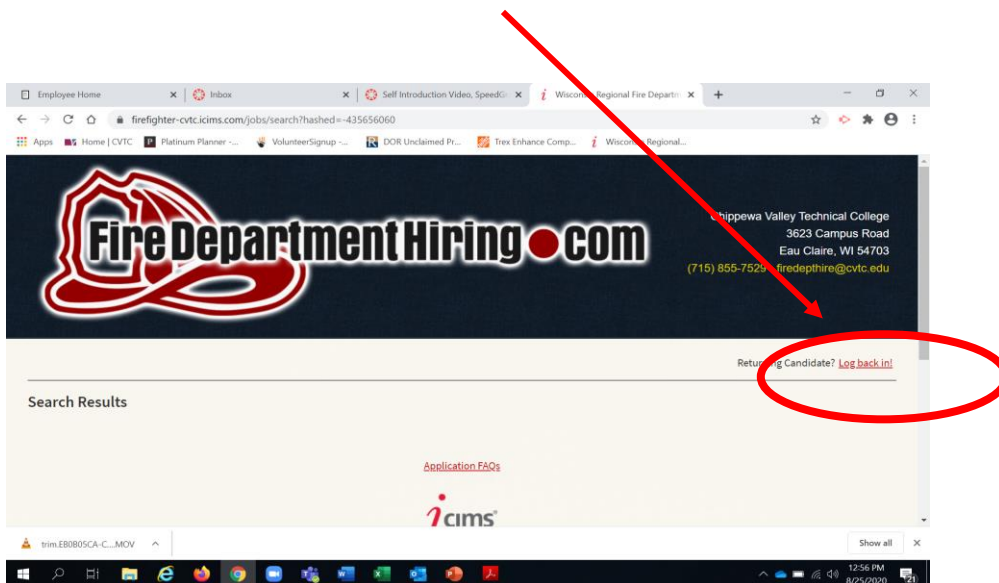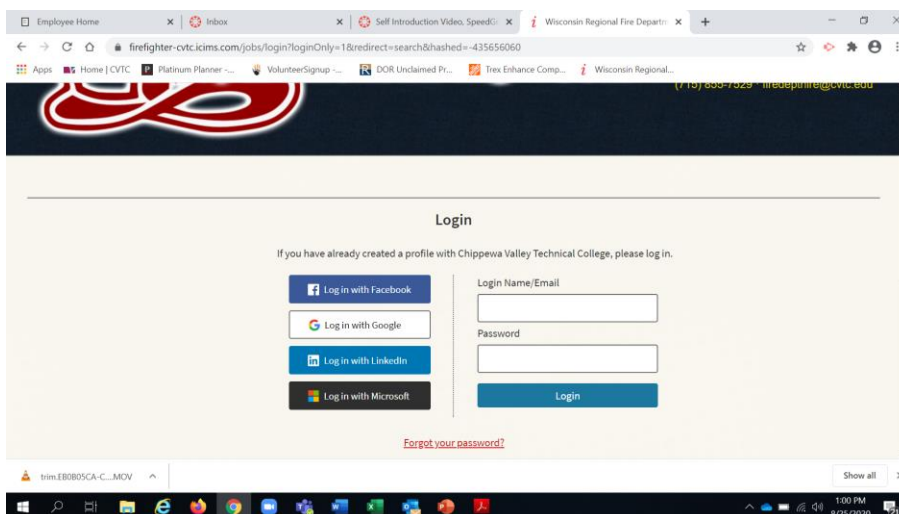# Candidate Guide to uploading CPAT and/or Ergometrics documents to your Fire Department application.

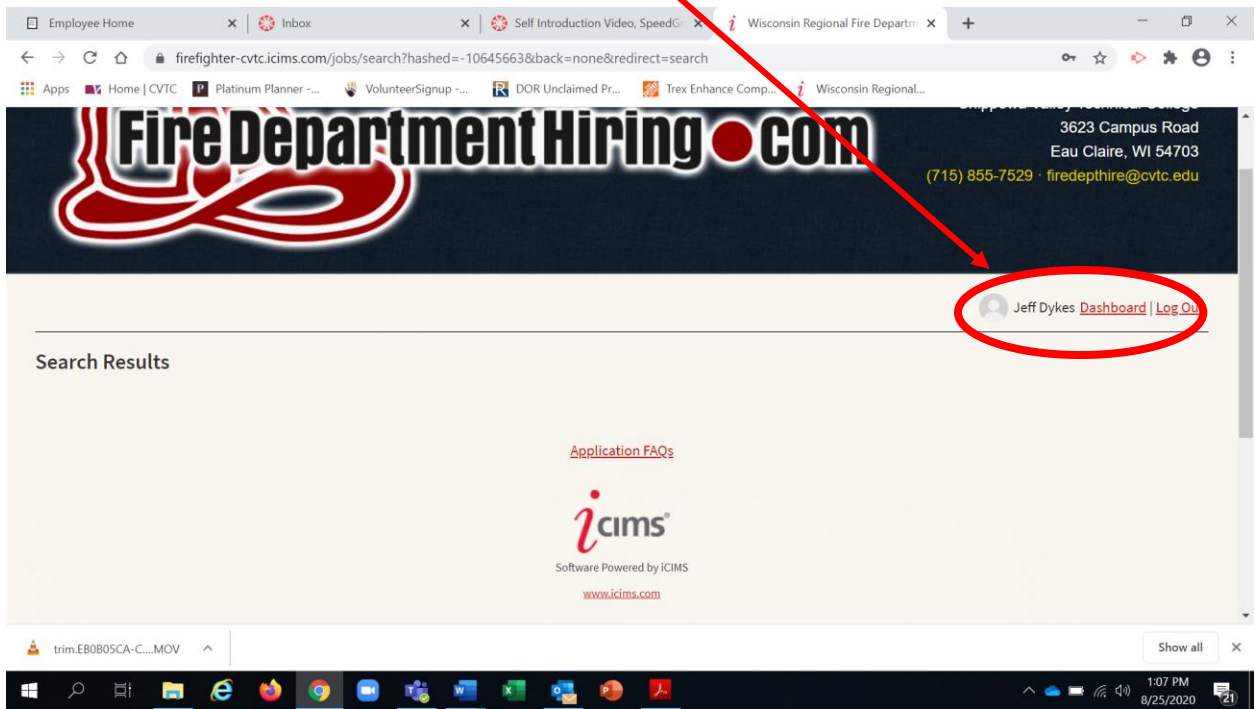1. Ensure that you have your CPAT certificate and/or Erogmetric scoring sheet saved as a PDF no more than 5MG, and accessible through the computer you are using.
2. Go to the website: https://firefighter-cvtc.icims.com/

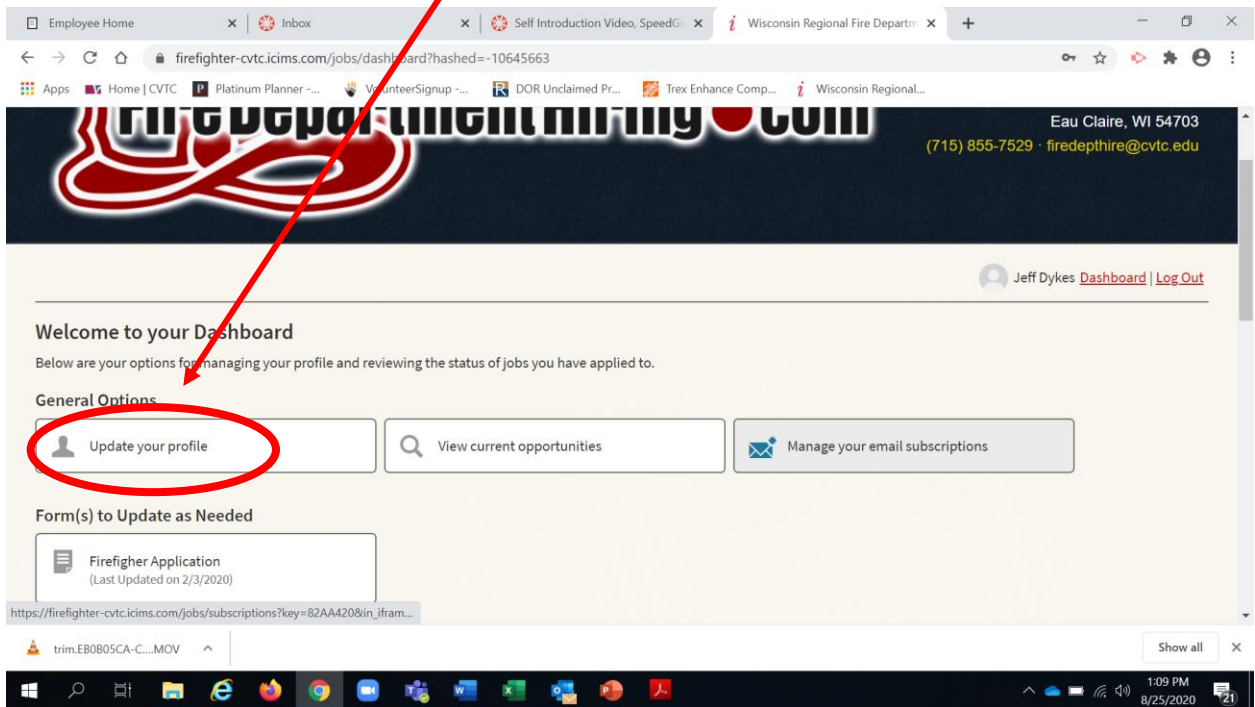3. Click on the link titled "Log back in!"

4. Log back in using the email and password you set your account up with. If you have forgotten your password, you can utilize the 'Forgot the Password' link.
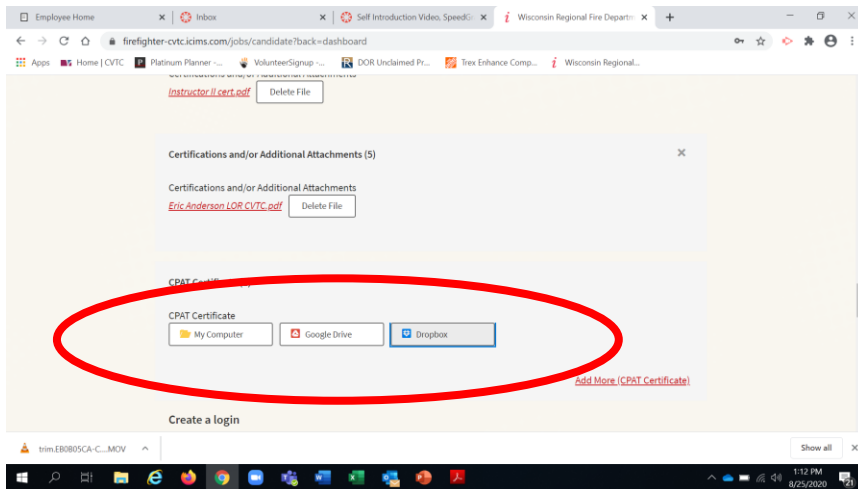
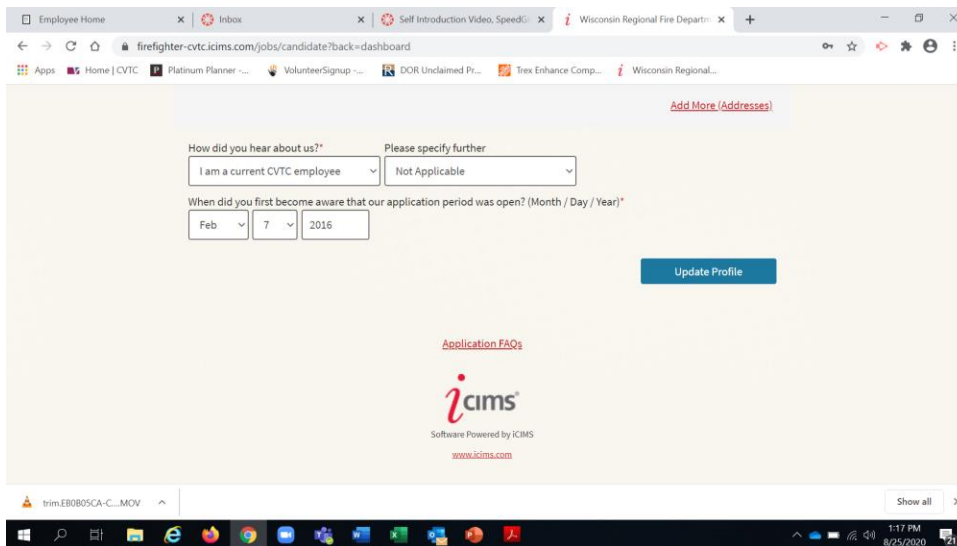5. Once logged in, click on the link titled 'Dashboard'

6. Click on the link titled "Update you Profile"

7. Scroll down until you see 'CPAT Certificate' tab and choose where your CPAT certificate is located. Then attach the certification.

8. After attaching your CPAT certification, you need to scroll down and click on the blue button titled 'Update Profile.' Your CPAT certification will not be updated until you've clicked Update Profile.

9. You are now done. Your CPAT certification is attached to your application and the Fire Chief will review as necessary.