

State of Arkansas
FIRE PROTECTION LICENSING BOARD
7509 Cantrell Road, Suite 103-A
Little Rock, Arkansas 72207
Telephone 501-661-7903
Fax 501-661-7904 (Temp)
Email: afplb@aristotle.net
Web: www.arfireprotection.org

November 17, 2008

TO: ALL LICENSED FIRMS
FROM: FIRE PROTECTION LICENSING BOARD OFFICE
SUBJECT: TESTING

It has come to our attention that some firms have been forwarding applications for testing on test day or 1-2 days prior to the scheduled test date.

Testing applications, check and accompanying certificates/affidavits must be RECEIVED in the Licensing Board office at least **5 days prior to the scheduled test date.** **EFFECTIVE IMMEDIATELY**, testing applications not received 5 days prior to testing date will not be accepted and your employee(s) will be scheduled for the next available test date.

Additionally, please note in the upper right hand corner of the application space has been provided for check number, check amount and test date. In the space "Test Date" please insert the date your employee will test prior to submitting your application. If the test date is not available you will be notified immediately in order that an alternate test date can be scheduled.

In the event the applicant is unable to test on the assigned date, please notify the AFPLB office at least 24 hours prior to test and re-schedule the testing.

Should you have any questions, please contact me at the above address.

Thank you in advance for your cooperation and assistance in this matter.

Sincerely,

Joyce A. Lemons
Executive Director