



# EXAMINATION REQUEST FORM

Michigan Department of Licensing and Regulatory Affairs  
 Bureau of Fire Services, Fire Fighter Training Division  
 P. O. Box 30700, Lansing, MI 48909  
 Email: [LARA-BFS-SMOKE@michigan.gov](mailto:LARA-BFS-SMOKE@michigan.gov)  
 Telephone: (517) 241-8847

**Before** submitting this form, you **must** schedule the written and practical examination (firefighter and fire instructor exams) dates with your training coordinator. This form must be received in the Bureau of Fire Services Lansing office at least **six (6) weeks prior** to the examination date. Driver's Training exams will be mailed to the instructor of record's address as listed in the SMOKE program.

**Important** - The number of test candidates cannot be changed after submittal of your examination request. To minimize problems, we strongly recommend that you wait until approximately eight (8) weeks prior to the examination date to submit.

Please mail or email this form to the address listed above. If you have questions, please contact your region coordinator at the phone number or email below.

Dan Hammerberg, **Region 1 Coordinator**  
 Phone: (906) 399-4399  
 Email: [HammerbergD@michigan.gov](mailto:HammerbergD@michigan.gov)

Aileen Pettinger, **Region 2 Coordinator**  
 Phone: (313) 573-7176  
 Email: [PettingerA1@michigan.gov](mailto:PettingerA1@michigan.gov)

Training Coordinator Proctoring Examination (include SMOKE PIN):		Course Number:	
Instructor of Record (include SMOKE PIN):		Daytime Telephone Number (include area code):	
Course Manager (include SMOKE PIN):		Daytime Telephone Number (include area code):	
Written Examination Date:	Time:	Name of Facility:	
Practical Examination Date:	Time:	Name of Facility:	

FF I	Students	# of Readers	Total Written Exams	Total Practical Exams	FF II	Students	# of Readers	Total Written Exams	Total Practical Exams

FF I & II	Students	# of Readers	Total Written Exams	Total Practical Exams	Hazardous Materials Operations	Total Written Exams	Driver's Training	Total Written Exams

Instructor I	Students	Total Written Exams	Instructor II	Students	Total Written Exams

Fire Officer I	Total Written Exams	Fire Officer II	Total Written Exams	Fire Officer III	Total Written Exams	Fire Officer IV	Total Written Exams

*\* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.*