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Terms & Conditions: By remitting payment, you agree to the process, policies, terms and conditions outlined. Questions about any portion of Academy Exams process or policies must be submitted to Academy Exams in writing before accepting terms and processing a payment.

1. Introduction to Academy Exams

Academy Exams aims to provide fire sprinkler professionals with an up-to-date, industry-corroborated, and professionally relevant assessment process. Our Water-Based Fire Protection exams for Inspector I and Inspector II have been developed by Academy Exams through collaboration with leading industry specialists and have been reviewed for accuracy, significance, and viability. The exam itself is generated from a large database of approved, peer-reviewed questions, and through randomization, each exam is statistically unique. Our exams are administered by neutral third-party professional proctors. Exams are held in various locations with every attempt made to provide convenient and timely access to our certification process.

2. Before the Exam

The process begins at the Academy Exams website. Several steps are required before the applicant is eligible to sit for the exam.

2.1 Enrollment

The applicant should navigate to www.AcademyExams.com and click on “Create an Account”. Here they will enter basic information, including preferred email address. A confirmation email will be sent to the address with a link to confirm the account.

Once the account is confirmed, the applicant can return to our Academy Exams website at anytime to update information (“Your Profile”) and to register for exams.

Please note: The email address provided in the Account Profile will be the email address Academy Exams uses to communicate important information to the applicant—including exam results and other exam-related correspondence. Using a generic work email or someone else’s email address may result in giving other people access to private information regarding exam performance.

2.2 Exam Registration

To register for an exam, start at the homepage, and click on “Register for an Exam.” Choose an exam site/date and an exam, either Inspector I or Inspector II. Both assess knowledge of fire sprinkler inspection principles and code application skills at the respective levels.

Information such as recent training history, work history, and Validator information (see “Eligibility” below) must be entered into the system. This process provides Academy Exams with the information we’ll need to create an Exam Enrollment File in our database and to determine eligibility for the exam selected. The registration process must be completed by the date posted on the exam being registering for (refer to www.AcademyExams.com).

All payments must be completed by the exam date in order to sit for the exam. By remitting payment, the applicant agrees to the terms and conditions outlined in this document, as well as

to the process discussed in previous sections. We recommend reviewing the entire Policies and Process document and submit any questions to Academy Exams before remitting payment.

2.3 Late Registration

Registration for an Academy Exam must be completed by date posted on the exam chosen (refer to www.AcademyExams.com). After this date, any registration will be considered late. The Late Registration period runs for one week only. Late registrations carry a \$100 late fee.

NO REGISTRATIONS WILL BE ACCEPTED AFTER THE LATE REGISTRATION DEADLINE.

2.4 Eligibility

Eligibility for Academy Exams is based on different factors depending on which certification level is sought. Please note: Both continuing education **and** work experience requirements must be met to be eligible to sit for an exam.

INSPECTOR I		INSPECTOR II
16 hours ¹ of Academy Exams approved continuing education in the past 2 years.	<i>Continuing Education</i>	32 hours ¹ of Academy Exams approved continuing education in the past 2 years.
None ²	<i>Work Experience</i>	2000 hours of work experience in the field of inspection of water-based fire protection systems ^{3,4} .

¹ May include up to 8 hours of backflow training.

² Inspector I is considered a “provisional” certification (to permit obtaining work experience) and not accepted by the State of Florida beyond the 1st 2-year cycle.

³ For Florida inspectors, these hours must be in the employ of a Class I or II State License holder.

⁴ Academy Exams may accept 24 hours of approved continuing education along with four (4) years of validated work experience inspecting water-based fire protection systems on a case-by-case basis.

Both Inspector I and Inspector II registrants MUST provide a Validator (along with contact information for the Validator). A Validator can be a work manager, immediate supervisor, or (if no work experience) a professor or class instructor from a recent course.

2.5 Validation

Academy Exams will review the registration, verify training history and experience with the Validator, and (where required) verify work history in order to determine exam eligibility. We strive to complete this Validation process three weeks prior to exam date or sooner. The process generally takes about 3 to 5 days, start to finish—and notifying the Validator to be expecting our call can be extremely helpful.

Once eligibility is verified, applicants for the exam will receive a confirmation email that contains the exam details and logistics.

Validations are valid for 6 months. If the applicant changes exam dates or if is re-attempting the same level of exam within 6 months, they do not need to be re-Validated. However, if they are attempting to pass a higher level of exam or if the 6 months have expired, they will need to be re-Validated before they can be confirmed for the exam.

3. Preparing for the Exam

To ensure the best performance on exam day, Academy Exams recommends taking the proper time to prepare for the test. Gather materials several days in advance of the scheduled exam, and begin paging through them, getting reacquainted with how the information is organized. Become familiar with the standards essential to the job of inspection, testing, and maintenance. Remember: the questions in our database were written by experts in the field – leaders in the industry and those who know what a qualified inspector should know to do the job well. Marking manuals with flags or tabs to help locate information more efficiently may also be helpful. Knowing where to find the answers is key; just like an inspector in the field, examinees must know how to use manuals and materials efficiently to be successful.

4. Day of Exam

We recommend arrival at the test site at least 60 minutes before the exam is scheduled to begin. Expect to be working for 90 minutes for Inspector I and for 150 minutes for Inspector II.

4.1 Exam Format

Exams consist of multiple-choice questions, with each question having one correct answer. Each exam is automatically generated from a test bank containing hundreds of exam-level appropriate questions. Each exam is entirely unique and answer choices are randomly ordered. **No two exams are entirely the same.** Inspector I exams consist of 45 questions with a time limit of 90 minutes. Inspector II exams consist of 75 questions with a time limit of 150 minutes.

4.2 Materials Permitted in the Exam

Due to the nature of both the profession and the assessment, Academy Exams' Inspector I and Inspector II exams are "open-book", allowing the use of various materials for reference. Exam-takers will receive a list of allowed materials – including those specific to the State where applicable – in the confirmation email once eligibility has been verified. Unless otherwise indicated in the confirmation email, only official bound or copies in binders, of the materials listed will be allowed into the exam room.

Reference materials allowed in the exam (subject to change) include:

- NFPA 13 – current edition
- NFPA 14 – current edition
- NFPA 20 – current edition
- NFPA 25 – 2011 (through mid-2018, then the 2014 edition)

4.3 Proctoring and Time

Integrity of the Academy Exam and the process is of the highest priority. Proctoring during the exams will be multi-level and thorough. Proctors will require valid state-issued photo identification, check all reference material coming in and leaving the site, employ the use of seating charts, and physically supervise the testing site.

Because Academy Exams are time-limited, every attempt is made to provide test takers with avenues for time management. Inspector I exam has a time limit of 90 minutes. Inspector II has a time limit of 150 minutes. To further help with the use exam time wisely, we suggest becoming familiar with the reference materials listed in the previous section before the exam.

5. Certification Documents

Both Inspector I and Inspector II require an 80% or better passing level: in other words, exam-takers must answer at least 80% of the questions correctly in order to qualify for the respective recognition.

5.1 Official Results, Certificates, and Wallet Cards

Academy Exams considers exam results to be private and confidential. Please be sure the email address included in “Your Account Profile” is the current and accurate. Exam-takers will be notified of their exam results as soon as possible.

Once completed paper exams are returned to our office, they are graded, checked for any challenges, and results emailed to each registrant. Upon successful passage of an exam, an official results letter, certificate, and wallet card will be mailed to the address provided in the Account Profile.

Official scores, Inspector I or Inspector II certificates, and wallet cards, all bearing a unique Academy Exams inspector number will be sent by mail. Once these documents are received, the passing score is confirmed and recognition as an Inspector I or Inspector II is official. It is important to note that all Academy Exams-issued certificates and wallet cards are property of Academy Exams and may be revoked and recovered for misuse or misrepresentation. (See more on this below in “Cheating, Misrepresentation, and Falsification”).

If 80% was not achieved, applicants have the opportunity to re-take the exam as many times as they prefer. Academy Exams will assist applicants with identifying areas of study that may be helpful within the limits of maintaining exam integrity.

Because exam results are considered confidential, Academy Exams will not discuss performance with any other person (including your employer). If you wish to allow someone else access to this information, please contact us directly to grant permission. Certain metadata will be retained to provide AHJ’s, trainers, and others with high-level information not able to be connected with any individual.

5.2 Maintaining Certification

Academy Exams results will expire on the date specified on the wallet card and certificate. In most cases, both Inspector I and Inspector II recognitions are valid for two (2) years from end of the month of issue. Certification-holders are responsible for keeping certifications up to date. Prior to the end of the expiration month, certification-holders must present proof of continuing education, work history, and other required information necessary for re-certification. Visit www.AcademyExams.com for details.

6. Scheduling Conflicts and Refunds

For most scheduling conflicts, Academy Exams requires at least three (3) business days' notice to make changes. Please contact us as early as possible before your scheduled exam. Without this minimum time period, Academy Exams may require a new assessment fee and a new schedule request. Academy Exams can only process one schedule change request per person per exam. In emergency situations (less than 3 business days prior to the exam), please contact Academy Exams in person when possible (by phone), per the contact information provided in your confirmation email. Unfortunately, Academy Exams cannot guarantee full refunds in these situations but will attempt to re-schedule as possible.

7. Cheating, Misrepresentation, or Falsification

If during an Academy Exams exam there is conduct, or appearance of conduct considered by the proctor to be suspicious, cheating-related behavior (including copying exam questions), examinees involved may be asked to leave the exam site immediately. Examinees will be subject to administrative actions and a full review by Academy Exams.

7.1 Cheating

If cheating-related behavior is discovered, those effected will be formally notified by Academy Exams. Exam scores will be nullified, all exam related payments forfeited, and those caught cheating will be ineligible for future Academy Exams assessments. Those involved will have 14 calendar days from receipt of formal notification to appeal the Academy Exams' decision. Appeals must be in writing. Those effected are responsible for ensuring any email correspondence is received by Academy Exams. Failure to follow the appeal process will forgo rights to an appeal. No refunds will be issued.

7.2 Falsification

The accuracy and completeness of the information the applicant provides is his or her responsibility. Academy Exams will make every effort to verify all information provided on the application, with the resources provided (Validator, employment history, continuing education records, etc.). If it is found that any of the information has been falsified, the applicant risks forfeiting their opportunity to take an Academy Exams exam now or in the future. Please be sure that, any and all information given on the application is true and verifiable.

7.3 Professional Conduct

Should Academy Exams receive reports or complaints about behavior that we feel does not represent our objectives or that could undermine our reputation, we reserve the right to investigate the conduct in question. Certification-holders will be formally notified if an investigation into their conduct is to be initiated. Along with formal notification, Academy Exams will provide the procedures for responding.

If it is determined that work ethic, work quality, or compliance with recognized codes is unacceptable, or that the certification-holder is not representing themselves in a professional manner, we reserve the right (pending a formal investigation) to take appropriate actions, which may include revocation of Academy Exams certification or conferring ineligibility for future Academy Exams certifications.

8. Academy Exams Recognition of NICET Certification

If a valid NICET certification is currently held and the applicant is up to date on CEU's, they may be eligible for Academy Exams recognition. Please create an account on our website, and enter all necessary information. Once the account is confirmed, we can begin the recognition process.

With valid documentation of certification and current training (32 hrs. within the last two years), Academy Exams will recognize your NICET Level I or II with an equivalent Academy Exams certificate. The cost is the same as sitting for the certification exam.

Once payment is received, Academy Exams will create and send an official letter, certificate, and wallet card bearing the Academy Exams Inspector Certification number. All other rights and responsibilities outlined in this document regarding Academy Exams Certificate holders will be applicable.

9. Other Important Information

Below is information on exam integrity, disputing questions, and insufficient funds.

9.1 Exam Integrity

In order to maintain the validity and effectiveness of our exams, Academy Exams requires that applicants, exam-takers, and anyone else involved agree to hold the content of the exam confidential. On exam day, the exam packet will include an agreement to this end, and the agreement must be signed in order for Academy Exams to process your exam. The content of our exams is considered the intellectual property of Academy Exams, and it is made available to the exam-taker solely to test their knowledge for the purpose of certification. No part of the exam may leave the testing site or may be reproduced elsewhere without the express permission of Academy Exams.

9.2 Disputing Exam Questions

If during the exam, an applicant comes across a question they feel is improperly worded or without an available correct answer, he/she may make a challenge. Any challenge shall be made within the pages of the test and shall consist of an explanation of why the applicant feels the question, or its answers, are not appropriate. The applicant must describe their understanding of the question's topic and/or provide an answer that they feel is accurate. All challenges will be reviewed individually by Academy Exams. If it is determined that the challenge has validity, the question will be omitted from the test and will not be considered when calculating the final grade. If the challenge is not found to be valid, but the applicant describes a complete understanding of the topic, credit will be given. If the challenge is not found to be valid, and the applicant does not demonstrate a complete understanding of the topic, no special considerations will be made regarding the question or grading.

9.3 Insufficient Funds

Any checks or payments returned for insufficient funds will be assessed a fee equal to the amount charged to Academy Exams by the banking institution. At the resolution of the situation, an additional processing fee of \$100 may be charged.

Pending the outcome of any payment dispute, certificates and wallet cards may be withheld or repossessed, eligibility for future Academy Exams assessments may be denied, and charges for additionally incurred processing and service fees may be imposed.