confirmation letter to the contact person. All the Division of Personnel Standards and Education Rules for a regional exam site apply to a special test site.

Any questions, please contact the Division of Personnel Standards and Education at 217-782-4542.



Request For Special Test

Please Print Legible

Name of Fire Department/Academy		
Address of Test Site Location		
Billing Address		
Contact Person		
Phone-Number for Contact Person		
Phone Number of Test Site Location		
First Choice Date		
Second Choice Date		
Time of Exam		
Room Capacity		
Adequate Lighting	Yes	No
Adequate Facilities	Yes	No
Efficient Tables and Chairs	Yes	No
Approximate # of Attendees		
Types of Exam		

Signature of Contact Person