

Rules for Applicants Taking the Certification Exam

Arrive at the exam room 15 minutes prior to the announced exam time. The check-in process will be closed five (5) minutes prior to the scheduled start time. Anyone arriving after the closing time will not be allowed to take the exam.

Do Not Open Envelope until instructed to do so by the exam proctor. If the envelope is opened prior to commencement of the exam process, the applicant will not be allowed to continue and will be expelled from the exam location.

Publication List for Certification Exam- A list of publications and revision dates for documents that have been used to prepare the exam questions is available in the member's only section of the FARA web site at http://www.faraonline.org/members/html/member_publications.asp

Exam Confidentiality- All content, specifically questions, answers and diagrams of the certification exams are the proprietary and confidential property of FARA. They may not be copied, photographed, reproduced, modified, published, uploaded, posted, transmitted, or distributed in any way without the express authorization of FARA.

Computers can be used in the examination room, but typing is limited to opening, closing and searching documents. Use of the computer to reproduce the exam in whole or in part is grounds for disqualification from the certification program. Applicants agree that any computer files suspected to contain exam content will be deleted before the applicant is allowed to leave the examination room.

- Any person found to have materials other than those on the approved document list provided by FARA will be asked to remove those materials from the room prior to taking the exam.
- You will be allowed to write on the test booklet. You will not be allowed to write on any other documents or papers.
- No highlighting devices or colored pens or pencils will be allowed in the exam location.
- Any person found to be looking at another applicant's materials will be expelled from the exam location.
- Any person who talks during the exam process will be expelled from the exam location.
- If you need to take a break, raise your hand until recognized by the exam proctor. Prior to leaving your assigned seat, all answer sheets and exam books should be turned face down.
- A proctor must accompany any applicant leaving the room while the exam is in process.
- When you finish the exam, you must place the exam booklet and your answer sheet in the envelope in which you received your original numbered exam booklet and return the envelope to the exam proctor.
- One and one half (1-1/2 hours) have been allotted to complete each section of the exam. No extension of this time period will be granted. A break will be taken between exam sections.

Challenging a Question- Any applicant may challenge the validity of a question by using the form included in the exam booklet. If additional forms are necessary, they may be obtained from the proctor. Applicants challenging a question should remain in their seat after completing the exam and inform the proctor that you are challenging a question(s). Applicants have thirty (30) days from the date of the exam in which to file a challenge. After expiration of the thirty-(30) days, no challenge will be accepted.

Reviewing the Exam Materials- During the thirty-(30) day challenge period, an applicant has the right to review their exam materials, including the test booklet. If an applicant wishes to review the exam materials, a written request must be received by the FARA within the thirty-(30) day time window. A member of the Training & Certification Committee will make contact with the applicant to arrange a suitable location for the review to take place. The review must take place in the presence of a representative appointed by the chairperson of the Training & Certification Committee.

Any and all costs for travel will be the responsibility of the applicant regardless of the outcome of the review and/or challenge.

Applicants agree that the exam proctor has the responsibility to enforce these requirements.

Sample Questions

1. Why is it important on an alarm user registration/permit form to ask the alarm user to identify the installing and monitoring company?
 - a) So you can sue the installing or monitoring company if necessary.
 - b) So you know what company to contact for remedial action, even if you do not have any authority to take action against the alarm company.
 - c) So the installing and monitoring company can sign the registration/permit form.
 - d) None of the above.

2. Education is the key to a successful false alarm reduction program. List 4 different groups to include in your initial education efforts.
 - a) _____
 - b) _____
 - c) _____
 - d) _____

3. Proper grounding of an alarm system can prevent static interference.
 - a) True
 - b) False