



STATE OF NEW JERSEY CIVIL SERVICE COMMISSION

DIVISION OF TEST DEVELOPMENT, ANALYTICS, AND ADMINISTRATION

Mikie Sherrill, Governor • Dr. Dale G. Caldwell, Lt. Governor • Mary Cruz, Acting Chair/Chief Executive Officer

Firefighter Memo of Understanding Regarding the Physical Performance Test Release Form

I understand that the entry-level Firefighter 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 <u>my responsibility</u> to keep an accurate and current <u>mailing</u> and <u>email</u> 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 Firefighter 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 Firefighter 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 Firefighter 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 Veteran Affairs (DVA).

Print Name _____

Last 4 Digits SS# _____

Signature _____

Date _____

Monitor # _____