



# Arkansas Fire Protection Licensing Board

Exam Information  
For  
Licensing

Sprinkler Systems  
Portable Systems  
Fixed Fire Suppression Systems





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**OKLAHOMA**  
**CareerTech**

**CTTC**

CareerTech Testing Center  
Health and Professional Certifications Project

## Introduction

The Arkansas Fire Protection Licensing Board has partnered with the CareerTech Testing Center to offer the licensing exams for Sprinkler, Portable, and Fixed Fire Suppression Systems.

The Health and Professional Certification Project section of the CareerTech Testing Center provides licensure examinations through in-person and online proctored options. The information contained in this guide provides information for both options including registering, ordering, and taking the exam(s).

## Eligibility to Test

Eligibility for examinees is determined by the Arkansas Fire Protection Licensing Board. For information on licensing requirements and forms, please visit the Board's website at:

<https://labor.arkansas.gov/licensing/fire-protection-licensing-board/licensing-information/>

For any questions related to eligibility or licensing, please contact the board at:

900 W. Capitol, Suite 400  
Little Rock, Arkansas 72201  
Telephone 501-661-7903

[Patricia.L.White@arkansas.gov](mailto:Patricia.L.White@arkansas.gov)



## Exam Information & Allowed Resources

All exams are 2 hours with the exception of the Fitter exam which is 3 hours.

- Portable Fire Extinguisher NFPA 10 – 2018 Edition
- Carbon Dioxide Extinguishing Systems (CO2) NFPA 12 – 2018 Edition
- Dry Chemical Extinguishing Systems (Fixed) NFPA 17 – 2021 Edition
- Wet Chemical Extinguishing Systems (Fixed) NFPA 17A – 2021 Edition
- Halon (Fixed) NFPA 12A – 2018 Edition
- Clean Agent Fire Extinguishing Systems NFPA 2001 – 2018 Edition
- Hydro Class “A” NFPA 10 – 2018 Edition
- Hydro Class “B” NFPA 10 – 2018 Edition & NFPA 17A – 2021 Edition
- Sprinkler Inspector NFPA 13 – 2019 Edition & NFPA 25 —2020 Edition
- Sprinkler Fitter – NFPA 20, NFPA 24, NFPA 13, NFPA13R, NFPA 14 – 2019 Editions & NFPA 25 – 2020 Edition
- Responsible Managing Employee - Sprinkler Rules and A.C.A.20-22-601
- Portable-Fixed Rules Exam & A.C.A.20-22-601
- Sprinkler Rules Exam & A.C.A.20-22-601

## Exam Numbers for Ordering

- 9950 - Portable-Fixed Rules & ACA
- 9951 - Responsible Managing Employee
- 9952 - Portable Extinguishers
- 9953 - Sprinkler Rules & ACA
- 9954 - Fixed Systems - Dry/Wet
- 9955 - Class A Hydrostatic Testing
- 9956 - Class B Hydrostatic Testing
- 9957 - Fixed Systems - CO2
- 9958 - Fixed Systems - Halon
- 9959 - Clean Agent
- 9960 - Fitter Exam
- 9961 - Inspector Exam



## Examination Options and Processing

Prior to completing the following steps for purchasing/taking any exam(s), the candidate must be approved to test by the Arkansas Fire Protection Licensing Board. The approval indicates the exams required for the type of licensing specified in the candidate's application.

*\*Note\**: In-Person exam fees and Online-Proctored exam fees cannot be switched between the two options. Both options require a credit card for purchasing and must be used prior to June 30<sup>th</sup> of each year.

## Ordering Process – Technical Support

Email: [cttc@careertech.ok.gov](mailto:cttc@careertech.ok.gov)

Phone: (405) 743-5160 or (405) 743-5407

Website: <https://oklahoma.gov/careertech/testing-center/health-professional-certifications/non-oklahoma-hcp/arkansas-hcp-exams.html>

## Online-Proctored Exam – Technical Support

### *Issues with Scheduling/Overall Process Questions*

Email: [cttc@careertech.ok.gov](mailto:cttc@careertech.ok.gov)

Phone: (405) 743-5160 or (405) 743-5407

### *Support during Session*

Email: [support@examity.com](mailto:support@examity.com)

Phone Support: (855) 392-6489

[Chat Support – click this link](#)

### *Candidate Resources*

[Support documents – click this link](#)

- supported browsers, taking an exam, online proctoring information and Questionmark Secure software



## Technical Requirements for Online-Proctored Exams

1. Computer or Laptop with a microphone and web camera (*Chromebooks are not compatible*)
2. Pop-up blocker disabled or allow site as an exception
3. [Test Computer Components – click this link](#)
4. Software required:
  - a. [Questionmark Secure Browser](#)
    - Some programs are not allowed to run during the exam. The secure browser software will inform you that the program must be closed. Examples include Outlook, Teams, Skype, GotoMeeting, SnagIT.
    - Make sure to click on the sample assessment link under Step #2 to verify installation was successful.
  - b. [Zoom Client for meetings](#)

\*Note\* - if you are using a company computer, please check with your IT department for help downloading/installing software that may require administrative rights.



## In-Person Exam Option

1. Purchase exam(s) through the [CTTC Professional Certification Catalog](#) one (1) week prior to the testing date set by the Arkansas Fire Protection Licensing Board.
2. If it is the first time ordering online through the catalog, click Sign Up to create an account. If an account has already been created, click Sign In.
  - a. Enter the required information in each field.
  - b. Be sure to use the billing address on the credit card when entering the address to create an account.
3. Sign in and click on Arkansas Department of Labor & Licensing logo.
4. Select the quantity needed and Add to Cart
5. When all items have been added, either click on Go To Cart at the bottom of the page or click on the Cart near the search bar at the top.
6. Click on Check Out
7. The Shipping and Billing Address should be populated with the information entered earlier when creating an account.
8. Click on Continue near bottom right
9. For Shipping Method, select Assessment Order
10. Click on Proceed to Payment
11. Enter the Card # and click on Pay
12. Print the receipt. A copy of the receipt must be provided to the proctor upon arrival to take the in-person exam.
13. Please contact the Arkansas Fire Protection Licensing Board for specific information and directions for taking the test in-person. Contact information is listed on Page 2 of this guide.
14. In-Person proctors will provide directions on the day of testing for accessing the exams.

## Rescheduling an Exam

If unable to test on the date that was arranged with the Arkansas Fire Protection Licensing Board, contact the licensing board as soon as possible to reschedule the testing session.



## Online-Proctored Exam Option

1. **Register an account** with the CareerTech Testing Center testing platform by following the link - <https://ondemand.questionmark.com/home/405371/>
  - a. Click on Create New Account tab
  - b. Enter a username
  - c. Enter an email address (must be unique to the user)
  - d. Click on Create New Account
2. An automated email message is sent to confirm the registration with the Oklahoma CareerTech and is pending admin approval.
3. Once the account is approved within **two (2) business days**, another email is sent with a one (1)-time link to allow the user to set a password.
4. **Update the user profile** by clicking the option at the top right of the screen
  - a. Set the First/Last name fields to match the information on the photo ID.
  - b. Set the time zone.
5. **Buy an exam** by logging into the testing platform - <https://ondemand.questionmark.com/home/405371/>
  - a. Click on Buy Exam.
  - b. Select the exam(s) needed & Add to Cart.
  - c. Select Checkout.
  - d. Click on “Continue to next step”.
  - e. Click on “Continue to next step” again.
  - f. Enter the required information and select type of card.
  - g. Click on Continue to process the order.
6. **Schedule an exam** by clicking the option at the top right of the screen
  - a. Click on My Assessments.
  - b. Select the calendar icon under Actions to “Schedule” the exam.
  - c. Select a Date.
  - d. Select a Time slot (*times are listed in military time*).
  - e. Select Schedule Appointment.
  - f. A confirmation email is sent showing the selected date/time for the exam.
7. **Take an exam**
  - a. Click on My Assessments.
  - b. A “Launch” button will appear 5-10 minutes prior to the exam start time.
  - c. Click on the “Launch” button to start the proctoring session in a new window.
    - Zoom and Questionmark Secure must be installed.



- d. Follow the onscreen prompts to connect with the proctor. The following information must be available:
    - Valid state-issued driver's license or ID card issued by a US government entity.
    - The name on the ID must match the information in the user account.
  - e. The proctor will continually monitor the candidate for suspicious activities and has the authority to terminate the exam if needed. All incidents will be reported to the Oklahoma CareerTech and Arkansas Fire Protection Licensing Board.
8. **Completing an Exam**
- a. Once all questions are answered, submit the exam for scoring. Do not leave the session without notifying the proctor.
  - b. An overall score is presented on the feedback screen.
  - c. There is a link to open the official score report. Print the screen.
    - If unable to print from this screen, log back into the testing dashboard.
    - Click on My Results and print the score report from this screen.

### Rescheduling an Exam

The system allows the existing schedule to be cancelled and a new time/date set. There is no additional charge for cancelling or rescheduling a session.

- Login to the testing platform dashboard - <https://ondemand.questionmark.com/home/405371/>
- Click on the calendar to the right of the exam.
- Select Cancel.
- Click to reschedule the exam for another date/time or come back later to reschedule the session.
- A confirmation is sent showing the changes.

