

Agencies ordering Entry-Level exams from CPS HR can offer candidates an opportunity to purchase preparation manuals and practice tests online. For your convenience, we will provide a link that can be distributed to candidates (posted on the website, emailed directly, placed in job bulletin, etc.) to allow for the purchase of these preparation materials.

#### Candidate Preparation Manuals - \$5

Includes detailed recommendations on important concepts, such as the most effective test-taking strategies and methods, specific information about CPS HR test forms, and what to expect on the day of the test administration. Also includes several practice questions covering each section of the test, along with helpful tools, like a sample answer sheet and template test instructions for candidates to prepare before the day of the test.

#### Practice Tests - \$15

Simulates full-length versions of CPS HR tests and have been designed to replicate the look and feel of test-day material. Contains practice items across the same sections contained in our test forms. When candidates have completed the online practice exam, they will receive a breakdown of their scores by section. (Candidates will not receive a list of the questions and answers.) In addition, candidates can re-take the practice exam one additional time at no cost.

Please email the completed form to [testrental@cps hr.us](mailto:testrental@cps hr.us) or contact us if you need additional information.

Thank you,

Test Rental Team

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**CPS HR – Test Rental**

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## CRC Online Order Form

To order materials on the Candidate Resource Center, please complete this form and email it to [testrental@cpshr.us](mailto:testrental@cpshr.us)

AGENCY NAME:	Ordered by:
Ordered by contact phone number:	First Test Date:
Exam Type: <input type="checkbox"/> Entry-Level Firefighter <input type="checkbox"/> Entry-Level Law Enforcement <input type="checkbox"/> Entry-Level Clerical Materials to be made available to candidates: <input type="checkbox"/> Candidate Preparation Manual <input type="checkbox"/> Practice Test	
Billing Information:  <input type="checkbox"/> <b>Candidates</b> to pay for materials (no cost to the agency for providing access to these materials to candidates- the system requires that candidates pay directly with a credit card).  <input type="checkbox"/> <b>Agency</b> to pay for materials that candidates register to access. <i>Please contact us if you are interested in setting up a voucher system.</i>	