

# Obtaining or Renewing Denver Fire Department Journeyman Fire Alarm Installer Licenses

Beginning January 1, 2023, Denver Fire will be using CSA to administer their tests. The new certification is DENFA/FA2 – Combined Denver Fire Alarm and On-site Competent Person. DFD will no longer offer the Denver Amendments only exam for NICET II certification holders. The DENFA/FA2 license is good for 3 years from the date you pass the exam. You will need to test again at that point to renew your license. This is a 2-step process, requesting the assessment and scheduling the test once approved. A score of 80% is required to pass the test. *As part of the process, you will need a head-shot(.jpg only) photo from shoulders up. This should be under 1 meg file size.*

Follow the steps below to request the DENFA/FA2 assessment.

1)Go to <https://www.csaexams.com/denver> to begin the process. *FYI CSA recommends NOT using Internet Explorer on their site. Use Chrome, Firefox, Edge, or Safari.*

2)On this page you will find the Study Guide, Denver Amendments to the IFC, books required for testing, Fee, and Important Concepts. *You will need to have a printed copy of the Denver Amendments. These must be bound in a notebook; no loose papers are allowed.*

3)Once you are ready to request the assessment select “Request Assessment” from the top of the page.



4)Read the instructions to familiarize yourself with the request process. Once you have read and understand the instructions, click on the request form button.

I understand above. Take me to the Request Form.

Click on bar

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5) From the following page you fill out the *Request Assessment Form*. There is a drop-down box for the assessment where you will select DENFA/FA2. You will be required to provide a Company Name that will be displayed on the ID card. You will also upload your head-shot photo to the form.

6) After completing the form select the “Go To Payment Page” button. *Be aware that once your payment is processed, there are no refunds, and you have 60 days to take the exam.*

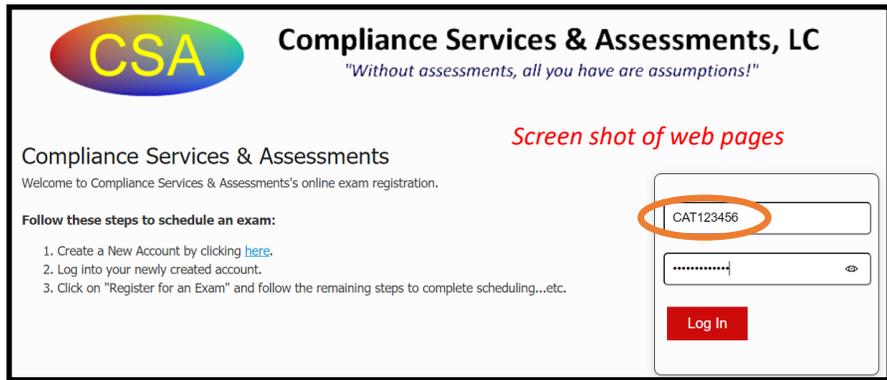
7) Once payment is submitted, you will receive a confirmation email from CSA and a receipt from Square.

8) Within 3 business days you will receive a Welcome email from CSA and a second email with a Voucher Code to schedule your test.

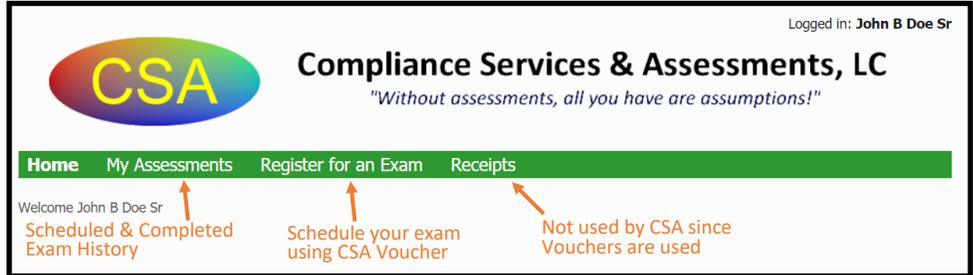
Move to the next page for scheduling instructions from CSA.

# Navigating CSA Scheduling Screens

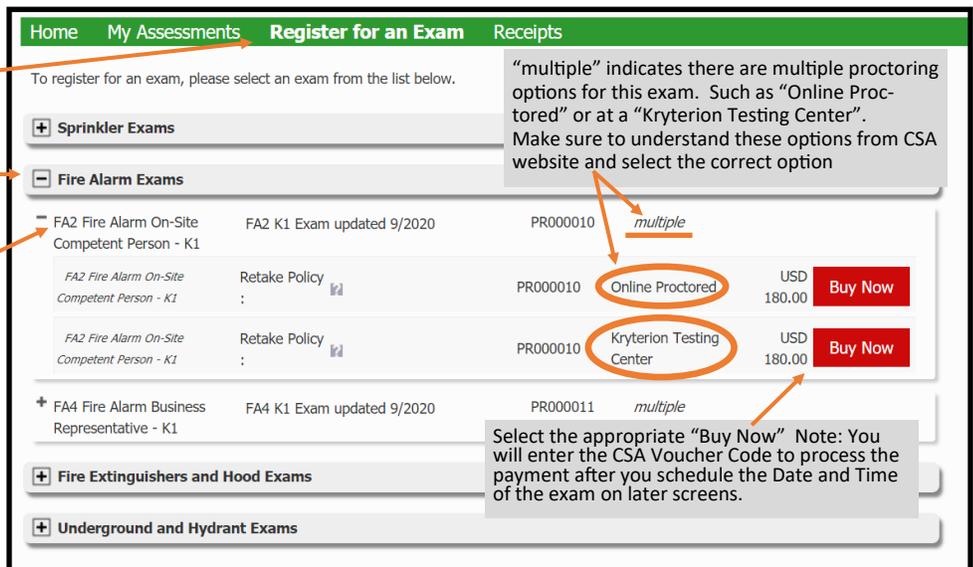
- You must first "Request an Assessment" from CSA at [www.CSAexams.com](http://www.CSAexams.com).
- Once CSA processes your Request and enters information into our system, you will get an email with user information and a Voucher Code. The Voucher Code is required to schedule any exams, and are unique to that exam that you requested and paid for.
- Once you get the **Scheduling** email, go to [www.webassessor.com/CSAexams](http://www.webassessor.com/CSAexams)



- Enter the candidate Login name, such as "CA#####" and Password (you are required to create a password using links in the welcome email sent when your new account is created by CSA. This password will be different effective 10/2020.)
- If you do not have a password, use the option to have a Reset Password sent to the email address. Passwords can be changed once you are logged in along top menu.

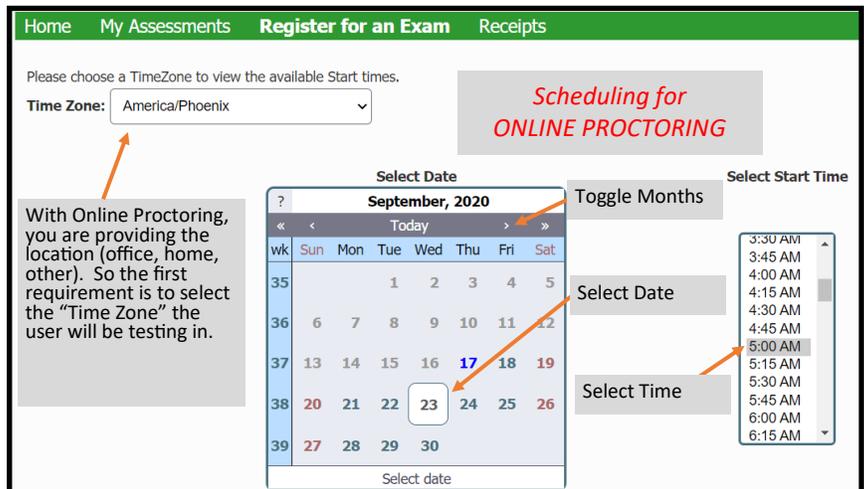


- To Schedule for an exam, select "Register for an Exam"
- Click on "+" to expand the topic for the type of test you are scheduling
- Click on "+" or the exam name (such as FA2) to expand the "multiple" Proctoring Options available
- Verify the CORRECT PROCTORING OPTION and select the "Buy Now" option. This will take you to the Schedule page.
- IMPORTANT** - Although you will be able to see all exams, you can only finish the schedule process by selecting the exam that your Voucher was issued for.



## Scheduling an Online Proctored Exam:

- This next screen will depend on the Proctoring Option Selected. The screen shot shown to right is if you selected Online Proctoring.
  - Schedule changes to Online Proctoring must be made at least 24-hours in advance of the exam.
  - Your computer must satisfy specific requirements and a USB web camera is required for Online Proctoring. See CSA website for specifics.
- Physical Proctoring Center scheduling is shown on next page.



Once scheduled, check the Accept Terms box below calendar and then "Select" to go to payment / voucher screen. See next page for more information.

## Scheduling Screens (continued)

### Scheduling at a Physical Test Center:

- When selecting a Physical Proctoring Center you will be taken to a screen like the one on the right.
- First, select the "State" and then "Find". This will show all the locations within that state. The other fields can be used to narrow down your search.
  - Don't forget to search adjacent states if you are close to a border.
- From the Available Testing Centers (meeting your search criteria), check the box of the center you want, or click on "Map" to see where the center is located.
- "Select" your testing location
- Verify your Testing Center and Select Date, then Select Start Time.

Home My Assessments Register for an Exam Receipts

Choose options below to narrow down the list of testing centers displayed.

Country: United States Province/State: Arizona City: All OR

Postal Code: Range 10 miles

**Find**

Scheduling for PHYSICAL PROCTORING CENTER

Select the Testing Center where you wish to take the test.

**Available Testing Centers**

<input type="checkbox"/>	Testing Location Name	Address	City	Province/State	Country	Map	Important Location Information
<input type="checkbox"/>	Cochise College Testing Center_Douglas	4190 West Highway 80, Testing Center, Bldg 201C	Douglas	Arizona	United States	<a href="#">Map</a>	
<input type="checkbox"/>	Gateway Community College	108 North 40th Street, IE	Phoenix	Arizona	United	<a href="#">Map</a>	

"Select" your location → **Select** **Cancel**

Home My Assessments Register for an Exam Receipts

If you are unable to see an available day/time; it is likely there are none available at this location for the time period you are viewing. Please expand your view by selecting another month or adjust your mileage/kilometers to view the next closest location's schedule. Thank you.

Select Testing Center

- Gateway Community College  
108 North 40th Street, IE Building, Room 1252  
Phoenix, Arizona 85034

**Select Date**

September, 2020

Toggle Months

**Select Start Time**

- 9:00 AM
- 9:15 AM
- 9:30 AM
- 9:45 AM
- 10:00 AM
- 10:15 AM
- 10:30 AM
- 10:45 AM
- 11:00 AM

### Payment / Voucher Screen:

- Verify the exam information and details are correct.
- Enter the Voucher Code provided in Emails by CSA. This code is unique and can only be used for this person and for this exam.

Home My Assessments Register for an Exam Receipts

Your cart contains voucher only exams. Please enter your voucher code to proceed.

Exam	Details	Price	Actions
Exam: FA2 Fire Alarm On-Site Competent Person - K1 Length : 120 minutes	Schedule : Wednesday, 30 September 2020 Start Time : 21:00 (UTC-07:00)	180.00	<a href="#">Remove</a>

**Confirm Exam Selected, Date, and Time**

Coupon/Voucher Code:

**Apply**

Enter your Voucher Code provided by CSA and "Apply"

Subtotal: 180.00  
Estimated Tax: 0.00

**Total Price: USD 180.00**

\*Charges are made in USD, currency conversion fees may apply

After you apply the Voucher Code and "Apply" you will be taken to a confirmation screen where you can print the confirmation notice. You will also get emails of your schedule.

**NOTE: An "Exam Authorization Code" will be provided. The candidate must have this code for the proctor to launch the exam. This is a unique code for each exam and you forfeit all fees if this code is not provided at the exam.**

Once you pass your test, you will receive your picture ID and certificate from CSA in the mail.

It takes a couple of weeks.

Once you receive these, you will need to send an email with a scan of the certificate and the front

and back of the card to Fire Safety Systems Licensing

[DFDLicensing@denvergov.org](mailto:DFDLicensing@denvergov.org)

And ask them for the next steps.

They will reply with an application attached that you will need to fill out and return.

You can fill it out in blue-beam. They will also provide you with a link to pay the final \$150.00 fee.

You will need to print a copy of this receipt in Bluebeam. Email the completed application and the

receipt back to Fire Safety Systems Licensing

[DFDLicensing@denvergov.org](mailto:DFDLicensing@denvergov.org).