

Virginia Department of Fire Programs Policy and Procedures

Procedure for Re-testing Written and Skills

Written Testing

In the event a student does not successfully pass a VDFP written examination with a 70% or greater, that student will be eligible for a re-test after waiting a minimum of ten (10) calendar days from the date of retest notification. The student is required to take the re-test within ninety (90) calendar days from the date of notification.

Students who are not successful on the second attempt will be offered a third attempt only after the individual completes a remedial training program certified by the Authority Having Jurisdiction (AHJ). The AHJ certified remedial training shall be 20 % of the total course training hours in length. A Chief Officer from the students department must provide a written response to the VDFP Division Chief certifying the student completed 20% of the total course training hours prior to the third attempt. Students must wait a minimum of ten (10) calendar days after notification to re-test and must complete all required training and complete the written examination within (90) calendar days from the notification to retest.

If a student does not successfully complete the written examination on the third attempt, the student will be required to retake the entire course before being allowed any additional attempts at the written examination.

Practical Testing

In the event that a student does not successfully pass the practical testing the student will be allowed a second attempt at the practical test. Students who fail multiple stations or do not successfully complete the practical skills retest, can contact the local division office to schedule the practical examination retest. The second attempt at testing practicals must be completed within 90 calendar days from notification of retest.

Students who do not successfully complete the second attempt at practical testing will be allowed a third attempt at the practical test after waiting a minimum of 10 calendar days from notification to retest. The student is required to retest within (90) calendar days from notification of retest.