



West Virginia State Fire Marshal's Office
Regulatory & Licensing Division

APPLICATION FOR
FIRE DAMPER TECHNICIAN EXAM

WV State Fire Marshal
1207 Quarrier St
2ND Floor Licensing
Charleston, WV 25301
Phone: (304) 558-2191

Updated 08/2019

IMPORTANT INFORMATION

Please type or print your information on the application legibly.

- Applications will **not** be processed unless completely filled out, signed & **accompanied by the Application/Exam fee of \$50.00.**
- Applicant must hold a current HVAC Technician's license through the Division of Labor as pursuant to the provisions of article sixteen, chapter twenty-one of the Code of West Virginia. **Please attach a copy of your license.**
- Check / Money Order made payable to the **WVSFMO** - We are unable to accept debit or credit cards at this time - Remitted checks that are returned as "insufficient funds" are subject to penalty as allowed by WV State Code.
- Once your application is reviewed you will receive written notification of acceptance or denial of your application within 15 business days.
- Application/Exam fee is **non-refundable**, however, we do allow you to reschedule your exam as long as we are notified **no later than the day of the exam**. You may reschedule up to three times within 12 months of the original exam date.
- The exam is 25 multiple choice questions, open book and based on the 2013 NFPA 80 and the 2012 NFPA 90A. NFPA books, study guides, test prep courses or practice exams are not provided. Passing exam score has to be 70% or higher. Cell phone use is not allowed during testing.
- Exams begin at 9 am with check in beginning at approximately 8:30 am. We allow no more than 4 hours for the completion of the examination.
- If you need special consideration due to a disability, please submit written request along with your initial application so that we can accommodate your needs.
- Your examination results will be mailed to you within 15 business days of the exam date.
- An applicant who fails the examination shall be afforded the opportunity to be re-examined after thirty (30) days and upon the submission of a new application and the payment of the fees required.
- Please do not submit original documents of any sort as we are unable to return them to you.
- Seating is limited for each exam date / location.
- If you need further information, please contact us at (304) 558-2191.



Application for West Virginia Fire Damper Examination

Applicant Information		(Please print neatly)			
Last Name		First Name		M Int	
Mailing Address					
City		State		ZIP	
Home Phone		Cell Phone			
E-Mail Address					
Last 4 SS #	X X X - X X - _ _ _ _	Date of Birth			
Best contacted via	<input type="checkbox"/> e-mail <input type="checkbox"/> home phone <input type="checkbox"/> cell phone <input type="checkbox"/> regular mail				
Present Employer					
Employer Address					

2019 Exam Dates & Location	Please circle your preferred date / location					
Charleston – Beni Kedem	Jan 29 CLOSED	March 12 CLOSED	May 14 CLOSED	July 9 CLOSED	Sept 10 CLOSED	Nov 12
Beckley - Academy of Careers and Tech	Feb 5 CLOSED	April 30 CLOSED		Aug 6 CLOSED	Dec 10	
Clarksburg - United Technical Center	Jan 29 CLOSED	April 23 CLOSED		Aug 6 CLOSED	Oct 29	
Martinsburg – James Rumsey Institute	Jan 15 CLOSED	Feb 26 CLOSED	April 9 CLOSED	July 16 CLOSED	Aug 27 CLOSED	Oct 15
Wheeling – Wesbanco Arena	Feb 12 CLOSED		May 21 CLOSED	Aug 20 CLOSED		Nov 12

Process Preference

If the requested test date is already full, we will automatically schedule you for the next available date in the same location unless you note a different date/location choice below.

Please mark your preference:

schedule for _____

Affidavit

I hereby certify that the information contained on this application is true and complete to the best of my knowledge. I fully understand that any false or misleading information may result in denial of examination or revocation of any license obtained by providing false information to gain access to the examination.

Applicant Signature : _____

Date: _____