

**Proctor Final Paperwork  
Fire Fighter I & II**  
Michigan Department of Labor & Economic Growth  
Bureau of Fire Services / Office of Fire Fighter Training  
P.O. Box 30700, Lansing, MI 48909  
Telephone: 517-241-8847

Authority: 1966 PA 291

Checklist of final paperwork must be submitted by Proctor with final paperwork. Organize final paperwork as directed on the back of the BFS-102, Student Roster.

<b>Check Items</b>	<b>Final Paperwork</b>	<b>FF I &amp; II Courses (excludes FF I-A)</b>	<b>FF I &amp; II Exams</b>
	Student Activity Record	<b>Required</b>	<b>N/A</b>
	Examination Answer Sheet	<b>Required</b> <i>(1 per test candidate)</i>	<b>Required</b> <i>(1 per test candidate)</i>
	BFS-215, Challenger Test Application	<b>Required</b> <i>(1 per challenger test candidate)</i>	<b>Required</b> <i>(1 per challenger test candidate)</i>
	Notification of FF I & II Examination Results	<b>Required</b> <i>(1 per re-test candidate)</i>	<b>Required</b> <i>(1 per re-test candidate)</i>
	BFS-102, Final Student Roster	<b>Required</b> <i>(copy)</i>	<b>Required</b> <i>(copy)</i>
	Course Evaluation	<b>Required</b> <i>(1 per student)</i>	<b>N/A</b>
	BFS-250, Instructor Activity and Payment	<b>Required</b>	<b>N/A</b>
	Practical Skills Examination Sheets	<b>Required</b> (For Failures & Injuries) Failures - Sheet(s) for failed station(s) required. Injuries - All examination sheets required.  Note: Proctor retains passing sheets until course summary is received. After results are verified, sheets should be destroyed.	<b>Required</b> (For Failures & Injuries) Failures - Sheet(s) for failed station(s) required. Injuries - All examination sheets required.  Note: Proctor retains passing sheets until course summary is received. After results are verified, sheets should be destroyed.

**Retention of Examination Booklets**

	Written Examination Booklets	Unused exams should be retained. If the supply becomes too large, the Training Coordinator should dispose of them in a manner to insure test security (shred or burn).	Unused exams should be retained. If the supply becomes too large, the Training Coordinator should dispose of them in a manner to insure test security (shred or burn).
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