

## **CPAT Certificate Replacement Policy**

When a candidate successfully completes the CPAT test they will receive a certificate indicating that they passed the CPAT test on a specific date. The CPAT Certificate is an important document and you should safeguard it by storing in in a secure place. This certificate will normally be mailed to the address listed on your CPAT application form. It is the responsibility of the candidate to ensure that the training registrar has the accurate current mailing address throughout the testing process so that the CPAT certificate will not be lost in the mail. The CFA is not responsible for any misdirected mailing of the CPAT Certificate. Once the original CPAT Certificate has been mailed to the address on record, any future need for a CPAT Certificate will be considered a replacement certificate.

All requests for a replacement CPAT certificate must be made in writing utilizing the Connecticut Fire Academy CPAT Certificate Replacement Form. This form must be completed in full and forwarded to the CFA training registrar. There is a \$5.00 fee for each replacement certificate requested. Properly completed requests for a replacement CPAT certificate will be processed when time permits. There is no guarantee that a CPAT certificate will be replaced prior to an employment application deadline. No replacement CPAT certificate will be issued without the replacement request form and \$5.00 fee being received by the training registrar. The CPAT Certificate Replacement form and the fee should be sent to:

Connecticut Fire Academy  
Training Registrar  
34 Perimeter Road  
Windsor Locks, CT. 06096-1069

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