



THE INSTITUTION OF FIRE ENGINEERS  
FOUNDED 1918 • INCORPORATED 1924

## October 2017 Examination Application Form

Please Write Clearly in BLOCK CAPITALS

IFE Candidate/Membership Number: (if applicable)           Date of Birth:   /   /

Title:  Forename(s):

Surname(s):  Gender:  Male/Female

Please specify in the box below how you require your name to appear on any future certificates:

Tel Home: <input type="text"/>	Full Postal Address: <input type="text"/>
Tel Mobile: <input type="text"/>	
E-mail: <input type="text"/>	<input type="text"/>
<i>(We will send your exam acknowledgement letter via e-mail where one is provided - individual applicants only)</i>	
Employer: <input type="text"/>	Country: <input type="text"/> Postcode: <input type="text"/>

Please tick to confirm that you have read and accept the Terms and Conditions for Candidates listed on page 2 of this form.

Please tick (✓) the examination unit(s) you wish to take		Tick
<b>All examinations take place on Monday 9<sup>th</sup> October 2017</b>		
9.00 - 10.00	Level 3 Certificate Unit 1: Fire Engineering Science	
10.30 - 11.30	Level 3 Certificate Unit 2: Fire Operations	
10.30 - 13.30	Level 2 Certificate	
10.30 - 13.30	Level 3 Diploma Unit 6: Fire Service Operations and Incident Command	
14.30 - 15.30	Level 3 Certificate Unit 3: Fire Safety	
16.00 - 17.00	Level 3 Certificate Unit 4: Management & Administration	

Preferred Examination Centre:  Centre Code: (Please see page 3)

## Terms and Conditions for Examination Candidates – October 2017

Candidates applying for the IFE examinations agree to be bound by the Terms and Conditions set out below.

1. Candidates must provide true and accurate information when they complete the application form. This information will be used to generate certificates where applicable. Candidates are responsible for informing the IFE of any changes in the information (eg the address) provided.
2. Candidates must submit their examination entry fee at the same time as they submit their application form.
3. Candidates must submit their entries by the closing date of **11 August 2017**. Candidates may cancel their entries with full refund up until **28 August 2017**. Examination fees will not be refunded after this time.
4. A late entry fee of \$95 per candidate is payable for entries received after **11 August 2017** up until **28 August 2017**. No entries will be accepted after **28 August 2017**.
5. Candidates must provide proof of identity to the examination centre prior to sitting their examination.
6. Candidates must familiarise themselves with the rules and conditions that apply to examinations set by the IFE and must ensure that they comply with these rules.
7. All candidates must conduct themselves in an appropriate manner during the examination. The IFE reserves the right to disqualify any candidate who does not comply with the examination rules or who is identified by the examination centre as committing malpractice. In this instance, fees will not be refunded.
8. Candidates are responsible for ensuring that they arrive at the examination venue on time. Candidates must arrive at least 30 minutes before the examination commences. Candidates who are late may not be allowed to take the examination.

### Fees for October 2017

<b>Level 2 Certificate</b>	\$ 70
<b>Level 3 Certificate</b>	\$ 50 per paper \$170 for all four Level 3 Certificate papers to be taken in October 2016
<b>Level 3 Diploma</b>	\$ 115

## Submitting the Application

### APPLICATION BY E-MAIL – Preferred Option

Please complete this application form and online payment by Bank Transfer to:

Institution of Fire engineers NZ Branch **38-9008-0158057-00** and e-mail the form to [Exams@ife.org.nz](mailto:Exams@ife.org.nz).

You will receive an acknowledgement of your application from the NZ Branch and also confirmation from the IFE UK to confirm your application details prior to sitting the exams.

### APPLICATION BY POST

Please complete this application form, enclose payment (cheque/bank draft) and post to:

The Secretary  
The Institution of Fire Engineers  
PO Box 3961  
Wellington, NEW ZEALAND

**All applications and fees should be sent to and arrive at the New Zealand branch before 11<sup>th</sup> August 2017.**

**2017 Provisional List of IFE Examination Centres**

It is sometimes possible to accommodate candidates at examination centres that do not appear on this list. Although this cannot be guaranteed, candidates are welcome to enquire about a location/region that does not appear below.

<b>New Zealand Venues</b>	
<b>Location</b>	<b>Venue Code</b>
Auckland	371
Wellington	379
Christchurch	372
Rotorua	378
Dunedin	381
Taupo	370
Wanganui	389

**Data Protection**

The Institution of Fire Engineers (IFE) is fully registered under the UK Data Protection Act. The IFE will not provide your information to third parties for their direct use. In accordance with this Act, the IFE (and companies processing data on its behalf) will hold and use data contained in this form for administrative purposes, to provide the examination services you have requested and to maintain your IFE record. The data you have provided will override any previous information that the IFE collected from you.

The IFE, with your permission, would also like to provide you with information about other products and services.

If you would like to receive information about IFE products and services, please tick this box.

Please tick the appropriate box(es) to register your preferred method(s) for contact :  
e-mail  or post  or both .