Department of Community Affairs
Division of Fire Safety
Office of Training & Certification
P.O. Box 809
Trenton, NJ 08625-0809

Phone: (609) 777-3552

Fire Service Training
Course Delivery Form

Received: _____
Approve: _____
Exam #: _____

Office Use Only

Eligible Organization Information

Note: The Division of Fire Safety requires two weeks to create course codes and relay those codes back to the EO. Exam dates should provide sufficient time for Kean University staff to grade exams, for Division staff to review the test results and to forward exam results back to the EO.

1. Coordinator's Name: _____
   Phone Number: _____
   Email: _____
   Fax Number: _____
2. Organization Name: _____
3. Organization Number: E ___ ___ ___ ___ ___
4. Facility Number: F ___ ___ ___ ___ ___
5. Lead Instructor Name: _____
   Inst. DFSID Number: ___ ___ ___ ___ ___ ___

_____ _____
Eligible Organization Authorized Signature *Date*

Course Information

6. Course/Exam Name: Hours
   _____ _____
7. Delivery Schedule:
   Start Date: _____
   End Date: _____
   Times: _____
8. Number of Students: _____
9. Exams Requested / Exam Date / # of Exams
   Initial Exam Date: _____ _____
   Retest 1 Date: _____ _____
   Retest 2 Date: _____ _____
   HM Exam Date: _____ _____
   HM Retest 1 Date: _____ _____
   HM Retest 2 Date: _____ _____