**(On official Letterhead)**

 **CANDIDATE APPROVAL LETTER**

Date:

Attention:

Academic Standards and Evaluation Unit

Office of the Fire Marshal and Emergency Management

Dear X,

Re: NFPA XX written/ practical skills testing

**I hereby confirm that the candidates listed below have c**ompleted the required training for the required NFPA Standard and are eligible to take written and practical skills testing through X Fire Department on (insert date). The scheduled NFPA X Level (s) (enter the specific written/ practical skills testing) will take place on (insert date (s)) at (insert address with room number and time).

**\_\_\_\_ Paper based testing \_\_\_\_\_ E-Testing**

[Please complete the table below - Print name(s) as it should appear on certificate(s)]

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| --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Middle Name** | **Email** | **Written** | **Re-write** | **Practical** |
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***Note: If the Fire Chief is challenging the test, we require a separate Eligibility Letter signed by the Chief Administrative Officer or anyone above his rank as the Fire Chief cannot sign on his behalf.***

If you have any questions or concerns regarding the above information, please contact first and last name at (enter contact information such as email and phone number)

**To be completed by applicants Fire Chief/ Deputy Fire Chief or Designate: (Mandatory)**

Rank and Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***COMPLETED LETTER MUST BE EMAILED TO*** ***OFMTestingAndCertification@Ontario.ca*** ***FOUR (4) TO FIVE (5) WEEKS PRIOR TO TESTING***