



OKLAHOMA  
CareerTech

CTTC CareerTech Testing Center  
Health and Professional Certifications Project

# Health & Professional Certification Testing Manual



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Printed in the United States of America by the  
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Stillwater, Oklahoma

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## INTRODUCTION

Each Health and Professional Certification Project Test Site has a coordinator. The test site coordinator supervises all testing personnel and monitors all testing activities to ensure that HPCP policies and procedures are followed. HPCP test site coordinators also:

- Train/monitor local test site personnel (including CSOs if applicable)
- Ensure the security of testing materials
- Coordinate HPCP test registration, collecting fees, and administration
- Score clinical skills examinations (if applicable)
- Distribute results to candidates
- Maintain testing records

Various policies and procedures must be followed depending on the type of certification/licensure exams offered at the HPCP Test Site. In this manual, we will discuss general guidelines and provide more detailed information for the certification/licensure exam areas that are offered through the CareerTech Testing Center – Health and Professional Certification Project.

The majority of the resources and documents referred to in this manual are located on our website at: [www.okhpcp.com](http://www.okhpcp.com). Other documents with more sensitive information are located in our dedicated sFTP software platform. If there is a specific document referenced in this manual, it will be bolded for prominence. Once the coordinator and other testing staff have been approved, information will be provided for accessing the testing and sFTP software platforms. It is imperative that we are informed of any changes to local staff to ensure your sites documentation is up-to-date and that everyone has been trained according to requirements listed in our policies and procedures.

It is important for HPCP Coordinators and other approved testing staff to serve as an information resource for instructors, candidates, and training facilities on testing-related policies and procedures. Testing staff are expected to check the website frequently for important information related to procedural changes, allowed resources, and new information.

## TRAINING/MONITORING LOCAL TEST SITE PERSONNEL AND CLINICAL SKILLS OBSERVERS (IF APPLICABLE)

All test site personnel associated with the HPCP certification process:

- Must be listed on the HPCP **Test Site Directory**
- Attend training on HPCP processes and procedures
- Complete a **Testing Personnel Training Requirement Form**
- Sign a **Confidentiality Agreement**

All of these requirements must be met before handling testing materials or administering written or clinical skills examinations. The **Confidentiality/Non-Disclosure Agreement** identifies activities that constitute violations of confidentiality and establishes the penalty for disclosure of test content. Since the trainings are offered at limited times per year, this requirement will not apply unless an available training session is not attended when offered.

Each fiscal year, the MOU for each test site is renewed. We are requesting that the bulleted items above will be updated by each test site on this same renewal cycle. The documents will accompany the MOU renewal via email. These documents are also available on the HPCP website under Coordinator Resources. The documents will not need to be updated again for the current fiscal year unless someone **new** is added. A new **Test Site Directory** and the new individual's **Testing Personnel Training Requirement Form** and **Confidentiality Agreement** will need to be sent in to update the sites required documents. If someone is simply being removed, you may email us with that removal – new documents will not need to be sent.

NOTE: Clinical Skills Observers (CSO) do not need to complete a separate Confidentiality Agreement - this information is included on the **Request for Clinical Skills Observer Form**. The test site coordinator is also responsible for training clinical skills observers at their site. CSOs must complete an orientation on administering clinical skills examinations that includes reviewing the **CSO Manual** and completing two shadowing experiences with an approved CSO. The manual is accessible on the HPCP website at: [www.okhcp.com](http://www.okhcp.com) under Coordinator Resources. For a current list of CSOs, please review the **list** located on the sFTP software platform. The link to the sFTP system can be found under the Coordinator Resources link on the website.

## CSO Qualifications

<b>Certification Test</b>	<b>Minimum Qualifications</b>
Home Health Care, Long Term Care	<ul style="list-style-type: none"><li>• Registered Nurse with an unrestricted license</li><li>• One year experience</li></ul>
Developmentally Disabled Care, Adult Day Care, Residential Care	<ul style="list-style-type: none"><li>• Licensed or Registered Nurse with an unrestricted license</li><li>• One year experience</li></ul>
Advanced Unlicensed Assistant	<ul style="list-style-type: none"><li>• Registered Nurse with an unrestricted license</li><li>• 2 years experience as staff nurse in an acute care setting</li></ul>

In order to ensure current testing materials and procedures are being used, CSO's must maintain an “approved” status by administering at least two clinical skills examinations per fiscal year.

## ENSURING THE SECURITY OF TESTING MATERIALS

The test site coordinator bears the ultimate responsibility for maintaining the security of HPCP testing materials. Although the HPCP has established general guidelines for maintaining the security of testing materials, test site coordinators are charged with implementing local strategies that enable them to meet the needs of their customers without compromising test security and content.

Test security is maintained by protecting all testing materials from loss, unauthorized access, and reproduction. Testing personnel may not:

- Photocopy or reproduce test materials for unauthorized use, or
- Sell or disclose the content of tests to any person or organization (public or private), or
- Teach students using testing materials as “practice materials” or exposing students to test content.

All testing materials must be stored in a secure, locked location that is only accessible by test site personnel listed on the test site directory maintained at the state HPCP office. The test site coordinator copies and distributes testing materials on an “as-needed” basis. Testing materials must be distributed and returned using procedures that prevent exposure of test content, candidate personal information, and/or candidate results.

A test site coordinator must have open access to all testing functions performed in facilities affiliated with his/her test site in order to verify that HPCP tests are being handled and administered to/by qualified individuals and in accordance with state and local HPCP testing policies. The test site coordinator reserves the right to discontinue the testing relationship with any affiliated facility if such access is denied and/or if test security has been compromised.

**GENERAL TESTING POLICIES** Below you will find a list of a minimum set of standards for each HPCP test site. Each site may also have policies that are more stringent in place, but the minimum standards will be in place at each testing site:

- Handling of Examination Materials — Distribution of examination content or materials through any form of reproduction or through oral or written communication is strictly prohibited. Individuals/entities who compromise the security of testing materials will be held responsible for the expense of developing replacement materials.

- Security/Cheating — If a candidate is caught cheating during any clinical skills examination or written examination, testing will stop immediately. The incident will be reported to the certification/licensing agency for review. Each HPCP test site reserves the right to monitor and record all testing using audio, visual, and electronic devices.
- Testing Accommodations — Requests to accommodate special needs during testing (i.e. oral test administration, special seating arrangements) must be made at the time of registration or a minimum of two (2) business days prior to testing by completing the Request for Testing Accommodations form located under Coordinator Resources on our website: [www.okhcp.com](http://www.okhcp.com)
- Cancellations/Tardiness — Candidates who cancel a testing appointment at a HPCP test site with at least 48 hours notice may receive a refund of testing fees. Candidates who arrive more than one hour late for an examination will not be permitted to test. Testing fees will not be refunded to candidates who are more than one hour late or fail to give the required notice for cancellation.
- Electronic Devices — Cellular phones, beepers, or other electronic devices are not permitted and must be turned off during testing. Use of electronic devices during testing will be considered cheating and will be handled accordingly.
- Study Aides — Personal belongings (i.e. briefcases, backpacks, books, etc.) are not allowed in the testing area. Personal belongings brought into the testing area will be collected by testing personnel and returned when the examination has been completed. The HPCP test site is not responsible for lost or misplaced items.
- Calculators — If a calculator is permitted, the test site will provide one. If needed, the test site can provide scratch paper and a pencil; however, these items must be collected at the end of the test by the testing proctor.
- Translation — All certification examinations are administered in English. Translators, translation devices, or translation dictionaries may not be used during the examination.
- Eating/Drinking/Smoking — Candidates are not permitted to eat, drink, or smoke during the examination.
- Misconduct — Candidates causing a disturbance of any kind or engaging in any kind of misconduct will be dismissed from the examination and reported to the certification/licensure agency for disciplinary measures.
- Guest/Visitors — No guests, visitors, pets or children are allowed at the testing site.

## COORDINATING TEST REGISTRATION, COLLECTING FEES, AND ADMINISTRATION

All certification testing is scheduled with and/or coordinated through a HPCP test site or our online proctoring site if applicable. Each partnering agency/division has a dedicated webpage on our website for specific information related to the exams offered. We also provide specific notes or instructions needed for scheduling in the **Cheat Sheet Supplement** document provided on our website under Coordinator Resources.

Each approved HPCP test site may not offer every exam available through the HPCP. The exams provided at each site are agreed upon in the aforementioned **MOU** each fiscal year. The MOU will outline the responsibilities of the HPCP office and the test site itself. Pricing and other information related to invoicing are also outlined in these agreements. The list of **HPCP Test Sites** that is available on each page of our website outlines which exams are offered at each test site. This document also provides the method of registration – i.e. phone call or website link.

Each dedicated webpage and the **Cheat Sheet Supplement** outline the required documentation for each exam administered through the HPCP. This information is agreed upon between the certifying agency and the HPCP office. Such documentation can range from proof of social security number, authorization letters, training verification forms, proof of identification, etc... This documentation must be presented and verified before a candidate may test. In many cases, the documentation may need to be retained by the test site after completion of testing or copies made to store in a candidates file. The requirements for documentation retention are covered on each dedicated webpage, in the **Cheat Sheet Supplement**, or in specific **manuals** for some testing. We will summarize this information later in this manual when we discuss the various exams available.

**REQUESTS FOR ACCOMMODATIONS** — Candidates requesting accommodations must complete the HPCP **Request for Testing Accommodations** form. This document can be downloaded from the Coordinator Resources section on our website: [www.okhpcp.com](http://www.okhpcp.com). The original completed request must be retained in the candidate's testing file.

Please contact the state HPCP office a minimum of two (2) business days prior to testing to request the needed accommodations. If a candidate is only asking for text-to-speech or a reader, the following exams only require the form and do not need any supporting documentation – 2A DDCA, 7C LTC, Class D Driver's License, Motorcycle, CDL. If any other requirements are specified, supporting documentation must be attached for those items. All other exams require supporting documentation for all requests. Please remember some exams do not allow for readers – 6A CMA, 6I CMA-I, EMR, & POSSE.

**COLLECTING FEES** – All examination fees must be paid to the approved HPCP test site upon registration. Each test site dictates the acceptable methods of payment – credit/debit card, PO, or cash. Please contact the individual test site for more information. The cost of each exam is specified in the **MOU** and is negotiated with many of the certifying/licensure agencies. In some cases, the test site may set their own fees such as for Nurse Aide testing, but other exams have a set price. These prices are outlined in the **MOU**, on the dedicated webpage, and in the **HPCP Testing Cheat Sheets** located under Coordinator Resources.

**ADMINISTRATION** – Written examinations are administered only at proctored HPCP test sites located in technology centers across Oklahoma or through our approved online proctoring partner if applicable.

Testing personnel will refuse admission to testing for any candidate:

- who fails to provide the required identification
- when the identification presented appears to have been falsified or tampered with
- when the photograph on the identification does not appear to resemble the candidate testing
- when the candidate's signature does not match the signature on the identification document

All exams are presented through the HPCP Questionmark Testing Platform. For security of the test content, all exams require the Questionmark Secure Browser be utilized for testing. The information for installing this add-on software is located under the Questionmark Resources section on the Coordinator Resources webpage.

The following information is required to create a candidate account in the testing system:

- First Name
- Last Name
- Last 5-digits of SSN
- Email Address

For detailed steps and walk-through video for inputting a user into the testing system, please review the **Steps for Creating a Candidate for Testing, HCP User Creation mp4, and HCP Group Names by Test**. These documents are located under [Questionmark Resources](#) on the Coordinator Resources section on our webpage.

Once a candidate is entered into the system, a schedule must be created for the registered exam(s). Multiple exams can be scheduled to single/multiple candidates at one time. It is imperative to ignore the first box under the Add Schedule screen when creating schedules. For detailed steps and walk-through video for scheduling a user in the testing system, please review the **Steps to Create a Schedule for a Candidate** document and **HCP Scheduling a Candidate mp4**. These documents are located under [Questionmark Resources](#) on the Coordinator Resources section on our webpage.

**STARTING AN EXAM** – Once a candidate clicks on the action/start button to begin an exam, the Secure Browser software will load and present the exam in a locked-down screen. Exams consist of at least one registration screen (multiple screens in some cases) with information required by the certifying/licensure agency. This information must be entered in before the candidate can proceed with the next screen.

**NON-DISCLOSURE AGREEMENT** – All candidates are presented with an NDA that must be accepted before the candidate will be able to proceed with testing. This agreement outlines the rules that apply before, during, and after the testing session; as well as, the consequences for cheating and other violations.

**TIME LIMITS** – Depending on the exam scheduled, some exams have a programmed time limit. These limits have been set in accordance to the policies of the certifying/licensure agency. Informational screens such as registration screens do not count against the time limit. The time clock will begin once the first question on the exam is presented.

**ALLOWED RESOURCES** – If an exam allows the use of books, other resources, or calculators, this information will be covered on the dedicated webpage and in the **Cheat Sheet Supplement** document under Coordinator Resources.

## DISTRIBUTING RESULTS

Once a written exam is completed and all questions answered, the exam can be submitted for scoring. Each candidate receives a score report that communicates the score on the assessment and provides a breakdown of assessment results by objective if applicable when taking the exam onsite. Online proctoring exams receive an official score report the following day via email.

The only exception is the Oklahoma POSSE exam that consists of a manually graded section. The results of this exam are emailed to the candidate, the employer, and the approved test site within three business days regardless if taken onsite or through online proctoring.

Clinical Skills Scenarios – the results of the scenario are also not immediately available. For Nurse Aide areas, the Test Site Coordinator or designee (according to **HPCP Test Site Directory**) must score the scenario. If a candidate passes the scenario, he/she is now authorized to take the written portion of the exam. If a candidate fails, the failing grade is logged into the designated link provided under Coordinator Resources on [www.okhcp.com](http://www.okhcp.com). For Advanced Unlicensed Assistant, the scenario is scanned and loaded into the sFTP system for the HPCP office to grade. The results are communicated only to the certifying agency. The agency will inform the candidate of the result.

**RETAKES** – If retakes are allowed by the certifying/licensure agency, the retake policies will be outlined on the dedicated webpage, in the **Cheat Sheet by Test/Agency** document, and/or in the **Cheat Sheet Supplement** document under Coordinator Resources. Please see the Certification/Licensure information below for specific information related to each exam.

## MAINTAIN TEST RECORDS

The HPCP office along with its approved test sites are required by many of our partners to maintain records on candidates. We ask that any records that must be maintained are kept for a period of no less than four (4) calendar years (the current year plus the three previous) in a secure, locked location. The person designated as the Test Site Coordinator and designees for signing documents must have access to these documents as needed.

The documentation that must be included in a candidate's testing file is outlined in the **Cheat Sheet Supplement** document on the website [www.okhcp.com](http://www.okhcp.com) under Coordinator Resources. A summary of the table is included on the next page. For many of the exams we provide, this documentation may include training verification forms, approval letters, photo ID, Affidavit of Lawful Presence, candidate information forms, and other required forms/copies.

Even though some agencies do not require any document retention, the HPCP office suggests keeping a completed Candidate Information Form for those areas a minimum of a week after the person has tested. We suggest this process to help verify information if registration information is missing or information needs to be verified by the HPCP office. It keeps the site from having to track down the candidate to verify the information and saves time.

PROJECT	DOCUMENTS TO BE RETAINED
Certified Nurse Aide	Copies of all documents required (except SSN) Original Affidavit of Lawful Presence Original Clinical Skills Exam Packet(s)—except DDCA Copy of Signed Coaching Report(s)
Certified Medication Aide	Copies of all documents required (except SSN) Original Affidavit of Lawful Presence Copy of Signed Coaching Report(s)
Advanced CMA OHCAPA	Copies of all documents required (except SSN) Copy of Signed Coaching Report(s)
Advanced Unlicensed Assistant OSU-FST (all areas) Petroleum Storage Exams (all areas) Hearing Aid Fitter/Dealer Sanitarian/Environmental Engineer	Copies of all documents required from candidate <b><i>Retain Original Letter from agency – Candidate must reapply</i></b>
Medical Micropigmentation Tattoo/Body Piercing Artist Licensed Marriage & Family Therapist Licensed Professional Counselor	Copies of all documents required from candidate <b><i>Retain original letter if candidate passes. For candidates who need to retest, document attempt on original letter, retain a copy of the letter, and return the original to the candidate.</i></b>
ODMHSAS Case Management (all areas)	Copies of all documents required from candidate <b><i>If the candidate fails, document attempt on printed email, retain a copy of the email, and return the original to the candidate.</i></b>
Emergency Medical Responder	Copies of all documents required from candidate Copy of Signed Coaching Report(s) <b><i>Original Training Verification Form must be sent by candidate to OSDH</i></b>
Oklahoma POSSE	Copy of photo ID
Alarm, Locksmith & Fire Sprinkler (all) Alternative Fuels	Copy of photo ID Copy of Signed Coaching Report(s)
Private Security Bail Enforcer	Copies of all documents required from candidate <b><i>Training Completion Certificate stays with the candidate. For candidates who need to retest, document attempt on original certificate, retain a copy of the certificate, and return the original to the candidate.</i></b>
Fire Extinguisher Outdoor Fireworks Display Operator	Copy of photo ID Copy of Signed Coaching Report(s)
Veterinary Assistant DPS Exams	Copy of photo ID/Birth Certificate – or note DOB on photo ID Copy of Signed Coaching Report(s) Copy of Enrollment Record (CTC04A CDL – only)

## CERTIFICATION/LICENSURE INFORMATION

We utilize our technology center network of over 50 locations to provide test sites to our 14 partnering agencies. We host their certification/licensure exams and our test site personnel provide a secure, proctored environment for testing.

Advanced Unlicensed Assistant

Alarm, Locksmith, Fire Sprinkler

Alternative Fuels Certification

Behavioral Case Management

Department of Public Safety/Service OK

Emergency Medical Responder

EMS – ALS Psychomotor

Hearing Aid Fitter/Dealer

Home Care Administrator

Med Micropigmentologist/Tattoo/Body Piercing

Medication Aide

Nurse Aide

Oklahoma Corporation Commission – Petroleum Storage

Oklahoma POSSE

OSU – FST

Private Security

Professional Counselor Licensing

Sanitarian Environmental Specialist

State Fire Marshal

Veterinary Assistant

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## **ADVANCED UNLICENSED ASSISTANT**

The exam was developed by the CareerTech Testing Center in partnership with the Oklahoma Board of Nursing (OBN).

### **Available Exam:**

- 10A Advanced Unlicensed Assistant - 8627

### **Testing Fees/Options**

- \$150 per exam onsite (includes written & skills portion)
- \$ 75 per retake onsite (includes written & skills portion)

### **Testing Prerequisites**

- Candidates must be 18 years old.
- Candidate must complete an OBN approved training program or received a training waiver from the OBN.

### **Required Documentation**

- Original approval letter from the Oklahoma Board of Nursing
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 50 questions/90 minutes
- 70% passing score
- For more information on the areas covered, please see the **Study Guide** on [www.okhcp.com](http://www.okhcp.com) under Advanced Unlicensed Assistant

### **Skills Exam Information**

- Four (4) skills covered on the scenario
- 75 minutes (includes 15 minutes to provide instructions)
- 100% on critical tasks & 80% on non-critical tasks
- Submitted to the HPCP state office for scoring by scanning & uploading to sFTP system
- For more information on the skills exam and overall AUA process please see the **AUA Test Site Coordinator Manual** on [www.okhcp.com](http://www.okhcp.com) under Coordinator Resources

### **Miscellaneous Information**

- The written and clinical must be completed within one (1) year of each other
- Candidates have three (3) attempts to pass the written and clinical exams
- Retest requires the candidate to reapply to the OBN for authorization to retest

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## **ALARM, LOCKSMITH, AND FIRE SPRINKLER**

The exams were developed by the CareerTech Testing Center in partnership with the Oklahoma Department of Labor (OKDOL).

### **Available Exams:**

- Commercial Fire Alarm Salesperson-4021
- Manager-4017 (all areas)
- Burglar Residential Fire Alarm Tech-4010
- Commercial Fire Alarm Technician-4011
- Closed Circuit TV Technician-4020
- Electronic Access Control Tech-4012
- Fire Sprinkler Inspector-4018
- Fire Sprinkler – Planning & Design-4019
- Locksmith Technician-4015
- Nurse Call Technician-4014
- Fire Sprinkler Technician-4016

Note: Online Proctored Exams will end in 9924 or 9925

### **Testing Fees/Options**

- \$45 per exam onsite/\$70 per exam online – Salesperson & Manager
- \$65 per exam onsite/\$70 per exam online – Nurse Call Tech &
- \$65 per exam onsite/\$92 per exam online – Technician & Inspector & Fire Sprinkler Plan & Design exams

### **Testing Prerequisites**

- Meet the licensure requirements established for the area of emphasis by the OKDOL.
- For specific information on the licensure requirements for each area, please contact the OKDOL.

### **Required Documentation**

- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 40 questions/75 minutes – Salesperson (Commercial Fire Alarm)
- 55 questions/90 minutes – Manager (all areas – 1 test)
- 60 questions/90 minutes – Nurse Call Technician
- 65 questions/90 minutes – Fire Sprinkler – Planning & Design
- 70 questions/120 minutes – Technician (Burglar Residential Fire Alarm, Commercial Fire Alarm, CCTV, Electronic Access, Locksmith)
- 85 questions/120 minutes – Fire Sprinkler Technician
- 115 questions/150 minutes – Fire Sprinkler Inspector
- 70% passing score for all exam types

### **Miscellaneous Information**

- These exams do have allowed resources that may be used. Please see the **Allowed Resources** link on [www.okhcp.com](http://www.okhcp.com) under Alarm section of webpage for version information. Exact resources needed for each exam are listed in the **Study Guides** under the same section.
- Alarm, Locksmith, Fire Sprinkler Act can also be used on this exam and will be provided by the onsite proctor or the website will be opened for use for online exam option.
- Please see the **Cheat Sheet Supplement** for further notes on allowed resources on [www.okhcp.com](http://www.okhcp.com) under Coordinator Resources.

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## **ALTERNATIVE FUELS**

The exams were developed by the CareerTech Testing Center in partnership with the Oklahoma Department of Labor (OKDOL).

### **Available Exams:**

- Alternative Fuels Technician – LPG – 2222
- Alternative Fuels Technician – CNG-NGV – 2223
- CNG Compressor Operator Level 1 – 2224
- CNG Compressor Operator Level 2 - 2225

### **Testing Fees/Options**

- \$50 per exam onsite

### **Testing Prerequisites**

- Meet the licensure requirements established for the area of emphasis by the OKDOL.
- Complete an approved training program – see **Approved Courses** link under Candidate Resources for list
- For specific information on the licensure requirements for each area, please contact the OKDOL.

### **Required Documentation**

- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 70 questions/150 minutes – Alternative Fuels Technician – LPG
- 75 questions/150 minutes – Alternative Fuels Technician – CNG-NGV, CNG Compressor Operator Level 1, CNG Compressor Operator Level 2
- 80% passing score for all exam types

### **Miscellaneous Information**

- The Alternative Fuels Technician Certification Act can be obtained from our website at [www.okhcp.com](http://www.okhcp.com) under Alternative Fuels or from the OKDOL website.

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## **BEHAVIORAL CASE MANAGEMENT**

The exams are hosted by the CareerTech Testing Center in partnership with the Oklahoma Department of Mental Health & Substance Abuse (ODMHSAS).

### **Available Exams:**

- ODMHSAS Case Management – Exam 1 – 9905
- ODMHSAS Combo Case Management – Exam 2 – 9906
- ODMHSAS Case Management – Rehab – Exam 3 – 9907

### **Testing Fees/Options**

- \$45 per exam onsite/\$50 per exam online

### **Testing Prerequisites**

- Please see the ODMHSAS website for more information on the Steps to Certification and deadlines at <https://oklahoma.gov/odmhsas/trainings/workforce-certification/behavioral-health-case-management.html>
- Please see the above website for a list of training materials and the training schedule.

### **Required Documentation**

- Original approval email from the ODMHSAS
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 40 questions/No time limit onsite/90 minutes online - Case Mgmt Exam 1 – 9905
- 60 questions/No time limit onsite/90 minutes online - Combo Case Mgmt Exam 2 – 9906
- 40 questions/No time limit onsite/90 minutes online - Case Mgmt Rehab Exam 3 – 9907
- 70% passing score for all exam types

### **Miscellaneous Information**

- Exam Approval email expires in six (6) months from the initial application date
- Application ID # is included on the approval email and must be provided when completing the exam

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## DEPARTMENT OF PUBLIC SAFETY/SERVICE OK

The exams are hosted by the CareerTech Testing Center in partnership with the Oklahoma Department of Public Safety/Service OK (OKDPS/Service OK).

### Available Exams:

- Class D Driver License – 5403
- Motorcycle License – 5404
- CDL – Class A, B, C
  - CDL – General Knowledge Exam - 5405
  - CDL – Air Brake Exam - 5406
  - CDL – Combination Vehicles Exam - 5407
  - CDL – Doubles-Triples Exam - 5408
  - CDL – Hazardous Materials Exam - 5409
  - CDL – Passenger Exam - 5410
  - CDL – School Bus Exam - 5411
  - CDL – Tanker Exam - 5412

### Testing Fees/Options

- \$25 per exam onsite – Class D & Motorcycle written exams
- \$25 per exam onsite – CDL - 1111-A – 1 exam per test session
- \$30 per exam onsite – CDL - 1111-B – 2 exams per test session
- \$35 per exam onsite – CDL - 1111-C – 3 exams per test session
- \$40 per exam onsite – CDL - 1111-D – 4 exams per test session
  - Maximum of 4 exams per test session/day

### Testing Prerequisites

- Candidates will not need to apply with DPS prior to taking any of the exam(s) listed
- Class D Driver & Motorcycle written exams
  - Candidates must be (14 yrs old if completing Motorcycle Safety) 15 ½ – Class D
  - Candidates must be 14 years old – Motorcycle
  - For other specific requirements to obtain a license, please see the Table 1 in the **Oklahoma Driver Manual** on our website under the DPS link at [www.okhcp.com](http://www.okhcp.com)
- CDL – Class A, B, C written exams
  - Candidates must be 18 years old – CDL Knowledge tests
  - Candidates must be 21 years old – Hazardous Materials Knowledge test
  - Candidates must already have an X or H endorsement to take the Hazardous Materials Knowledge test at our sites.

- Candidates must read and answer “NO” to questions #4-13 & 16-17 on the **CFR 391 Medical Requirements** form – any “YES” will require the candidate to report to DPS for further assistance before testing

### **Required Documentation**

- Class D & Motorcycle
  - Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver’s license, school-issued ID) - if photo ID lacks the DOB, a birth certificate or official school transcript can be presented to meet the proof of age requirement **or**
  - Birth Certificate
- CDL ( Class A, B, C)
  - A valid, current driver license

### **Written Exam Information**

- 20 questions/No time limit – Class D Driver License & Motorcycle License
- 75% passing score for Class D & Motorcycle
- 50 questions/No time limit – CDL General Knowledge Exam
- 30 questions/No time limit – CDL Hazardous Materials Endorsement
- 25 questions/No time limit – CDL Air Brake Endorsement
- 20 questions/Not time limit – CDL Combination Vehicle, Passenger, School Bus, Tanker, Double/Triple Endorsements
- 80% passing score for all CDL exams

### **Miscellaneous Information**

- Score report must be signed or stamped by the test site before it is provided to the tester
- Passing score report should be taken to location on provided list after an appointment has been made – **Application & Licensing Processing Locations** list can be retrieved from General Candidate Resources on the DPS page on our website at [www.okhcp.com](http://www.okhcp.com)
- 6-month wait begins once application process is started with DPS/Service OK
- Out-of-state applicants can also utilize our test
- Retest requires a one-day wait before taking an exam again
- Test scores are valid for one (1) year
- Readers are an allowed accommodation

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## **EMERGENCY MEDICAL RESPONDER**

The exam is hosted by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health – EMS division (OSDH).

### **Available Exam:**

- 8610 Emergency Medical Responder

### **Testing Fees/Options**

- \$35 per exam onsite

### **Testing Prerequisites**

- Candidates must be 18 years old.
- Candidate must complete an OSDH-EMS approved training program.

### **Required Documentation**

- Original Training Verification Form with page 1 completed by the instructor (blank form can be obtained under the Required Documentation section of the EMS section of our website at [www.okhcp.com](http://www.okhcp.com))
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 85 questions/No time limit
- 70% passing score

### **Miscellaneous Information**

- Candidate has three (3) attempts with a 3-day wait between attempts
- Original Training Verification form with documented attempts must be sent to OSDH-EMS division along with a \$10 fee to be listed on the registry
- Requests for accommodations must be approved by OSDH-EMS division in writing – the written authorization must be provided to the test site at time of registration
- A reader is not an allowed accommodation for this exam
- EMT class graduates can take the EMR test if the instructor gets a separate CAN from OSDH-EMS division to classify the program as an EMR course

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## **EMS – ALS PSYCHOMOTOR SKILLS EXAM**

The exams are coordinated by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health – EMS division (OSDH).

### **Available Exams:**

- Advanced EMT – AEMT
- Paramedic

### **Testing Fees/Options**

- AEMT:           Initial - \$310  
                      Full Retest - \$310  
                      Partial - \$110
- Paramedic:     Initial - \$310  
                      Full Retest - \$310  
                      Partial - \$110

### **Testing Prerequisites**

- Candidates must be 18 years old.
- Candidate must complete an OSDH-EMS approved training program.
- Candidates must complete the application & affidavit and mail the required forms with fees to OSDH – Financial Management prior to testing
- Candidates must have an account with NREMT and obtain a PATT # before registering for the exam

### **Required Documentation**

- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)
- Proof of PATT #
- Retest letters or other related correspondence from NREMT related to testing

### **Skills Exam Information**

- Paramedic - Six (6) skill areas covered (ratings based on critical criteria)
- AEMT – Nine (9) skill areas covered (ratings based on critical criteria)

### **Miscellaneous Information**

- Registration for ALS Psychomotor skills exams is online – [www.ok-als.com](http://www.ok-als.com)
- Candidates must also pass a cognitive test to be listed on the national registry

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## **HEARING AID FITTER/DEALER**

The exam is hosted by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health – Consumer Health Service division (OSDH).

### **Available Exam:**

- Hearing Aid Fitter/Dealer – 9904

### **Testing Fees/Options**

- No fee collected from candidate onsite

### **Testing Prerequisites**

- Candidates must be 18 years old.
- Received a high school or general equivalency diploma

### **Required Documentation**

- Original approval letter from the OSDH (some letters are now emailed to candidates)
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 105 questions/120 minutes
- 70% passing score

### **Miscellaneous Information**

- Exam Approval letter expires in six (6) months from the initial application date
- Retest requires the candidate to reapply to the OSDH – Consumer Health Service for authorization to retest
- Candidate must also successfully pass a practical exam before being certified

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## **HOME CARE ADMINISTRATOR**

The exam was developed by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health (OSDH).

### **Available Exam:**

9C Home Health Care Administrator – 8004

### **Testing Fees/Options**

- \$100 per exam onsite

### **Testing Prerequisites**

- Candidate must complete an OSDH approved preparedness-training program or met the eligibility requirements outlined under the Deeming criteria in 310:664-3-4.
- Received a high school or general equivalency diploma

### **Required Documentation**

- Original certificate/letter of completion from approved training program or approval letter/provisional certificate from the OSDH (some letters are now emailed to candidates)
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)
- Proof of the SSN:
  - Social Security Card
    - Letter from Social Security Administration - W-2
    - Official Tax Return
- If unable to provide proof of SSN, a SSN Attestation Form must be completed

### **Written Exam Information**

- 70 questions/90 minutes
- 70% passing score

### **Miscellaneous Information**

- Candidate must take the exam within three (3) months of completing a preparedness program or being deemed according to the established criteria
- Candidate must apply for initial certification within six (6) months after passing the exam
- Candidate has three (3) attempts with a 3-day wait between attempts

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## **MEDICAL MICROPIGMENTOLOGIST/TATTOO/BODY PIERCING**

The exams are hosted by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health – Consumer Health Service division (OSDH).

### **Available Exams:**

- 8A Medical Micropigmentologist – 8629
- 8F Tattoo or Body Piercing Artist – 8623

### **Testing Fees/Options**

- \$200 per exam onsite
- \$ 75 per retake onsite

### **Testing Prerequisites**

- Candidates must be 18 years old.
- Received a high school or general equivalency diploma
- Candidate must complete an OSDH approved training program.

### **Required Documentation**

- Original approval letter from the OSDH (some letters are now emailed to candidates)
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 65 questions/No time limit – 8A Med Mic
- 75 questions/No time limit – 8F Tattoo Or Body Piercing
- 70% passing score for all exam types

### **Miscellaneous Information**

- Exam Approval letter expires in six (6) months from the initial application date
- Candidates have three (3) attempts with a 7-day wait between attempts
- Candidates must re-enroll in an approved training program if unable to pass either exam within three (3) attempts

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## **MEDICATION AIDE**

The exams were developed by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health (OSDH).

### **Available Exams:**

- 6A Certified Medication Aide – 8606
- 6I – Advanced CMA Insulin Administrator – 8626

### **Testing Fees/Options**

- Fee varies by test site

### **Testing Prerequisites**

- Candidates must be 18 years old.
- Received a high school or general equivalency diploma
- Hold a unexpired Oklahoma Nurse Aide certification with no abuse notations
- Have six (6) months experience as a CNA
- Candidate must complete an OSDH approved training program or received an approval letter from the OSDH (some letters are now emailed to candidates)

### **Required Documentation**

- Original Training Verification Form signed by the training program supervisor or an original training exception letter from the OSDH (some letters are now emailed to candidates)
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)
- Social Security Card
  - Letter from Social Security Administration - W-2
  - Official Tax Return
- If unable to provide proof of SSN, a SSN Attestation Form must be completed
- If testing for CMA-I – Original OSDH Form 504 documenting completion of training or original training exception letter from OSDH & verification of unexpired Oklahoma Medication Aide certification--blank form can be obtained under the Required Documentation section of the Medication Aide section of our website at [www.okhcp.com](http://www.okhcp.com)
- Affidavit of Lawful presence – to be retained in the candidates testing file

### **Written Exam Information**

- 65 questions/120 minutes
- 70% passing score for all exam types

### **Medication Pass Information**

- Medications must be passed to 20 consecutive individuals with 100% accuracy after completion of training

### **Miscellaneous Information**

- Training facility codes for approved training programs are used when testing. The list is provided on the website [www.okhcp.com](http://www.okhcp.com) on the Medication Aide page under Candidate Resources.
- A candidate must complete all testing requirements within three (3) years of training completion.
- Candidates testing with a letter will use the following training facility codes (training completion date will be date of letter):
  - retest letter with 1 attempt – 1111111
  - training exception letter with 3 attempts – 5555555
- Advanced CMA classes can be used toward the 8 hour CEU requirement for CMA recertification
- Candidates have three (3) attempts with a 3-day wait between attempts
- Candidates must re-enroll in an approved training program if unable to pass the exam within three (3) attempts

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## **NURSE AIDE**

The exams were developed by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health (OSDH).

### **Available Exams:**

- 2A Developmentally Direct Care Aide – 8602
- 3A Adult Day Care Aide - 8603
- 4A Residential Care Aide – 8604
- 5A Home Health Care Aide – 8605
- 7C Long Term Care Aide – 8607
- 5I Deeming – 8607-D

### **Testing Fees/Options**

- Fee varies by test site

### **Testing Prerequisites**

- Candidates must be 16 years old.
- Candidate must complete an OSDH approved training program or received an approval letter from the OSDH (some letters are now emailed to candidates)
- Deeming to HHCA – completed a 16-hour, population specific training program

### **Required Documentation**

- Original Training Verification Form signed by the training program supervisor or an original training exception letter from the OSDH (some letters are now emailed to candidates) -- blank form can be obtained under the Required Documentation section of the Nurse Aide section of our website at [www.okhcp.com](http://www.okhcp.com)
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)
- Social Security Card
  - Letter from Social Security Administration - W-2
  - Official Tax Return
- If unable to provide proof of SSN, a SSN Attestation Form must be completed
- Affidavit of Lawful presence – to be retained in the candidates testing file

### **Written Exam Information**

- 70 questions/120 minutes – 2A DDCA, 5A HHCA, 7C LTC
- 55 questions/90 minutes – 3A ADCA, 4A RCA
- 70% passing score for all exam types

### **Skills Exam Information**

- Scenarios cover - Four (4) skills – RCA, ADCA & Seven (7) skills – HHCA, LTC
- No skills exam for DDCA
- 60 minutes – RCA, ADCA & 75 minutes – HHCA, LTC (both include 15 minutes to provide instructions)
- 100% on critical tasks & 80% on non-critical tasks
- Submitted to the test site coordinator or designee(s) for scoring
- Failing scores reported through SurveyMonkey link on [www.okhcp.com](http://www.okhcp.com) under Coordinator Resources
- For more information on the skills exam and overall CNA process please see the **Test Site Coordinator Manual for CNA & CMA** on [www.okhcp.com](http://www.okhcp.com) under Coordinator Resources

### **Miscellaneous Information**

- Training facility codes for approved training programs are used when testing. The list is provided on the website [www.okhcp.com](http://www.okhcp.com) on the Nurse Aide page under Candidate Resources.
- A candidate must complete all testing requirements within three (3) years of training completion.
- Candidates testing with a letter will use the following training facility codes (training completion date will be date of letter):
  - Retest letter with 1 attempt – 111111
  - Training exception letter with 3 attempts – 555555
  - Deeming - 333333
- Candidates have three (3) attempts with a 3-day wait between attempts
- Candidates must re-enroll in an approved training program if unable to pass the written and clinical exams within three (3) attempts
- Letters expire 120 days from date of letter as noted on the letter

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## **OKLAHOMA CORPORATION COMMISSION – PETROLEUM STORAGE**

The exams are hosted by the CareerTech Testing Center in partnership with the Oklahoma Corporation Commission – Petroleum Storage division (OCC-PTSD).

### **Available Exams:**

- Aboveground Storage Tank Installer – 2411
- Aboveground Storage Tank Removal - 2412
- Environmental Consultant – 2404
- Underground Storage Tank Installation – 2406
- Underground Storage Tank Removal – 2407

### **Testing Fees/Options**

- \$100 per exam onsite/\$100 per exam online

### **Testing Prerequisites**

- Candidates must be 18 years old.

### **Required Documentation**

- Printed copy of the cover letter on official OCC-PSTD letterhead
- Original approval letter from the OCC-PSTD division
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 100 questions/120 minutes onsite/120 minutes online – AST, EC, USTI
- 50 questions/90 minutes onsite/90 minutes online – USTR
- 80% passing score for all exam types

### **Miscellaneous Information**

- Exam Approval letter expires in one (1) year from the date on the approval
- Retest requires the candidate to receive a new test approval letter for authorization to retest thirty (30) days after the initial attempt
- Exam and licensing procedures must be completed within one (1) year of the approval
- Calculator/Scratch paper allowed

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## **OKLAHOMA POSSE**

The exam was developed by the CareerTech Testing Center in partnership with the Council for Law Enforcement Education and Training (CLEET) and the Department of Public Safety – Oklahoma Highway Patrol (OHP)

### **Available Exam:**

- Oklahoma POSSE – 9911B (Peace Officer Screening & Selection Exam)

### **Testing Fees/Options**

- \$45 per exam onsite/\$60 per exam online

### **Testing Prerequisites**

- Candidates must be 21 years old to take the exam
- Used to meet the CLEET requirements for entrance into its training academy for basic/reserve peace officer training
- Used to meet the OHP requirement for entrance into its training academy for state troopers

### **Required Documentation**

- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)
- Provide social security number at time of testing

### **Written Exam Information**

- 70 questions/95 minutes onsite/95 minutes online
- 70% passing score

### **Miscellaneous Information**

- Candidates have three (3) attempts with a one (1) year wait period after the 3<sup>rd</sup> attempt for CLEET
- There is no attempt limit for OHP candidates.
- Covers reading comprehension, math calculations, written communication, & writing reports
- Results must be manually processed and emailed to the candidate, the department/agency, and the test site if applicable. Please allow a maximum of three (3) business days for processing
- Information and additional resources for candidates can be accessed by clicking on the OK POSSE link at [www.okhcop.com](http://www.okhcop.com)

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## OSU – FST

The exams are hosted by the CareerTech Testing Center in partnership with Oklahoma State University – Fire Service Training.

### **Available Exams:**

- Firefighter I – 5251 & Firefighter II - 5253
- Fire Officer I – 5257 & Fire Officer II - 5258
- HazMat Awareness – 5252
- HazMat Operations – 5256
- HazMat Technician - 5259
- Fire Instructor I – 9908 & Fire Instructor II – 9909
- Fire Inspector I - 5260

### **Testing Fees/Options**

- No fee collected from candidate onsite

### **Testing Prerequisites**

- Candidates must be 18 years old.
- Received a high school or general equivalency diploma

### **Required Documentation**

- Original approval letter from OSU-FST on department letterhead – must include the registration ID
- Event confirmations are sent to candidates, but cannot be used as approval to test.
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver’s license, school-issued ID)

### **Written Exam Information**

- 100 questions/120 minutes – Firefighter I & II & HazMat Technician
- 50 questions/60 minutes – Firefighter Instructor I & II, Fire Officer I & II, HazMat Awareness, HazMat Operations, Fire Inspector I
- 70% passing score for all exam types

### **Miscellaneous Information**

- Candidates for Firefighter I must take the written exam before participating in a skills exam.
- Hazmat Awareness, Operations, & Technician do have allowed resources that may be used. Please see the **Allowed Resources** link on [www.okhccp.com](http://www.okhccp.com) under the main section of OSU Fire Safety section for more information.

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## **PRIVATE SECURITY**

The exams were developed by the CareerTech Testing Center in partnership with the Council for Law Enforcement Education and Training (CLEET).

### **Available Exams:**

- Phase I & II – Unarmed Security Guard - 5101
- Phase III – Private Investigator - 5102
- Phase IV – Armed Security Guard - 5153
- Phase V – Bail Enforcer - 5154

### **Testing Fees/Options**

- \$40 per exam onsite – Phase I – IV
- \$50 per exam onsite – Phase V

### **Testing Prerequisites**

- Candidates must be 16 years old to test.
- Candidates must be 18 years old to be certified for an unarmed license.
- Candidates must be 21 years old to be certified for an armed license.
- Candidate must complete a CLEET approved training program. For a list of training programs, please click on the link under the Testing Prerequisites section on the Private Security page at [www.okhcp.com](http://www.okhcp.com) – GS4 is also approved

### **Required Documentation**

- Certificate of Completion from an approved training program
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)
- Provide social security number at time of testing

### **Written Exam Information**

- 50 questions/75 minutes – Phase I - IV
- 50 questions/60 minutes – Phase V
- 70% passing score for all exam types

### **Miscellaneous Information**

- Please see the **Cheat Sheet Supplement** for information on allowed accommodations.
- Candidates have three (3) attempts with a 3-day wait between attempts
- Candidates must re-enroll in an approved training program if unable to pass within three (3) attempts

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## **PROFESSIONAL COUNSELOR LICENSING**

The exams are hosted by the CareerTech Testing Center in partnership with the Oklahoma State Board of Behavioral Health Licensure (BBHL).

### **Available Exams:**

- Licensed Marriage & Family Therapist – 9901 (OLMFTE)
- Licensed Professional Counselor – 9902 (OLERE)

### **Testing Fees/Options**

- \$45 per exam onsite/\$50 per exam online

### **Testing Prerequisites**

- Meet the licensure requirements established for each area by BBHL.

### **Required Documentation**

- Original approval letter from BBHL on department letterhead
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 50 questions/60 minutes – OLMFTE
- 40 questions/60 minutes – OLERE
- 80% passing score for all exam types

### **Miscellaneous Information**

- Candidates have a 3-day wait between attempts.
- Approval letter designates the eligibility period

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## **SANITARIAN ENVIRONMENTAL SPECIALIST**

The exam is hosted by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health – Consumer Health Service division (OSDH).

### **Available Exam:**

- Sanitarian Environmental Specialist – 9903

### **Testing Fees/Options**

- No fee collected from candidate onsite

### **Testing Prerequisites**

- Candidates must be 18 years old.
- Meet the licensure requirements established by OSDH.

### **Required Documentation**

- Original approval letter from the OSDH (some letters are now emailed to candidates)
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 97 questions/120 minutes
- 60% passing score

### **Miscellaneous Information**

- Exam Approval letter expires in six (6) months from the initial application date
- Retest requires the candidate to reapply to the OSDH – Consumer Health Service for authorization to retest

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## **STATE FIRE MARSHAL**

The exams are hosted by the CareerTech Testing Center in partnership with the Oklahoma State Fire Marshal.

### **Available Exams:**

- Fire Extinguisher Industry Licensing Test-9912
- Outdoor Fireworks Display Operator-9915

### **Testing Fees/Options**

- \$65 per exam onsite – Fire Extinguisher
- \$25 per exam onsite – Outdoor Fireworks
- \$15 same-day retake – Outdoor Fireworks

### **Testing Prerequisites**

- Meet the licensure requirements established by the Oklahoma State Fire Marshal.

### **Required Documentation**

- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 40 questions/60 minutes – Fire Extinguisher Industry Licensing Test
- 50 questions/75 minutes – Outdoor Fireworks Display Operator
- 70% passing score for all exam types

### **Miscellaneous Information**

- Exam Approval letter is no longer required
- Candidates have a 5-day wait between 1<sup>st</sup> & 2<sup>nd</sup> attempts – 30-day wait for every subsequent attempt
- Candidates for Outdoor Fireworks Display Operator are allowed one (1) same-day retest if unsuccessful at a reduced fee
- Exam scores are valid for 90 days and licensing procedures must be completed within 90 days of passing the exam.

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## **VETERINARY ASSISTANT**

The exams were developed by the CareerTech Testing Center in partnership with the Oklahoma Veterinary Medical Association (OVMA).

### **Available Exam:**

- Vet Assistant – OVMA - 8533

### **Testing Fees/Options**

- No fee collected from candidate onsite

### **Testing Prerequisites**

- Candidates must be 16 years old.
- Meet the licensure requirements established by the OVMA.

### **Required Documentation**

- Original authorization email from the OVMA
- Valid, current photo identification issued by government entity with the U.S. (i.e. passport, driver's license, school-issued ID)

### **Written Exam Information**

- 55 questions/90 minutes
- 68% passing score

### **Miscellaneous Information**

- For an **exam blueprint** & practice questions, please see the website at [www.okhcp.com](http://www.okhcp.com) under Veterinary Assistant.
- Application windows are December 31, April 30, & May 30 – see link on website mentioned above for more information
- Testing windows are January 2 – 31, May 1 – 31, & June 1 - 30
- Retest requires the candidate to reapply to the OVMA for authorization to retest – one retest per exam window allowed