



HACC

Central Pennsylvania's Community College
Shumaker Public Safety Center



To: HACC Students or Pro Board Certification Candidates
From: HACC Fire Training Unit
Date: January 4, 2024
Subject: 2024 Written and Skills Retest Policy, Dates, and Fees

All retesting must be completed within one year of original test date.
Walk-ins are NOT permitted and pre-registration is REQUIRED
Dates are subject to change based upon proctor availability
Pro-Board Certification retests require the associated deficiency letter and valid ID
The following information is required to schedule a retest: name, class / test, original test date

NO RESERVATIONS WILL BE TAKEN THE DAY OF ANY EXAM

Written Exam Retests

Two (2) retest attempts are permitted after the first unsuccessful attempt
A student / candidate cannot take more than one written exam attempt in one day
Written retests are scheduled via email through Andy Dean: ajdean@hacc.edu email subject is **RETEST**

HACC class and certification written retests are FREE, and are held at HACC either 1:00pm or 6:30pm on the days listed below.

February 5 th , 2024	June 3 rd , 2024	October 7 th , 2024
March 4 th , 2024	July 15 th , 2024	November 4 th , 2024
April 1 st , 2024	August 5 th , 2024	December 2 nd , 2024
May 6 st , 2024	September 9 th , 2024	

Cost for retest of a ProBoard Certification written exam originally taken at another site: \$25.00

Pro Board Certification Skills Retests

Two (2) retest attempts are permitted after the first unsuccessful attempt
Skills exam retests MUST be scheduled at a minimum, two (2) weeks prior to test date
Skills exam retests are scheduled on a first-come, first-serve basis
Skills retests are scheduled via email with Shannon Buxton: sebuxton@hacc.edu email subject is **RETEST**
2024 Certification tests can be found here:

<https://www.hacc.edu/PublicSafetyCenter/Fire/upload/Fire-Training-Calendar-2024-Version-Nov-2024-2.pdf>

Cost for retest of a ProBoard Certification skills exam originally taken at another site:

- Up to five skill stations = \$50.00
- Six or more skill stations = \$100.00

All retests require a valid driver's license or other official ID be shown the day of the test
All certification retests also require you bring your deficiency letter!!