



Oregon Office of State Fire Marshal

Protecting citizens, their property, and the environment from fire and hazardous materials

STUDENT RESPONSIBILITIES

- 1. TRAINING COORDINATION:** _____
 - a. The student notifies the Fire and Life Safety Training and Development Specialist of the desire to take the Basic Mechanical Code Training.
 - b. A CD with instructions and a roster will be mailed to the participant.
 - c. Administration will enter student into FLS database.

- 2. CLASS ROSTER:** _____
 - a. If taking the test individually, you do not need to provide a class roster.
 - b. If taking the class as a group; complete the class roster and return via email or mail to OSFM Fire and Life Safety: Att: Anita Horsley 4760 Portland Rd NE. Salem, OR 97305
 - c. Class roster included with these instructions and also available on line.

- 3. TEST:** _____
 - a. An online test must be successfully completed by each participant to receive credit for the class.
 - b. When taking the test: Do not share answers. If you share answers the test will be invalid.
 - c. You will be given two attempts to take and pass the test. If you do not pass the test within the two attempts, you will be denied access for two weeks in order to review the course. After the two week period, you must go back on line and request access to take the test again.
 - d. See “iLearnOregon Quick Start Guide” for instructions on how to log onto ilearnOregon to take the test.
 - e. After you request access to take the test, you will receive an email stating that you have been given approval to take the test. You must log back onto iLearn and take the test. You will have 96 hours (4 days) to complete the test. You

If you do not receive your certification within two weeks, notify OSFM Training and Development Specialist: Anita Horsley phone: 503-934-8249 or Email: anita.horsley@state.or.us.



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