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STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF TEST DEVELOPMENT, ANALYTICS, & ADMINISTRATION
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Allison Chris Meyers
Chair/Chief Executive Officer

Fire Fighter Memo of Understanding Regarding the Physical Performance Test Release Form

I understand that the entry-level Fire Fighter examination process also includes a physical performance test (PPT) that will be given on a pass/fail basis at the time an eligible list is certified. If my name is certified, I will be contacted via **email** and scheduled to take the PPT. For this reason, I acknowledge that:

1. It is my responsibility to keep an accurate and current mailing and email address on file with the New Jersey Civil Service Commission (CSC). If I change my mailing address with the United State Postal Service, I still need to change it with the CSC; state and federal government do not share information with each other. (Candidates are encouraged to add this email: PPTschedule@csc.nj.gov to their safe sender list and check spam folders for emails from this CSC email address.)
2. Since list certifications may occur at any time throughout the duration of the list, I am responsible for maintaining a fitness level commensurate with what is required to successfully complete the PPT. A description of the PPT is included in the PPT Physical Fitness Manual, which is available on the CSC website.
3. If certified, I must respond to any certification notice(s) within the timeframe stated on the notice.
4. If I am certified and scheduled to take the PPT, I understand that I **MUST** appear on my scheduled test date, with all required materials, ready to be tested; otherwise I will be removed from **ALL** Fire Fighter eligible lists on which my name appears.
5. I will request a make-up examination (<http://www.nj.gov/csc/about/publications/forms/pdf/dpf-728.pdf>) when appropriate circumstances do not allow me to take the PPT on my scheduled date. (Approval is not automatic; requests must be received within required time frames and satisfy the criteria in N.J.A.C. 4A:4-2.9.)
6. Make-up exams will not delay the certification process, which means my name will be bypassed on a current certification, but may be certified in the future if the hiring need exists.
7. I must bring a properly completed and signed medical clearance form with me on the date of my PPT exam; otherwise, I will not be tested and will be removed from **ALL** Fire Fighter lists.
8. Should I choose not to take the test, if I fail the PPT, or do not provide a properly completed and signed medical clearance form, I will be removed from **ALL** Fire Fighter lists.
9. If I wish to claim veteran's preference rights I will provide, in a timely manner, the appropriate documentation (http://www.nj.gov/csc/about/publications/forms/pdf/njdmava_form_05A-1.pdf) to the New Jersey Department of Military & Veteran Affairs (DMAVA).

Print Name _____

Last 4 digits SS# _____

Signature _____

Date _____

Monitor # _____

Revised 10/12/18