



PSI Talent Assessment

3210 E Tropicana
Las Vegas, NV 89121
lacityfirefighter.psiexams.com



Firefighter Candidate Assessment (FCA)

CANDIDATE INFORMATION BULLETIN

CONTENT OUTLINE

Examination Registration and Scheduling Procedures	2	Security Procedures	3
Examination Fee	2	Examination Results	4
Internet Registration and Scheduling	2	Examination Registration Form	5
Fax Registration and Scheduling	2	Special Arrangements Request Form	6
Standard Mail Registration and Scheduling	2		
Canceling an Examination	2		
Missed Appointment or Late Cancellation	3		
Emergency Examination Center Closing	3		
Special Testing Considerations	3		
Reporting to the Examination Site	3		
Required Identification at the Examination Site	3		

Please refer to our website to check for the most updated information at lacityfirefighter.psiexams.com.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

The Firefighter Candidate Assessment (FCA) is an open enrollment examination that candidates can schedule and test for at PSI test centers. Achievement of a passing score on the FCA is a requirement to apply for the City of Los Angeles' civil service examination for Firefighter. Prior to scheduling the exam, the candidate will need to complete an online account set-up and pay the exam fee. Once completed, the candidate can then use the online scheduling platform to choose a date and time that meets their availability.

Your examination eligibility expires and your application is deemed abandoned if you fail to take the Firefighter Candidates Assessment (FCA) on or before July 15, 2016. This is the last date allowed for the Firefighter Candidate Assessment.

FEES

The following fee table lists the applicable fee for the examination.

EXAMINATION FEES	
Firefighter Candidate Assessment (FCA) (\$69.00)	
NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. FINANCIAL WAIVER INFORMATION IS AVAILABLE AT LACITYFIREFIGHTER.PSIXAMS.COM .	

In most testing centers, testing does not take place on the following major holidays:

Memorial Day	Closed May 28-30, 2016
Independence Day	Closed July 4, 2016

INTERNET SCHEDULING

You may schedule for your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, lacityfirefighter.psiexams.com. You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates and times for scheduling your test.
3. You will need to choose a date to complete your registration and scheduled appointment.
4. Upon successful registration, you will receive a traceable confirmation number.

FAX REGISTRATION AND SCHEDULING

For Fax registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may schedule your examination online by accessing PSI's registration website at lacityfirefighter.psiexams.com.

STANDARD MAIL REGISTRATION AND SCHEDULING

1. Complete the FIREFIGHTER CANDIDATE ASSESSMENT (FCA) Registration Form (found at the end of the bulletin). Payment of fees may be made by credit card (VISA, MasterCard, American Express or Discover), money order, or cashier's check. Make your money order or check payable to PSI and print your social security number on it to ensure that your fees are properly assigned. CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.
2. Mail the completed registration form and payment to:

PSI Services LLC
ATTN: Examination Registration CITY OF LOS ANGELES - FCA
3210 E Tropicana
Las Vegas, NV 89121
Fax (702) 932-2666
lacityfirefighter.psiexams.com

Please allow 2 weeks to process your Registration. After 2 weeks you may schedule your examination online by accessing PSI's registration website at lacityfirefighter.psiexams.com.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee *if your cancellation notice is received 1 day prior to the scheduled examination date*. For example, for a 9:00 a.m. Monday appointment, the cancellation notice would need to be received before 9:00 a.m. on the previous Sunday. You may cancel or reschedule an examination appointment by logging into your account at lacityfirefighter.psiexams.com.

Note: A voice mail message is not an acceptable form of cancellation. Please use the lacityfirefighter.psiexams.com Website.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. Further you will forfeit your examination fee, if:

- You do not cancel your appointment 1 day before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.



SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by reviewing your account at lacityfirefighter.psiexams.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you must arrive at least 30 minutes prior to your scheduled appointment time. This allows time for check-in and identification verification and provides time to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you may forfeit your examination registration fee.

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification, either:

- Non-expired government issued driver's license
- Non-expired government issued identification card (state, military)
- Non-expired passport
- Non-expired passport card

If you cannot provide the required identification, you must email COLA@psionline.com at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

1. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets or hoods. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination.
2. There are timing mechanisms available at the test site and on the computer console to help candidates keep track of time during the test administration. Watches or other timekeeping devices are not permitted in the examination rooms.
3. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when you leave the room and when you return. If a candidate's restroom break takes longer than 5 (five) minutes, a proctor will check on the candidate and will notify the applicable City of Los Angeles entity of the occurrence, which will take appropriate action.
4. The following items are not permitted in the examination rooms:
 - Cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or readings material, music players, radios, electronic games, calculators, or briefcases.

- Personal items including watches, backpacks, wallets, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
 - Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets, overcoats or shirts with pockets.
5. During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates shall return these items to their vehicle or other place of safekeeping. Neither PSI, nor the City of Los Angeles, shall be responsible for the items. Any candidate possessing the prohibited items in the examination room shall have his or her test results invalidated, and PSI shall notify the appropriate City of Los Angeles entity of the occurrence.
6. Copying or communicating examination content is a violation of PSI security policy and existing law. Either one shall result in the disqualification or invalidation of examination results, the denial of your opportunity to apply for the City of Los Angeles Firefighter position, and may subject the candidate to criminal prosecution.

EXAMINATION RESULTS

You will not receive the results of your FIREFIGHTER CANDIDATE ASSESSMENT (FCA) at the PSI test center on the day of testing. The results will be mailed to you via U.S. Mail 6 to 12 weeks after your test date.

Results of your Firefighter Candidate Assessment test attempt will be sent from PSI to the City of Los Angeles and kept on file for your application process.



**FIREFIGHTER CANDIDATE ASSESSMENT (FCA)
SPECIAL ARRANGEMENT REQUEST FORM
OR OUT-OF-STATE TESTING REQUEST**

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date _____ Social Security #: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- | | |
|--|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended Time (Additional time requested: _____) |
| <input type="checkbox"/> Large-Print written examination | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation) | _____ |

Site requested: _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (800) 367-1565, ext 6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.