



The Board of Laser Safety Examinations



QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

**For Certification Questions:
Board of Laser Safety**
13501 Ingenuity Drive
Suite 128
Orlando, FL 32826
Phone: 1-800-345-2737
Fax: (407) 380-5588
www.lasersafety.org

**For Testing Questions:
Prov Inc.**
5200 NW 43rd Street
Suite 102-167
Gainesville, FL 32606
Phone: (866)720-7768
Fax: (386) 518-6419
www.provexam.com
Office Hours: 8am to 6pm

GENERAL TESTING INFORMATION

The Board of Laser Safety has contracted with Prov, Inc. to develop, and administer their certification program for laser safety officers (LSOs), both medical and non-medical. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your BLS certifications.

To become certified, an individual must first complete the appropriate application with the BLS. Once you have been approved for testing, the Board will notify you that you are eligible to contact Prov to schedule your examination.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a

candidate is unsure which exam is needed for the certification being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, they must call the BLS at (407) 985-3810.

The following is a list of the examinations administered by Prov for certification through the BLS.

Certified Laser Safety Officer Certified Medical Laser Safety Officer

All exams are closed book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

TESTING WITH PROV

Your exam will be administered by computer at one of Prov's testing centers. Prov's testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov's testing system:
<https://youtu.be/h3T9svnldLY>.

WHERE TO TAKE YOUR EXAM

You may take your examination at any of Prov's testing facilities nationwide. Prov partners with local Universities and Community Colleges for the convenience of candidates. A list of available sites will display upon registration.

HOW TO SCHEDULE ONLINE

1. To schedule online, navigate to the following URL:
<https://www.provexam.com/schedule>
2. Upon approval, all candidates receive an acceptance letter (testing voucher). Enter the identifying information into the system. BLS has already shared your testing information with Prov. We need to locate your

information within our system. Follow the on-screen fields to enter your Candidate ID. The Candidate ID will be displayed in your testing voucher. Then, enter your last name and select the Retrieve Details button.

3. On the Welcome Screen, you will schedule a date, time, and location for your exam by selecting the link labeled:

 [Find suitable time and venue](#)

4. The scheduling system will display a map to graphically show where the different testing centers are located. Select a testing center from the list of centers to the right of the map.



5. Select the SCHEDULE link to check the calendar for the testing center.
6. Select a test date and time from the calendar that matches your schedule.
7. Confirm your selected date and time, and select Add to Cart.
8. Proceed to payment. As you have already paid your exam fees to BLS, the cart total should be \$0. Press Submit to finalize the registration. An email will be sent to you confirming your scheduled date/time and location.

If you have any problems with online scheduling, give us a call at (866) 720-7768.

SCHEDULING BY PHONE

To schedule for an examination by phone, please contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

You should be prepared to provide the Prov scheduling staff with your name, Prov Candidate ID and your zip code.

Once Prov confirms your identity, Prov staff will search the database for the next available testint session at your preffered testing location and will provide you with any alternate locations that may be in close proximity to your address. Once you are scheduled, Prov staff will email information regarding your testing schedule.

CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least three (3) business days prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline. If you fail to appear for your test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

PREPARING FOR YOUR EXAMS

The certification exam that you will take has been designed to test what qualified individuals should know as they work in laser safety. The test questions used on the examinations have been prepared and reviewed by a panel of qualified individuals and cover the wide range of topics individuals would normally encounter as a Laser Safety Officer.

Prov recommends that you prepare for your exam by familiarizing yourself with the reference materials listed by BLS. Your exam resources may be found in the following link: <https://www.lasersafety.org/certification-requirements/certification-resources>

TEST DAY RULES AND PROCEDURES

Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

Proof of Identity

Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID.

You will also be required to sign a test center log and will be photographed by the test center staff.

If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

If you do not have a photo ID, you may still present a valid State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

Prohibited Items

No cameras, recorders, cell phones or other communication devices are allowed in the testing room. Smoking is not allowed in the testing room.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with fees forfeited, and the Department will be notified of your dismissal from the exam. During the testing process you MAY NOT:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information anywhere.

Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Department. Those

caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

RESULTS REPORTING

Prov's scoring system will grade your exam immediately upon completion of your test and you will receive your score report at the testing center. Cut scores for the exams are:

Certified Laser Safety Officer: 72%

Certified Medical Laser Safety Officer: 70%

Instructions on how to proceed after your examination will be provided to you at the time of completion and will be emailed to you.

RETESTING POLICY

Candidates wishing to re-test due to failure must notify The BLS in writing within the two-year period of acceptance to sit for the exam. Check with BLS for your exam window dates. Applicants may only retake the examination one time during this two-year period. There is a \$100 fee to retake the exam.

EXAM CHALLENGE PROCESS

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error. Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form.

Prov staff will review each comment within two weeks of submittal. Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the BLS. The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to: Prov, Inc., 5200 NW 43rd St., Suite 102-167, Gainesville, FL 32606.

SPECIAL ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

CANDIDATE INSTRUCTIONS HANDOUT

Please take a moment to read the following information (front and back). If you have any questions, then please let your proctor know. Failure to follow these testing rules can have serious consequences.

Be Advised, the testing center and testing room may be under video surveillance.

Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.



Unethical Behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Department. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

In the next few days, Prov will email you a link to our candidate experience survey; please let us know how we did!