



STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY
John J. Barthelmes, Commissioner



Division of Fire Safety
Office of the State Fire Marshal
J. William Degnan, State Fire Marshal

Office: NH Incident Management Center, 110 Smokey Bear Boulevard, Concord, NH
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603-223-4289, FAX 603-223-4295

Informational Bulletin 2010-01
Testing Entity Applications

Purpose

This informational bulletin is to notify testing entities the Office of the State Fire Marshal, Bureau of Electrical Safety and Licensing, is now accepting applications from testing entities for the purpose of proctoring and administering examinations for journeyman and master electrician candidates.

Explanation

Approved testing entities must meet the requirements of Saf-C 9304.06(a) and have the ability to include a separate part of the examination covering the statutory and administrative rule requirements. Preparation of questions regarding statutory or administrative rule requirements will be the responsibility of the State of New Hampshire. Proctoring and administration of this part of the examination will be the responsibility of the testing entity.

Upon receipt of the information in Saf-C 9304.06(a), the fire marshal's office will schedule a time for the testing entity to present its testing program to the Commissioner or his designee and the Electricians' Licensing Board.

CHAPTER Saf-C 9300 BUREAU OF ELECTRICAL SAFETY AND LICENSING RULES

Saf-C 9304.06 Approval of Testing Entity.

(a) Each entity seeking approval of its testing program shall mail the following to the office of the state fire marshal, bureau of electrical safety and licensing, 33 Hazen Drive, Concord, NH 03305:

- (1) A short statement of the license(s) for which the entity requests the evaluation of its testing program;
- (2) The testing administrative procedure and the amount of the fees;
- (3) Documentation showing standards of examination integrity, including:
 - a. Validation of the tests by the testing entity to ensure reliability with current industry standards, to be done periodically but no less than every 2 years; and
 - b. The manner and method by which the security of the tests is maintained, both electronically and by hard copy;

(4) Documentation of adequate proctoring of the tests, including:

- a. Administration of the tests to only those candidates who meet all prerequisites of the particular test being administered, including approval from the board;
- b. The monitoring of the registration process;
- c. Proof of positive identification from the candidates, by means of a government-issued photo identification;
- d. Adequate and comfortable testing environment, including temperature, light and seating arrangements;
- e. The prevention of the use of electronic devices and other reference material that is not authorized by the board, except a non-programmable or non-electrical programmed calculator, if the test requires mathematical calculations;
- f. Administration of the test to ensure that candidates cannot readily view the tests of other candidates; and
- g. Alternate proctoring methods, such as the use of oral examinations, having the same integrity as other tests.

(b) Upon receipt of the information in (a) above, the office of the state fire marshal shall schedule a time for the entity to provide a presentation of its testing program to the commissioner or his/her designee, and the board.

(c) The commissioner shall approve the testing entity, upon the recommendation of the office of the state fire marshal and the board that the testing entity meets or exceeds the standards set forth in these rules.