



# HACC

Central Pennsylvania's Community College  
Shumaker Public Safety Center



To: HACC Students and/or Certification Candidates  
From: HACC Fire Training Unit  
Date: December 3, 2024  
Subject: 2025 Written and Skills Retest Policy, Dates, and Fees

All retests must be completed within one year of original test date.  
Walk-ins are **not** permitted; pre-registration is **required** - NO REGISTRATIONS WILL BE TAKEN THE DAY OF AN EXAM  
Dates are subject to change based upon proctor availability.  
ALL *certification* retests require the associated deficiency letter and valid state license / ID on test day.  
The following information is needed to schedule a retest: name, type of class or test, original test date

## Written Exam Retests

Two (2) retest attempts are permitted after the first unsuccessful attempt  
A student / candidate cannot take more than one written exam attempt in one day  
Written retests are scheduled by following the link provided below:  
<https://www.cognitofrms.com/HACC2/HACCFireTrainingRetestRequest>

A student or candidate who originally took their class or certification test at HACC can take their written retest(s) at no charge. Written retests are held at HACC / North Hall at 1:00pm or 6:30pm on the days listed below.

February 3, 2025	June 2, 2025	October 6, 2025
March 3, 2025	July 7, 2025	November 3, 2025
April 7, 2025	August 4, 2025	December 1, 2025
May 5, 2025	September 8, 2025	

**Cost for retest of a certification written exam originally taken at another site is \$25.00**

## Certification Skill Retests

Two (2) retest attempts are permitted after the first unsuccessful attempt  
Skill retests will be held one Wednesday a month at 1:00pm or 6:00pm  
Skills exam retests are scheduled on a first-come, first-serve basis  
Skills C, D, E, K, L, M, N, S, T, W, X – require a FFI certified partner for the retest  
Skills retests are scheduled via the link provided below:  
<https://www.cognitofrms.com/HACC2/HACCFireTrainingRetestRequest>

**Cost for retest of a certification skills exam originally taken at another site:**

- Up to five skill stations = \$50.00
- More than six skill stations, email [firetrng@hacc.edu](mailto:firetrng@hacc.edu)

**All retests require a valid driver's license or State ID**