

(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 X written/ practical skills testing

I hereby confirm that the candidates listed below have completed 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).

Please complete the table below

Name (First and Last Name)	Written	Re-write	Practical
Candidate name	NFPA X	If applicable	NFPA X

If you have any questions or concerns regarding the above information, please contact me at (enter test contact information)

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

Name (Please Print) _____

Signature: _____ Date: _____

COMPLETED LETTER MUST BE RECEIVED THREE(3) to FOUR(4) WEEKS PRIOR TO TESTING