



# Sulphur Municipal Fire and Police Civil Service Board

PO Box 1309, Sulphur, LA 70664

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## Entry-Level Firefighter & Entry-Level Police Officer Civil Service Regional Testing

The Office of State Examiner now offers two ways for you to take the Entry Level Firefighter and Entry Level Police Officer exams. The in-person version is free and requires travel to a designated exam site. It can take up to 2 months from application to receive a score. The online version has a fee (paid to ProctorU) and can be taken at home. You can receive your score within 1-2 weeks of application.

As of August 1, 2020, the Office of State Examiner is now responsible for calling for, accepting applications, administering, and maintaining the eligibility list for Entry Level Firefighter and Police Officer Exams. Use the links on the website ([www.ose.louisiana.gov](http://www.ose.louisiana.gov)) to find out more information about applying to take these exams.

### In-Person Testing

- The OSE will post for a period of 10 days for each monthly exam. In order to apply to take the exam. You must apply online during the 10-day posting period.
- Applications are only accepted during official posting periods.
- Applicants will be notified by **email** at least 5 days prior to the exam of the official date, time, and location of the exam.
- Completed accommodation documents can ONLY be accepted during official posting periods to the email (indicated on the appropriate link).

### Online Testing

- The OSE now offers online testing through ProctorU. There is a \$40 fee paid by the applicant to ProctorU for their services. The OSE receives none of the payment.
- ProctorU is a service that monitors you while you are taking your exam online. Using this service allows you the convenience of testing from home, at a department's computer lab or in a private room at a library. Check your equipment prior to your proctored exam to ensure your equipment meets the technical requirements.
- Before you can take the exam. You must apply with the OSE using the links provided on the website ([www.ose.louisiana.gov](http://www.ose.louisiana.gov)).
- Applications can be submitted at any time, but the OSE will \*review them once per business day. You can only take the online exam once every thirty days. After the OSE has reviewed your application, if it is accepted, you will receive an email with the information you need to sign up with ProctorU.

**Once you apply, take, and pass the exam. You will be eligible to be hired. You should contact the jurisdiction you wish to be employed with and fill out their application for employment.**

[www.ose.louisiana.gov](http://www.ose.louisiana.gov)