

FARA's
Training & Certification Committee
Wants YOU



To become a
Certified Alarm Manager

(Because... Chuck Norris said so!)

Taking the certification exam is easy if you follow these steps:

- 1. Gather the materials**
- 2. Read the materials**
- 3. Organize the materials**
- 4. Take the exam**

The committee will be with you every step of the way.

Make the decision now to join us on this journey!

Certification Exam Prep

The Certification exam is an “open book” test and there are now two options for the “book” format. Option 1 is a printed hard copy of all of the materials. Option 2 is an electronic copy of the materials. More information can be found under the Rules at the certification page of the website: <http://faraonline.org/members-info/certification/> .

Step 1 is as follows:

1. Decide whether you will print all the materials and place them in a large notebook (3”-4”) or save them on a flash drive for use on your laptop computer
2. Gather the FARA bulletins and save them to your flash drive or print them. The bulletins are available at www.faraonline.org.
3. Read the bulletins.

Step 2

1. **Gather and read the Public Safety Tips materials from the FARA website.** (Be sure to print or save them to your zip drive as was done last month.)
2. **Decide how to organize the materials.**

While taking the exam it will be imperative that your materials be well organized. Many successful test takers use some kind of Color Code to organize the publications. For example, you might put orange tabs for guides and blue for publications. Sticky notes, index dividers, and tabs are all handy ways to organize the binder. An easy solution might be to put a sticky note “tab” on a publication with the objective that the publication answered written on it.

3. **Print (or save) the 6 exam objectives and all of their components from the FARA website at <http://faraonline.org/wp-content/uploads/2015/03/Objectives-by-Topic.pdf>.**
 1. General Preparation & Definitions
 2. False Alarm Reduction Strategies
 3. Alarm Systems
 4. Program Development
 5. Program Implementation
 6. Program Evaluation and Reporting
4. **Find the publications that match the points in objectives 1 and 3.** Start matching the publications you have read to the objective they best match. Keep in mind that some publications will meet more than one objective. Read more at <http://faraonline.org/members-info/certification/>

Step 3

1. **Gather and read the Guides and Manuals from the FARA website.** (Be sure to print or save them to your zip drive).
2. **Find the publications that match the points in objectives 4 and 6 and place them into your organization system.** Continue matching the publications you have read to the objective they best match. Keep in mind that some publications will meet more than one objective. The objectives may be found on the FARA website here <http://faraonline.org/wp-content/uploads/2015/03/Objectives-by-Topic.pdf>
3. **Finish any previous assignments.** This is the month to get caught up if you didn't complete any tasks in steps 1 and 2.
4. **Read the Rules for Applicants taking the Certification Exam** if you haven't already done so. The rules may be found here: <http://faraonline.org/members-info/certification/> .
5. **Continue organizing the materials.** Make sure that your organization system is working for you. If not, figure out the changes needed to make it work.



You can do this!

Step 4

1. **Gather and read the remaining Reports and Model Ordinance materials from the FARA website.**

Find the publications that match the points in objectives 2 and 5.

Continue matching the publications you have read to the objective they best match. Keep in mind that some publications will meet more than one objective.

2. **Continue organizing the materials.** Make sure that your organization system is working for you. If not, figure out the changes needed to make it work.
3. **Review the following exam taking pointers.**
 - a. If you have to spend time trying to find the information/answers, you will never finish.
 - b. Become familiar with what is in each publication. It is not necessary to know them verbatim; just be familiar with the subject matter so you can quickly refer to the appropriate publication.
4. **Don't forget your test materials when you pack!!!**
 - a. If going the traditional route, make sure that you have your notebook, the list of objectives, and all of the publications.
 - b. If using a computer, make sure that you pack the zip drive, the power cord, and the laptop.

**Good Luck! You have worked hard and your
preparation will pay off!
We are confident that you will join the elite group of**

Certified Alarm Managers!