See scheduling information listed below the Mandatory COVID-19 Precaution checklist for exam candidates.

Mandatory COVID-19 Precaution checklist for exam candidates

- Do not appear for an exam if under the current Department of Health guidelines, you are required to isolate or quarantine. You may view the most recent guidelines on the Department of Health’s website at: https://coronavirus.health.ny.gov/isolation
- Do not appear for an exam if you are currently experiencing or have recently (within the past 48 hours) experienced ANY of the following symptoms of COVID-19:
  - Fever or chills
  - Cough (new or worsening)
  - Shortness of Breath or difficulty breathing (new or worsening)
  - Muscle Pain or Body Aches (new or worsening)
  - Headache (new or worsening)
  - New Loss of Taste or Smell
  - Sore Throat (new or worsening)
  - Congestion or Runny Nose
  - Nausea or Vomiting
  - Diarrhea
  Note: A few of the above symptoms may occur with pre-existing medical conditions such as allergies or migraines. You should not appear to your exam if your symptoms are new or worsening. If you are experiencing symptoms, you should contact your health care provider or seek diagnostic testing for COVID-19.
- If you must reschedule your exam due to illness, email exams@dos.ny.gov to reschedule.
- Do not bring anyone with you to the exam site.
- Bring two #2 pencils to your exam

Test sites and times are subject to change and exams may be canceled due to weather conditions or other emergencies. If hazardous weather conditions exist in your area, you may check the Department of State’s Facebook (facebook.com/NewYorkDepartmentOfState/) and Twitter (@NYSDOS) accounts or call 518-474-4429 to see if an exam has been canceled. Please do not call the test centers listed below.

If you need assistance or exam information, you may contact a Division of Licensing Services office in your area or call the Albany phone center at 518-474-4429. TDD users may contact the New York State relay operator at 1-800-662-1220. Persons with disabilities who require accessibility information may call 518-474-4429. exam date and time. Only those who receive the emailed exam schedule confirmation are to report to the exam site.
Note: Seats are limited and assigned on a first-come/first-served basis. Dates and times are subject to change. Before traveling to your exam, please visit our website for the most up-to-date schedule.

<table>
<thead>
<tr>
<th>Location</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
</table>
| **ALBANY – ALBANY COUNTY**  
(Alfred E. Smith State Office Building)  
80 South Swan Street  
Albany, New York 12239  
*Note: Located at the corner of Washington Avenue and South Swan Street* | January 10  
9:00am | February 7  
9:00am | March 7  
9:00am | April 4  
9:00am | May 9  
9:00am | June 6  
9:00am |
| **BINGHAMTON – BROOME COUNTY**  
(State Office Building)  
44 Hawley Street, 15TH Floor  
Binghamton, NY 13901 | January 24  
1:30pm | February 14  
1:30pm | March 14  
1:30pm | April 18  
1:30pm | May 16  
1:30pm | June 13  
1:30pm |
| **BUFFALO – ERIE COUNTY**  
295 Main Street, Room 845  
Buffalo, NY 14203 | January 10  
9:00am | February 7  
9:00am | March 7  
9:00am | April 4  
9:00am | May 9  
9:00am | June 6  
9:00am |
| **FRANKLIN SQUARE – NASSAU COUNTY**  
(VFW Hall)  
68 Lincoln Road, Basement  
Franklin Square, NY 11010 | January 10  
9:30am & 1:30pm | February 7  
9:30am & 1:30pm | March 7  
9:30am & 1:30pm | April 4  
9:30am & 1:30pm | May 9  
9:30am & 1:30pm | June 6  
9:30am & 1:30pm |
| **HAUPPAUGE – SUFFOLK COUNTY**  
(Perry Duryea State Office Building)  
250 Veterans Memorial Highway Basement  
Conference Room  
Hauppauge, NY 11788  
*Note: Building sits back off highway. Look for the green sign near road.* | January 10  
9:00am & 1:00pm | February 7  
9:00am & 1:00pm | March 7  
9:00am & 1:00pm | April 4  
9:00am & 1:00pm | May 9  
9:00am & 1:00pm | June 6  
9:00am & 1:00pm |
<table>
<thead>
<tr>
<th>NEW YORK CITY – NEW YORK COUNTY</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
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Note: Enter doors to the left of the main lobby. Take escalator to the 2nd floor.

<table>
<thead>
<tr>
<th>POMONA – ROCKLAND COUNTY</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Rockland County Fire Training Center)</td>
<td>9</td>
<td>6</td>
<td>6</td>
<td>3</td>
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Note: Enter doors to the left of the main lobby. Take escalator to the 2nd floor.

<table>
<thead>
<tr>
<th>ROCHESTER – MONROE COUNTY</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
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<tbody>
<tr>
<td>(Finger Lakes DDSO)</td>
<td>30</td>
<td>27</td>
<td>27</td>
<td>24</td>
<td>22</td>
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Note: Park in lot on right. DO NOT ENTER THROUGH MAIN LOBBY. Look for Sign, "New York State Testing."

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<thead>
<tr>
<th>SYRACUSE – ONONDAGA COUNTY</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Hughes State Office Building)</td>
<td>30</td>
<td>27</td>
<td>27</td>
<td>24</td>
<td>22</td>
<td>26</td>
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<th>UTICA – ONEIDA COUNTY</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
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<td>(State Office Building)</td>
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What to Bring

1. A form of government issued signature identification which must be photo-bearing. Your identification MUST BE CURRENT and from the following list:
   - Driver’s license
- State issued identification (ex. non-driver ID)
- Military ID
- United States Passport
- Employment Authorization Card (issued by U.S. Citizenship and Immigration Services)
- United States INS issued ID
- Certificate of US citizenship
- Foreign Passport
- IDNYC (NYC Resident ID card)
- Brazilian, Mexican, Honduran or Ecuadorian Consular ID
- Mexico Voter ID Card

2. $15 examination fee. You may pay by check or money order made payable to the Department of State or charge the fee to MasterCard or Visa. **Cash will not be accepted.** Examination fees are nonrefundable. A $20 fee will be charged for any returned check.

3. Admission Notice (if applicable).

4. Two #2 pencils. **Pencils will not be provided at the exam site.**

**Exam Center Policies**

Cellular phones, beepers and any other electronic devices MUST be turned off during the exam.

Dictionaries, books, other reference materials, large bags and briefcases are not allowed at the exam center. Do not bring these materials to the exam center as there is no place to store them.

Eating, drinking or smoking is not permitted at the exam center. If you bring food or beverages, you will be asked to dispose of them before entering the exam room.

Visitors, guests and children are not permitted at the exam center.

Firearms are not allowed at the exam center. Please contact our exam unit at (518) 473-2731 for questions pertaining to this policy.

Any person found using notes, books, or other aids; giving or receiving help; removing examination materials or notes from the exam center; causing a disturbance or engaging in practices contrary to the rules of proper examination conduct will be dismissed from the exam center. Any decisions regarding disciplinary measures will be made by the Exam Supervisor at the Department of State.

**Score Reporting**

All exam results are reported as either **passed** or **failed**; you will not get a numerical score.

You will be notified by mail as soon as your exam results are available.

**If you pass** the written exam, you will receive a notice in the mail. That original notice (not a copy) must be submitted with your application form, license fee, etc. (Complete application details are provided in the application form instructions.)

**If you fail** the written exam, you will receive a notice in the mail. You may request a new exam date at the site of your choice by emailing exams@dos.ny.gov.

**Examination results are only valid for a period of two years.**

**About the Exam**

The exam is multiple choice, based on the 81-hour prelicensing curriculum.

**Exam topics include:** basic electricity; all standards and codes; control devices; alarm transmissions; motion detection; perimeter systems; access control; CCTV systems; job planning; fire technology; and job safety. For the purpose of this exam, questions relating to standards and codes are based on the New York State Uniform Fire Prevention and Building Code and NFPA standards.

Applicants will be allowed **2½ hours** to complete the test. The allotted time begins at the conclusion of the instructions.

**Exams may be canceled due to weather conditions or other emergencies.** If hazardous weather conditions exist in your area, you may check the [Examination Cancellations and Office Closures page](https://www.facebook.com/NewYorkDepartmentOfState/) of the Division of Licensing Service’s website, the Department of State’s Facebook ([https://www.facebook.com/NewYorkDepartmentOfState/](https://www.facebook.com/NewYorkDepartmentOfState/)) and Twitter (@NYSOS) accounts or call 518-474-4429 to check for exam cancellations. **Please do not call the exam centers listed below.**
If you need further assistance or exam information, you may contact a Division of Licensing Services office in your area or call the Albany call center at 518-474-4429. TDD users may contact the New York State relay operator at 1-800-662-1220. Persons with disabilities who require accessibility information may call 518-474-4429.

*Remember that you must bring your $15 examination fee and photo ID and arrive to the exam site 15 minutes prior to the exam start time.*