

FARA's
Training & Certification Committee
Wants YOU



To become a
Certified Alarm Manager

Taking the certification exam is easy if you follow these steps:

- 1. Gather the materials**
- 2. Read the materials**
- 3. Organize the materials**
- 4. Take the exam**

The committee will be with you every step of the way.
Make the decision now to join us on this journey!

Certification Exam Prep

The Certification exam is an “open book” test and there are now two options for the “book” format:

- Option 1 is a printed hard copy of all of the materials.
- Option 2 is an electronic copy of the materials.

More information can be found under the Rules at the certification page of the website:

Your homework this month is as follows:

1. Decide whether you will print all the materials and place them in a large notebook (3”-4”) or save them on a flash drive for use on your laptop computer. (Hint: the FARA zip drive given at last year’s symposium has all of the documents already on it)
2. Gather the following bulletins and save them to your flash drive or print them: (Hint: most of these bulletins are on the Alarm User Publications page in the Members section of the FARA website).
 - Appropriate Use of Duress, Hold-Up and Panic Alarms
 - Audio and Video Verification Bulletin
 - Before Activating Your Alarm System
 - Burglar Alarm Systems and Apartments
 - Consumer Protection and the Alarm User – Before you Buy

- Enhanced Call Verification
- False Alarm Prevention and Security Tips
- False Alarms, Pets and Rodents- Cat Burglars on the Prowl?
- If You Give Them a Key – Give Them the Codes!
- Maintaining Contact with your Alarm Company
- New Home Move-Ins - Is There a Security System Already Installed?
- Rearranging your Home Environment!
- Remodeling
- Springtime False Alarm Reduction Tips
- The Holidays
- Thunderstorm + Lightning + Power Outage = False Alarm?
- Voice over Internet Protocol (VoIP)
- What Is Your Password?
- Your Alarm System, Its Battery Backup And False Alarm Prevention

3. Read the bulletins.

That's it! There are 19 bulletins on the list. If you read one a day, you will be done with them before the next assignment comes out!

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Step 2- This month, your assignment is to:

1. **Gather and read the following materials from the FARA website.** (Be sure to print or save them to your zip drive as was done last month)

Public Safety Tips

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| <ul style="list-style-type: none"> • 1+Duress = False Alarms • Billing Options • Communication Reduces False Alarms • Evaluate, Adjust & Succeed • How to Pass Your Ordinance • Major Causes of False Alarms • Make a List and Check it Twice • Standards Can Reduce False Alarms • What to do After a False Alarm • Proactive Alarm Company False Alarm Prevention | <ul style="list-style-type: none"> • Alarm System Fundamentals • Common Entry and Exit Errors • Education Reduces False Alarms • False Alarms Quantified • How to Succeed in Your Alarm Unit • Major Impacts of False Alarms • Prime Solutions to False Alarms • Standards Can Reduce False Alarms |
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2. Decide how to organize the materials.

While taking the exam it will be imperative that your materials be well organized. Many successful test takers use some kind of Color Code to organize the publications. For example, you might put orange tabs for guides and blue for publications. Sticky notes, index dividers, and tabs are all handy ways to organize the binder. An easy solution might be to put a sticky note "tab" on a publication with the objective that the publication answered written on it.

Last year, one exam taker used the electronic option and created a folder for each objective on a zip drive. Each publication was then saved to that folder and renamed with the objective that it answered. Example: The publication "Make a List and Check it Twice" was renamed "3.2.4 Make a List and Check it Twice" and was saved to objective folder 3.

3. Print (or save) the 6 exam objectives and all of their components from the FARA website

1. General Preparation & Definitions

2. False Alarm Reduction Strategies
 3. Alarm Systems
 4. Program Development
 5. Program Implementation
 6. Program Evaluation & Reporting
4. **Find the publications that match the points in objectives 1 and 3.** Start matching the publications you have read to the objective they best match. Keep in mind that some publications will meet more than one objective. (Hint: If you are observant, you may notice that objectives 1 and 3 are assigned this month. It might just be that the publications assigned this month and last month best match the objectives in these categories).

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Step 3- This month, your assignment is to:

1. **Gather and read the following materials from the FARA website.** (Be sure to print or save them to your zip drive).

Manuals

- A Consumer Guide to Purchasing a Burglar Alarm System
- Alarm Management Software
- False Alarm Reduction Strategies White Paper
- FARA Acronyms and Terms Glossary
- False Alarm Reduction Unit Job Descriptions
- FARA-NESA Alarm Equipment Guide
- False Alarm Software – What You Should Know
- Grant Writing
- How to Create an Alarm User Awareness School
- How to Calculate Statistics
- How to Create the Most Effective Annual Report
- How to Create Regional Meetings
- How to Develop and Implement a False Alarm Reduction Program
- Model for Electronic Filing of Alarm System Registrations
- Proactive Alarm Industry Customer Service –A Law Enforcement Perspective

2. **Find the publications that match the points in objectives 4 and 6 and place them into your organization system.** Continue matching the publications you have read to the objective they best match. Keep in mind that some publications will meet more than one objective. The objectives may be found on the FARA website here <http://faraonline.org/files/2012/01/Exam-Objectives-by-Topic.pdf>
3. **Finish any previous assignments.** This is the month to get caught up if you didn't complete any tasks in steps 1 and 2.
4. **Read the Rules for Applicants taking the Certification Exam** if you haven't already done so. The rules may be found here: <http://faraonline.org/members-2/certification/>
5. **Continue organizing the materials.** Make sure that your organization system is working for you. If not, figure out the changes needed to make it work.



You can do this!