You have failed to pass and/or complete all the course requirements to receive a certificate of completion from IFSI. You may access the Student/Staff Resource Center, choose “Student Central Tab” and view your Course History under tools for further information. If you failed to pass the exam, you may request a retest before **one year** has passed from the end of the course.

**DO NOT SIGN UP FOR THIS EXAM THROUGH OSFM. YOU WILL NOT GET STATE CERTIFICATION UNTIL YOU HAVE RECEIVED A PASSING SCORE ON THE IFSI EXAM.**

The process to request an exam retake:

- Access the Student/Staff Resource Center and go to the Student Central tab. Select “Exam Request” option. Please be sure to verify that your contact information is correct when submitting a request. If you require any further assistance, please contact the Curriculum & Testing Office at 217-333-9505.
  - If this also serves as a State certification exam you must document with your department that retraining has occurred prior to retesting. See OSFM’s Administrative Rules at: [Title 41, Chp-1, Part 141, Sec 200, (k, 1)]

The process to complete course requirements:

- Call IFSI by phone (217) 333-3800 to make-up excused absence and schedule an exam.

Please contact IFSI with any questions regarding your results.

Thank You,

IFSI Automated Course Completion Notice

Illinois Fire Service Institute
11 Gerty Drive
Champaign, IL 61821

Phone:   (217) 333-3800
Toll Free: (800) 437-5819
Fax: (217) 244-6790
Email: fsi@uiuc.edu