STATE OF WASHINGTON

STATE BUILDING CODE COUNCIL

1. State Building Code to be Amended:

- ☐ International Building Code
- ☐ ICC ANSI A117.1 Accessibility Code
- ☐ International Existing Building Code
- ☐ International Residential Code
- ☒ International Fire Code
- ☐ Uniform Plumbing Code
- ☐ State Energy Code
- ☐ International Mechanical Code
- ☐ International Fuel Gas Code
- ☐ NFPA 54 National Fuel Gas Code
- ☐ NFPA 58 Liquefied Petroleum Gas Code
- ☐ Wildland Urban Interface Code

Section(s): WAC 51-50-0907

Title: Section 907 – Fire Alarm and Detection systems.

907.10 NICET: National Institute for Certification in Engineering Technologies.

907.10.2 Design review.

907.10.3 Testing/maintenance.

2. Proponent Name (Specific local government, organization or individual):

Proponent: Electronic Security Association of Washington (WAESA)
P.O. Box 73087
Puyallup, WA 98373
Date: October 2, 2017

3. Designated Contact Person:

Name: Tim Nickols
Title: WAESA Board Member
Address: c/o ADT
6102 North 9th Street, Ste. 700
Tacoma, WA 98406
Office Phone: 253-948-9103
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E-Mail address: tnickols@adt.com

4. Proposed Code Amendment. Reproduce the section to be amended by underlining all added language, striking through deleted language. Insert new sections in the appropriate place in the code in order to continue the established numbering system of the code. If more than one section is proposed for amendment or more than one page is needed for reproducing the affected section of the code additional pages may be attached. (Examples on the SBCC website)

Code(s) WAC 51-50-0907 **Section(s)** Section 907-Fire Alarm and detection systems.

Amend section to read as follows:

907.10 NICET: National Institute for Certification in Engineering Technologies and ESA/NTS: Electronic Security Association National Training School.
907.10.1 Scope. This section shall apply to new and existing fire alarm systems.
907.10.2 Design review. All construction documents shall be reviewed by a NICET III, an ESA/NTS Certified Fire Alarm Designer (CFAD) Level III Fire in fire alarms or a licensed professional engineer (PE) in Washington prior to being submitted for permitting. The reviewing professional shall submit a stamped, signed, and dated letter; or a verification method approved by the local authority having jurisdiction indicating the system has been reviewed and meets or exceeds the design requirements of the state of Washington and the local jurisdiction. (Effective July 1, 2018.)
907.10.3 Testing/maintenance. All inspection, testing, maintenance and programing not defined as "electrical construction trade" by chapter **19.28** RCW shall be completed by a NICET II or ESA/NTS Certified Fire Technician (CFAT) Level II Fire in fire alarms. (Effective July 1, 2018.)

5. **Briefly explain your proposed amendment, including the purpose, benefits and problems addressed.** Specifically note any impacts or benefits to business, and specify construction types, industries and services that would be affected. Finally, please note any potential impact on enforcement such as special reporting requirements or additional inspections required.

907.10 ESA/NTS: Electronic Security Association National Training School.
The Electronic Security Association (formerly known as the National Burglar and Fire Alarm Association) National Training School is a nationally recognized training, testing and credentialing organization for the electronic life safety and security industry. ESA/NTS offers an alternative option for NICET equivalent Level II and III fire alarm certification.

Supporting documentation attached: NTS Fire Certifications overview, NICET Comparison Chart, NTS New Certification Request forms, course syllabi and state licensing examples.

The process to obtain NICET certification in the fire alarm systems subfield is primarily a self-study method and lacks a structured, focused training program. Only a suggested list of sixteen reference manuals is provided to candidates. To register for an exam, an applicant must choose an eligibility window, which is a three month period within which they may test. Once an applicant has passed the exam, he or she must then submit an Experience Application. The normal Experience Application review process can take up to ninety days.

Supporting documentation attached: NICET Fire Alarm Systems Level II and III Selected General References list and Applying for NICET Certification booklet.

907.10.2 Design review.
The ESA/NTS Certified Fire Alarm Designer (CFAD Level III certification) provides an alternative to the NICET III fire alarm requirement for establishing the competency of industry

professionals seeking Design Review compliance prior to project permitting. The process to attain CFAD Level III Certification is achievable to meet the effective date of July 1, 2018. ESA offers a structured training, testing and credentialing program that can be presented as either live instructor led classroom training or as an online distance learning format with proctored exams administered by local PSI testing centers. Testing and verification of experience and issuance of an applicant's fire alarm certification is processed upon course completion, passing the exam(s) and receipt of the New Certification Request Form documenting work history and personal recommendation.

Employers are struggling to have a sufficient number of personnel NICET certified by the July 1, 2018 deadline. This is due to the lengthy NICET certification process and an inability to recruit qualified personnel because there are few NICET Level III certified fire alarm designers in the marketplace. Therefore, I would also like to petition the council to invoke emergency rule RCW 34.05.350. The lack of a sufficient workforce in the marketplace not only creates a devastating economic impact on the industry but is necessary for the preservation of the public health, safety and general welfare to insure there are enough qualified personnel available to properly design life safety systems. If the Council deems the amendment does not fit the criteria for an emergency rule, we respectfully ask the Council to consider adoption as a permanent rule with an effective date earlier than that for adoption of the 2018 codes.

Obtaining an ESA/NTS CFAD Level III Certification as an alternative to the NICET Level III fire alarm certification would not create an impact on enforcement or require additional inspections.

Other regulators that recognize the ESA Certified Fire Alarm Designer (CFAD) Level III Fire certification as an alternative to NICET Level III fire alarm are the Alaska SFMO, Iowa SFMO, Louisiana SFMO, Tennessee Alarm Systems Contractors Board, and Texas SFMO.

<u>907.10.3</u> Testing/maintenance.
The ESA/NTS Certified Fire Alarm Technician (CFAT) Level II Fire certification provides an alternative equivalency to the NICET II requirement for industry professionals that perform installation, inspection, testing, maintenance and programming of fire alarm systems. The process to attain CFAT Level II Certification is easily achievable to meet the effective date of July 1, 2018. ESA offers a structured training, testing and credentialing program that can be presented as either live instructor led classroom training or as an online distance learning format with proctored exams administered by local PSI testing centers. Testing and verification of experience and issuance of an applicant's fire alarm certification is processed within weeks, not months, upon course completion, passing the exam(s) and receipt of the New Certification Request Form documenting work history.

Again, due to the fact that employers are struggling to have an adequate number of qualified technicians by the July 1, 2018 deadline due to the lengthy NICET certification process and an inability to recruit qualified personnel because there aren't enough NICET Level II certified fire alarm technicians in the marketplace, I petition the council to invoke emergency rule RCW 34.05.350. The lack of an adequate workforce in the marketplace not only creates a devastating economic impact on the industry but is necessary for the preservation of the public health, safety and general welfare to insure there is a sufficient number of qualified personnel available to properly install and/or maintain life safety systems. If the Council deems the amendment does

not fit the criteria for an emergency rule, we respectfully ask the Council to consider adoption as a permanent rule with an effective date earlier than that for adoption of the 2018 codes.

Obtaining an ESA/NTS CFAT Level II Certification as an alternative to the NICET Level II fire alarm certification would not create an impact on enforcement or require additional inspections.

Regulators that recognize the ESA Certified Fire Alarm Technician (CFAT) Level II Fire Certification to meet licensing requirements are the Alabama SFMO, Alaska SFMO, Cobb County, GA Fire Marshal, Illinois Department of Financial and Professional Regulation, Montana Building Codes Bureau and Texas SFMO. ESA/NTS fire training and/or the Certified Alarm Technician Level II certification are also recognized for licensure by the Arkansas State Police, Florida Department of Business and Professional Regulation, Iowa SFMO, Louisiana SFMO, Mississippi SFMO, South Carolina Contractor's Licensing Board and Tennessee Alarm Systems Contractors Board.

6. **Specify what criteria this proposal meets.** You may select more than one.

- ☐ The amendment is needed to address a critical life/safety need.
- ☒ The amendment is needed to address a specific state policy or statute.
- ☐ The amendment is needed for consistency with state or federal regulations.
- ☐ The amendment is needed to address a unique character of the state.
- ☐ The amendment corrects errors and omissions.

7. **Is there an economic impact:** ___ Yes _X_ No
Explain:

If there is an economic impact, use the Table below to estimate the costs and savings of the proposal on construction practices, users and/or the public, the enforcement community, and operation and maintenance. If preferred, you may submit an alternate cost benefit analysis.

	Construction[1]		Enforcement[2]		Operations & Maintenance[3]	
Building Type	Costs	Benefits[4]	Costs	Benefits[4]	Costs	Benefits[4]
Residential						
Single family						
Multi-family						
Commercial/Retail						
Industrial						
Institutional						

Please send your completed proposal to: sbcc@ga.wa.gov
All questions must be answered to be considered complete. Incomplete proposals will not be considered.

[1] $ / square foot of floor area or other cost. Attach data. **Construction** costs are costs prior to occupancy, and include both design and direct construction costs that impact the total cost of the construction to the owner/consumer.

[2] Cost per project plan. Attach data. **Enforcement** costs include governmental review of plans, field inspection, and other action required for enforcement.

[3] Cost to building owner/tenants over the life of the project.

[4] Measurable benefit.

Supporting Documentation

Table of Contents:

NTS Fire Training & Certifications

Certified Fire Alarm Technician (CFAT) Level II Fire &
Certified Fire Alarm Designer (CFAD) Level III Fire

About ESA/NTS

- **Longest Established – From its beginning in 1985, NTS has offered increased technical and market knowledge in every facet of training and certification – from course development and delivery to administration and customer services. NTS's length of service also means high brand recognition for its training and credentials.**

- **Most Recognized – A program of the Electronic Security Association, NTS's non-product-specific approach makes for tremendous credibility. State and local licensing authorities and regulators, authorities having jurisdiction, specifiers, end-users, manufacturers and employers all recognize NTS coursework and certifications as indicators of competence, proficiency and excellence.**

- **Most Available – With a network of more than 135 trainers, a state and local chapter classroom training distribution structure and online options, NTS offers broad availability of its training and exams. NTS can also bring private classes and customized training and certification to companies in their facilities.**

Certified Fire Alarm Technician (CFAT)

ESA ELECTRONIC SECURITY ASSOCIATION® National Training School

- Total formal education for CFAT is 43 Hours
  - Certified Alarm Technician Level I = 22 hours
  - Life Safety Code or International Building Code = 7 hours
  - Fire Alarm Installation Methods = 14 hours

- On the job training required to attain CFAT is 24 months/2 years'

- Proctored exams required to be passed with a minimum of 70%
  - Total of 3 exams (140 questions) – 5 hours testing
  - Third-party testing provided by PSI Services LLC

- Certifications are valid for a period of 24 months

- Maintaining Certification requires 24 continuing education units/hours each renewal cycle

Certified Fire Alarm Designer (CFAD)

ESA ELECTRONIC SECURITY ASSOCIATION® National Training School

- Total formal education for CFAD is 57 hours:
  - CFAT courses = 43 hours
  - Professional Fire Alarm Design = 14 hours

- On the job training required for CFAD is 60 months

- Proctored exams required to be passed with a minimum of 70%
  - 3 Course Exams (140 questions) – 5 hours of testing
  - 1 Comprehensive Certification Exam (85 questions) – 3 hours of testing
  - 60 Months/5 Years' Experience

- Third-party testing for online courses provided by PSI Services LLC

- Certifications are valid for a period of 24 months - maintaining Certification requires 24 continuing education units/hours each renewal cycle

CFAD Training & Testing

ELECTRONIC SECURITY ASSOCIATION® National Training School

The following course of study and examination must be completed:

- **Pre-requisite of CFAT Certification in good standing**
- **Successfully complete the Professional Fire Alarm Design (PFAD) course – 14 hours**
- **Take and pass the proctored CFAD Certification Examination (3 hours – 85 questions)**
- **Proof of work experience – 60 months**
- **Verification of work experience must come from company owner, or company representative, and be notarized.**

CFAD Certification Examination breakdown:

- **Codes and Standards – 5%**
- **Power – 5%**
- **Testing/Inspection – 5%**
- **Project Management – 5%**
- **System Types and Features - 10%**
- **Protection Criteria, Goals and Programming - 10%**
- **Emergency Control Functions - 10%**
- **Initiating Devices and Hazards - 10%**
- **Notification Appliances - 10%**
- **Statutory and Design Requirements - 10%**
- **Submittal Package and Documentation - 10%**
- **Supervisory Components - 10%**

Summary and Proposal

Based on the rigor of the certification curriculum, field experience requirements, and competency based testing we would like to request the following:

1. **NTS's Certified Fire Alarm Technician Level II credential be accepted as an alternative to NICET Level II for all inspection, testing, maintenance and programming not defined as "electrical construction trade" by chapter 19.28 RCW for fire alarms.**

2. **NTS's Certified Fire Alarm Designer Level III credential be accepted as an alternative to NICET Level III in fire alarms or a licensed professional engineer (PE) for design review.**

NICET			NTS		
LEVEL I			**CLASS COMPARISON**		
1.1 Installation Tasks			Class	Chapter	Description
	1.1.1	Properly mount & connect fire alarm systems components	FAIM Level I	Ch 5 Ch 17	Operation of initiating devices Wiring Methods
	1.1.2	Practice correct writing methods	FAIM	Ch 13	Wiring Methods
	1.1.3	Practice work-site safety	Level I	Ch 22	Job Safety
1.2 Maintenance Tasks					
	1.2.1	Perform simple maintenance tasks and operate basic test equipment.	FAIM	Ch 10	Inspection, Test & Maintenance
LEVEL II					
2.1 Submittal Preparation and Layout Tasks					
	2.1.1	Verify the occupancy classification & the requirements off applicable codes & standards for specific premises	LSC/ IBC	Ch 5 - 10	Occupancy chapters
	2.1.2	Assemble project information for shop drawings	Level I FAIM	Ch 18 Ch 13	Quality & Planning Documentation
	2.1.3	Task Deleted			
	2.1.4	Survey site conditions to verify that they support the requirements of the fire alarm system design and layout.	Level I	Ch 18	Quality and planning
	2.1.5	Draft simple shop drawings	FAIM Level I	Ch 12 Ch 18	Documentation Quality and planning
	2.1.6	Determine power supply and loading	Level I	Ch 11	Power
	2.1.7	Identify applicable codes, standards, and listings.	FAIM FAIM	Ch 4 Ch 3	Fundamentals Codes & Standards
2.2 Installation Tasks					
	2.2.1	Read fire alarm and other building systems plans.	FAIM Level I	CH 12 Ch 18	Documentation Quality & Planning
	2.2.2	Develop an installation plan based upon field conditions and project requirements.	Level I Level I	Ch 17 Ch 18	Wiring Methods Quality & Planning
	2.2.3	Accept delivery of materials	FAIM	Ch 4	Fundamentals
	2.2.4	Install fire alarm systems	FAIM	Ch 4, 6, 7, 8	Installation and wiring of fire alarm devices

	2.2.5	Conduct a system start-up and diagnostics.	FAIM	Ch 10	Inspection, Test, and Maintenance
	2.2.6	Use computer applications to program a system.	FAIM	Ch 10	Inspection, Test, and Maintenance
	2.2.7	Troubleshoot system problems.	Level I	Ch 20	Troubleshooting
			FAIM	Ch 10	Inspection, Test, and Maintenance
	2.2.8	Original task (Identify & report	Level I	Ch 18	Quality & Planning
		on-site problems or conflicts that impact	FAIM	Ch 4	Fundamentals
		the project schedule -2.5.6)			
	2.2.9	Perform system commissioning.	FAIM	Ch 10	Inspection, Test, and Maintenance
	2.2.10	Compile test completion data.	FAIM	Ch 12	Documentation
	2.2.11	Create as-built documentation.	FAIM	Ch 12	Documentation
	2.2.12	Provide training to the customer/end user.	Level I	Ch 21	Client Relationship
	2.2.13	Apply firestopping practices.	FAIM	Ch 13	NEC Wiring
	2.2.14	Mitigate worksite safety hazards.	Level I	Ch 22	Job Safety
2.3	**Maintenance Tasks**				
	2.3.1	Follow applicable maintenance standards	FAIM	Ch 10	Inspection, Test, and Maintenance
		and procedures.			
	2.3.2	Troubleshoot and repair system faults	Level I	Ch 20	Troubleshooting
	2.3.3	Prepare, distribute, and maintain documentation.	Level I	Ch 18	Quality and Planning
			FAIM	Ch 12	Documentation
2.4	**Education and Communication Tasks**				
	2.4.1	Train and mentor Level I technicians	OJT		Part of 24 months experience requirement
2.5	**Manage and Supervision Tasks**				
	2.5.1	Provide on-site coordination for	OJT		Part of 24 month experience requirement
		simultaneous installation activities.			
	2.5.2	Provide on-site coordination of available	OJT		Part of 24 month experience requirement
		personnel to maintain established			
		schedules.			
	2.5.3	Coordinate the technical aspects of a job	OJT		Part of 24 month experience requirement
		on-site.			
	2.5.4	Identify and report personnel issues.	OJT		Part of 24 month experience requirement
	2.5.5	Promote a safe work environment	Level I	Ch 22	Job Safety
	2.5.6	Identify and report on-site problems or	OJT		Part of 24 month experience requirement
		conflicts that impact the project schedule.			
		(formerly 2.2.8)			

LEVEL III				
3.1 Submittal Preparation and Layout Tasks (28 - 33%)				
3.1.1	Analyze project requirements for the subject occupancy type.	LSC/ IBC	Ch 5 - 10	Occupancy Chapters
3.1.2	Identify contractual criteria	PFAD	Ch 2	Fire Alarm Installation Review
3.1.3	Coordinate project requirements with customer	PFAD	Ch 6	Owner's Protection Goals
3.1.4	Coordinate project requirements with design professionals.	PFAD	Ch 2	Fire Alarm Installation Review
3.1.5	Identify site conditions.	PFAD	Ch 7	Other Hazards
3.1.6	Identify the AHJ's and approval process for a project	LSC/ IBC	Ch 2	Overview
3.1.7	Coordinate the creation of shop drawings.	FAIM	Ch 12	Documentation
3.1.8	Calculate power, battery, and other requirements.	Level I FAIM	Ch 11 Ch 4	Power Fundamentals
3.1.9	Analyze specifications and drawings for installation criteria.	PFAD	Ch 2	Fire Alarm Installation Review
3.1.10	Research codes and standards.	LSC/ IBC	Ch 3	Codes & Standards
3.1.11	Prepare written technical reports.	FAIM	Ch 12	Documentation
3.1.12	Implement contractual requirements.	PFAD	Ch 2	Fire Alarm Installation Review
3.1.13	Develop a project schedule.	PFAD	Ch 3	Overview of Project Management Concepts
3.2 Installation Tasks (28 - 33%)				
3.2.1	Develop an installation strategy for a project.	PFAD	Ch 3	Overview of Project Management Concepts
3.2.2	Order installation materials.	OJT		Part of 60 month experience requirement
3.2.3	Establish installation criteria for fire alarm system components.	PFAD	Ch 2, 10, 11	Choosing Initiating, Notification, and Supervisory Devices
3.2.4	Coordinate programming of the system.	PFAD	Ch 12	Fire System Programming
3.2.5	Resolve on-site scheduling.	OJT		Part of 60 month experience requirement
3.2.6	Establish procedures for inspection and testing of a fire alarm system.	OJT		Part of 60 month experience requirement
3.2.7	Document test completion	FAIM	Ch 10	Inspection, Test, and Maintenance
3.2.8	Direct the development of the as-built documents.	FAIM FAIM	Ch 12 Ch 13	Documentation NEC - Wiring Methods

3.2.9	Identify fire-stopping requirements.	FAIM	Ch 13	NEC - Wiring Methods
3.2.10	Supervise work-site safety.	OJT		Part of 60 month experience requirement
3.2.11	Interface with other systems and trades.	PFAD	Ch 12	Fire System Programming
3.3 Testing and Maintenance Tasks (15 - 20%)				
3.3.1	Establish maintenance and testing procedures and standards.	FAIM	Ch 10	Inspection, Test, and Maintenance
3.3.2	Oversee troubleshooting and repairing of system deficiencies.	FAIM	Ch 10	Inspection, Test, and Maintenance
3.4 Education and Communication Tasks (5 - 10%)				
3.4.1	Train and mentor Level I and Level II co-workers.	OJT		Part of 60 month experience requirement
3.4.2	Determine basic training needs of subordinates.	OJT		Part of 60 month experience requirement
3.5 Manage and Supervision Tasks (17 - 22%)				
3.5.1	Manage simultaneous projects.	OJT		Part of 60 month experience requirement
3.5.2	Manage staff.	OJT		Part of 60 month experience requirement
3.5.3	Oversee the technical aspects of a job.	OJT		Part of 60 month experience requirement
3.5.4	Resolve interpretation conflicts.	OJT		Part of 60 month experience requirement
3.5.5	Communicate ethical standards and resolve ethics related issues.	OJT		Part of 60 month experience requirement
3.5.6	Oversee adherence to rules promoting safe work environment.	OJT		Part of 60 month experience requirement
3.5.7	Monitor adherence to budget.	OJT		Part of 60 month experience requirement
LEVEL IV				
4.1 Submittal Preparation and Layout Tasks				
4.1.1	Define occupancy and project requirements.	LSC/ IBC	Ch 5 - 10	Occupancy Chapters
4.1.2	Determine or approve contractual criteria.	PFAD	Ch 5	Additional System Design Requirements
4.1.3	Coordinate with client stakeholders.	PFAD	Ch 6	Owner's Protection Goals
4.1.4	Coordinate with design stakeholders.	PFAD	Ch 5	Additional System Design Requirements
4.1.5	Resolve site visit findings.	OJT		Part of experience or additional requirements for Level 4
4.1.6	Confirm identity of AHJ or other authority.	LSC/ IBC	Ch 2	Overview

							FAIM	Ch 3	Codes & Standards			
							PFAD	Ch 3	Determine Protection Criteria			
	4.1.7	Review and approve shop drawings.					FAIM	Ch 12	Documentation			
	4.1.8	Use results of power/battery calculations					Level I	Ch 18	Power			
		and system requirements.					FAIM	Ch 4	Fundamentals			
	4.1.9	Read specifications and drawings					FAIM	Ch 12	Documentation			
							PFAD	Ch 14	Submittal Package Preparation			
	4.1.10	Interpret codes and standards					LSC/ IBC	Ch 2	Overview			
							FAIM	Ch 3	Codes & Standards			
							PFAD	Ch 3	Determine Protection Criteria			
	4.1.11	Write/issue technical reports					OJT		Part of experience or additional requirements for Level 4			
	4.1.12	Confirm legal authority.					PFAD	Ch 3, 5, 6	Identifying Design Requirements			
	4.1.13	**Approve** project schedule.					OJT		Part of experience or additional requirements for Level 4			
4.2	**Installation Tasks**											
	4.2.1	Approve installation strategy.					OJT		Part of experience or additional requirements for Level 4			
	4.2.2	Approve purchase order.					OJT		Part of experience or additional requirements for Level 4			
	4.2.3	Review resolution of on-site scheduling					OJT		Part of experience or additional requirements for Level 4			
		conflicts.										
	4.2.4	Develop written policies & procedures					OJT		Part of experience or additional requirements for Level 4			
		for conflicts.										
	4.2.5	Review and approve as-builts					OJT		Part of experience or additional requirements for Level 4			
	4.2.6	Create schedule of work with other					OJT		Part of experience or additional requirements for Level 4			
		systems and trades.										
4.3	**Maintenance Tasks**											
	4.3.1	Troubleshoot and repair faults					Level I	Ch 20	Troubleshooting			
							FAIM	Ch 10	Testing, Inspecting & Maintenance			
4.4	**Education and Communication Tasks**											
	4.4.1	Train and mentor subordinates					OJT		Part of experience or additional requirements for Level 4			
	4.4.2	Educate staff					OJT		Part of experience or additional requirements for Level 4			
	4.4.3	Present information verbally and in					OJT		Part of experience or additional requirements for Level 4			
		writing.										
	4.4.4	Educate AHJ's/other authorities.					OJT		Part of experience or additional requirements for Level 4			
	4.4.5	Interpret code language to laymen.					OJT		Part of experience or additional requirements for Level 4			
4.5	**Management/Supervision Tasks**											

4.5.1	Oversee management of simultaneous projects		OJT		Part of experience or additional requirements for Level 4
4.5.2	Determine manpower requirements		OJT		Part of experience or additional requirements for Level 4
4.5.3	Prepare a response to an RFP/RFQ.		OJT		Part of experience or additional requirements for Level 4
4.5.4	Oversee technical aspects of job.		OJT		Part of experience or additional requirements for Level 4
4.5.5	Resolve interpersonal conflicts.		OJT		Part of experience or additional requirements for Level 4
4.5.6	Review and document resolution ethics issues.		OJT		Part of experience or additional requirements for Level 4
4.5.7	Create policies to ensure safe work environment.		OJT		Part of experience or additional requirements for Level 4
4.5.8	Develop and document budgets.		OJT		Part of experience or additional requirements for Level 4

Notes

* Please note that the modules shown are estimated and used as a comparison for education only.

NICET is a testing organization; NTS is a training and testing organization that teaches learning objectives and proctors exams on them.

* Modules shown above are a comparison from nationally recognized certification organizations.

* Following the NTS format:

Certified Fire Alarm Technician

CFAT	Students must complete Level One, LSC or IBC (depending on state), FAIM and have 24 months experience to receive CFAT
	- Level One is 22 Hours with a 2 Hour proctored exam
	- Life Safety Code or International Building Code is 7 Hours with a 1 Hour proctored exam
	- Fire Alarm Installation Methods is 14 Hours with a 2 Hour proctored exam
	Total classroom time is **43** Hours with **5** Hours of proctored exams in addition to **24** months OJT experience

Certified Fire Alarm Designer

CFAD	Students must hold a CFAT certification, complete the PFAD course, pass the Comprehensive certification exam and have 60 months experience to receive CFAD. Verification of work experience must come from company owner or company representative and be notarized.
	- As shown above, CFAT is 43 Hours with 5 Hours of proctored exams
	- Professional Fire Alarm Design is 14 Hours with a 2 Hour proctored exam
	- The course consists of a practical exercise in designing a fire detection system from a set of blue prints
	- Total classroom time is 57 Hours with 10 Hours of proctored exams in addition to 60 months OJT experience
	* As shown in this format students following the process will complete several modules above a typical Level 3 fire.

New Certification Request Form
Certified Fire Alarm Technician

INSTRUCTIONS

There are 3 requirements for achieving a Certified Fire Alarm Technician (CFAT) Certification:

1. **Required Training and Certification**: Applicants must hold an active Certified Alarm Technician Level I (CAT) Certification, and have taken and passed the Fire Alarm Installation Course and the Life Safety Code Course or the International Building Code Course.
2. **Work History form**: outlines the required 24 months of work history in the field of fire alarm installation, inspection, testing, commissioning, or supervision.
3. **Work History Verification**: must be completed by company owner or company representative which provides proof of 24 months' work experience.

If you have questions, please contact ESA/NTS at nts@ESAweb.org or 888-447-1689.

Applicant Information

Name: _____ Title: _____

Employer Name: _____

Home Address: _____

Address line 2: _____ Phone: _____

City/State/Zip: _____ Fax: _____

E-mail: _____

Signature: _____ Date: _____

For ESA/NTS USE ONLY

Date Received: _____

Training Confirmation: CAT Expiry Date: _____

CANDIDATE NAME: _____

Work History Form

Position 1

Title:_____ Employer: _____

Location:_____ Name of Supervisor: _____

Date Held: To _____ From _____

Duties Performed (Check all that apply):

- ☐ Fire alarm installation
- ☐ Fire alarm inspection
- ☐ Fire alarm testing
- ☐ Fire alarm commissioning
- ☐ Fire alarm project management
- ☐ Supervision of installers/technicians
- ☐ Fire alarm plan preparation

Description of work performed:

Position 2

Title:_____ Employer: _____

Location:_____ Name of Supervisor: _____

Date Held: To _____ From _____

Duties Performed (Check all that apply):

- ☐ Fire alarm installation
- ☐ Fire alarm inspection
- ☐ Fire alarm testing
- ☐ Fire alarm commissioning
- ☐ Fire alarm project management
- ☐ Supervision of installers/technicians
- ☐ Fire alarm plan preparation
- ☐ Fire alarm planning and design

Description of work performed:

Position 3

Title:_____ Employer: _____

Location:_____ Name of Supervisor: _____

Date Held: To _____ From _____

Duties Performed (Check all that apply):

- ☐ Fire alarm installation
- ☐ Fire alarm inspection
- ☐ Fire alarm testing
- ☐ Fire alarm commissioning
- ☐ Fire alarm project management
- ☐ Supervision of installers/technicians
- ☐ Fire alarm plan preparation
- ☐ Fire alarm planning and design

Description of work performed:

Position 4

Title:_____ Employer: _____

Location:_____ Name of Supervisor: _____

Date Held: To _____ From _____

Duties Performed (Check all that apply):

- ☐ Fire alarm installation
- ☐ Fire alarm inspection
- ☐ Fire alarm testing
- ☐ Fire alarm commissioning
- ☐ Fire alarm project management
- ☐ Supervision of installers/technicians
- ☐ Fire alarm plan preparation
- ☐ Fire alarm planning and design

Description of work performed:

New Certification Request Form
Certified Fire Alarm Technician

CANDIDATE NAME: _____

Experience Verification (To be completed by work experience verifier(s))

Name: _____ Title: _____

Employer Name: _____

Phone: _____ Email: _____

My observation of the applicant occurred when I was employed:

Current Employer: _____

Previous Employer: _____

My observation of the applicant occurred as part of my role as:

◯ Applicants direct supervisor

◯ Applicants indirect supervisor responsible for applicant's work

Observation of applicants work occurred during the following time frame:

From Month/Year: _____ To: _____

I certify that the applicant has repeatedly demonstrated an ability to:

Competency	Verifier's Initial
Describe why following fire system code requirements are imperative to life safety.	
Define and give examples of these terms: AHJ, RTL, and Listed.	
Differentiate between Codes and Standards.	
List the provisions for primary and secondary power requirements for fire systems.	
Explain how various types of smoke, heat, CO, and manual pull boxes operate and why a particular type might be better for a particular application.	
Name the six Classes and four Survivability Levels of fire alarm circuits.	
Identify the code mandated location and spacing requirements for smoke and heat detectors on smooth, flat, level, joisted, and beamed ceilings.	
Describe the differences between Public and Private-mode notification for evacuation, along with the proper spacing and location of both audible and visible appliances for both these applications.	
Identify when EVAC systems are required and/or preferable to use.	
List the provisions that have to be followed when installing relays to activate Emergency control functions.	
Describe the functions provided by Phase I and Phase II elevator recall.	
Describe the differences, and list the installation provisions, for various transmission methods used to send signals to a supervising station.	
Specify the differences between functional testing, visual inspections and acceptance testing of fire alarm systems, and any required scheduled frequencies.	
Identify the test and inspection records and other documentation and paperwork that NFPA 72 requires be kept, and for how long.	

Compare the differences between commercial and household fire systems in regards to wiring, documentation, off-site communications, and testing.	
Name four emerging fire system technologies and how their incorporation into a commercial fire system may prove beneficial.	

Statement of Verification: I verify that I have a personal knowledge of the candidate's performance related to each of the competencies that I have initialed above and that, in my best professional judgment and per government and industry standards and best practices, each initialed statement is true.

Signature:_____ Date: _____

New Certification Request Form
Certified Fire Alarm Designer

INSTRUCTIONS

There are 5 requirements for achieving a Certified Fire Alarm Designer (CFAD) Certification:

1. **Required Training and Certification**: Applicants must hold an active Certified Fire Alarm Technician (CFAT) Certification, and have taken and passed the Professional Fire Alarm Designer (PFAD) Course.
2. **Testing**: Passed the Certified Fire Alarm Designer (CFAD) Exam
3. **Work History form**: outlines the required 60 months of work history in the field of fire alarm installation, inspection, testing, commissioning, project managing, plan preparation, or supervision.
4. **Work History Verification**: must be completed by company owner or company representative which provides proof of 60 months' work experience.
5. **Personal Recommendation Form**: must be completed by a professional who is familiar with the professionalism, ethical standards and technical abilities of the applicant. Examples of those that qualify to complete this form include: licensed professional engineers, registered land surveyors, certified fire engineers/designers, graduate engineers, scientists, senior level, fire marshals, code officials, or officials of other authorities having jurisdiction. ESA will not accept relatives or subordinates of the applicant.

If you have questions, please contact ESA/NTS at nts@ESAweb.org or 888-447-1689.

Applicant Information

Name: _____ Title: _____

Employer Name: _____

Home Address: _____

Address line 2: _____ Phone: _____

City/State/Zip: _____ Fax: _____

E-mail: _____

Signature: _____ Date: _____

For ESA/NTS USE ONLY

Date Received: _____

Training Confirmation: CFAT Expiry Date: _____ PFAD Completion Date: _____

Successful CFAD Examination Date: _____

CANDIDATE NAME: _____

Work History Form

Position 1

Title:_____ Employer: _____

Location:_____ Name of Supervisor: _____

Date Held: To _____ From _____

Duties Performed (Check all that apply):

☐ Fire alarm installation
☐ Fire alarm inspection
☐ Fire alarm testing
☐ Fire alarm commissioning
☐ Fire alarm project management
☐ Supervision of installers/technicians
☐ Fire alarm plan preparation
☐ Fire alarm planning and design

Description of work performed:

Position 2

Title:_____ Employer: _____

Location:_____ Name of Supervisor: _____

Date Held: To _____ From _____

Duties Performed (Check all that apply):

☐ Fire alarm installation
☐ Fire alarm inspection
☐ Fire alarm testing
☐ Fire alarm commissioning
☐ Fire alarm project management
☐ Supervision of installers/technicians
☐ Fire alarm plan preparation
☐ Fire alarm planning and design

Description of work performed:

Position 3

Title:_____ Employer: _____

Location:_____ Name of Supervisor: _____

Date Held: To _____ From _____

Duties Performed (Check all that apply):

☐ Fire alarm installation
☐ Fire alarm inspection
☐ Fire alarm testing
☐ Fire alarm commissioning
☐ Fire alarm project management
☐ Supervision of installers/technicians
☐ Fire alarm plan preparation
☐ Fire alarm planning and design

Description of work performed:

Position 4

Title:_____ Employer: _____

Location:_____ Name of Supervisor: _____

Date Held: To _____ From _____

Duties Performed (Check all that apply):

☐ Fire alarm installation
☐ Fire alarm inspection
☐ Fire alarm testing
☐ Fire alarm commissioning
☐ Fire alarm project management
☐ Supervision of installers/technicians
☐ Fire alarm plan preparation
☐ Fire alarm planning and design

Description of work performed:

CANDIDATE NAME: _____

Experience Verification (To be completed by work experience verifier(s))

Name: _____ Title: _____

Employer Name: _____

Phone: _____ Email: _____

My observation of the applicant occurred when I was employed:

Current Employer: _____

Previous Employer: _____

My observation of the applicant occurred as part of my role as:

Applicants direct supervisor

Applicants indirect supervisor responsible for applicant's work

Observation of applicants work occurred during the following time frame:

From Month/Year: _____ To: _____

I certify that the applicant has repeatedly demonstrated an ability to:

Competency	Verifier's Initial
Describe why following fire system code requirements are imperative to life safety.	
Define and give examples of these terms: AHJ, RTL, and Listed.	
Differentiate between Codes and Standards.	
List the provisions for primary and secondary power requirements for fire systems.	
Explain how various types of smoke, heat, CO, and manual pull boxes operate and why a particular type might be better for a particular application.	
Name the six Classes and four Survivability Levels of fire alarm circuits.	
Identify the code mandated location and spacing requirements for smoke and heat detectors on smooth, flat, level, joisted, and beamed ceilings.	
Describe the differences between Public and Private-mode notification for evacuation, along with the proper spacing and location of both audible and visible appliances for both these applications.	
Identify when EVAC systems are required and/or preferable to use.	
List the provisions that have to be followed when installing relays to activate Emergency control functions.	
Describe the functions provided by Phase I and Phase II elevator recall.	
Describe the differences, and list the installation provisions, for various transmission methods used to send signals to a supervising station.	
Specify the differences between functional testing, visual inspections and acceptance testing of fire alarm systems, and any required scheduled frequencies.	
Identify the test and inspection records and other documentation and paperwork that NFPA 72 requires be kept, and for how long.	

Compare the differences between commercial and household fire systems in regards to wiring, documentation, off-site communications, and testing.	
Name four emerging fire system technologies and how their incorporation into a commercial fire system may prove beneficial.	
Describe the different types of coverage permitted and required by the Building Code.	
Identify by letter the 10 different types of Commercial occupancies.	
Discuss possible design requirements of other stakeholders beyond the Building Code.	
Identify common fire protection goals of commercial building owners.	
Find detector or system solutions to address hazardous building contents or conditions.	
Describe the importance of properly integrating various emergency control functions with the fire alarm system.	
Intelligently select the initiating, supervisory and notification components best suited for their applications.	
Incorporate programming into fire alarm systems that can help combat nuisance alarms.	
Recognize the importance of including all proper documentation required by national codes both for the AHJ and the customer to maintain system integrity.	

Statement of Verification: I verify that I have a personal knowledge of the candidate's performance related to each of the competencies that I have initialed above and that, in my best professional judgment and per government and industry standards and best practices, each initialed statement is true.

Signature:_____ Date: _____

CANDIDATE NAME: _____

Personal Recommendation

This form must be completed by a professional who is familiar with the technical capabilities and background of the certification applicant. Recommender cannot also be both the work experience verifier. Recommenders should be able to attest to the technical quality, responsibility, and ethics shown in the applicant's work experience. This form may not be completed by a relative or subordinate of the certification applicant.

Name: _____ Title: _____

Employer Name: _____

Phone: _____ Email: _____

I am registered, certified, or licensed as: _____

by: _____

Registration/certification/license #: _____ Expiry Date: _____

Relationship with the Applicants

How long have you known the applicant? _____ years

How do you know the candidate?

- ☐ Work for the same company
- ☐ Associated through contracting activities
- ☐ Associated through professional activities
- ☐ Other _____

Recommendation of the Candidate

I attest to the best of my knowledge that the Candidate (check all that apply):

- ☐ Works to achieve the objectives of his/her job.
- ☐ Is attentive to his/her own work and to the work of others that impacts his/her own responsibilities
- ☐ Accepts responsibility for outcomes.
- ☐ Communicates clearly and effectively with work team members and clients.
- ☐ Has exhibited ethical behavior and his/her statements are truthful and do not conceal or hold back relevant information.

Statement of Verification: I verify that I have a personal knowledge of the candidate's performance and that, in my best professional judgment and per government and industry standards and best practices each statement made above is true.

Signature: _____ Date: _____

Instructions

** Please Read the Policy and Instructions before Proceeding **

A. This Complaint Form ("NTS Complaint Form") is supplied by the Electronic Security Association ("ESA") to individuals who want to submit a Formal Complaint regarding the qualifications of an NTS Certification holder. The term "Complainant" refers to: 1) individuals who have complaints about the improper execution of the technical practices that are applicable to the level of NTS Certification held, and/or 2) false or misleading information regarding NTS Certification status.

B. All complaints must relate to one or more specific technical practices relative to the NTS Certification held. ESA does not review or consider complaints arising from an employment dispute.

C. **ESA will not review complaints related to service or billing disputes. If this complaint relates to a service or billing dispute, you must resolve the complaint directly with the service provider.**

D. It is ESA's policy to forward a copy of all substantiated Complaint Forms to the accused NTS Certification holder. In the event the NTS Certification holder is found to have engaged in the improper execution of technical practices relevant to the level of NTS certification held, ESA may take one or more of the following actions:

1. Temporary Suspension – In the event an individual is proven to demonstrate that he or she has engaged in the improper execution of the technical practices relevant to the level of NTS certification held, that individual's NTS certification will be temporarily suspended. Temporary suspension of an NTS certification will prohibit an individual from a) presenting NTS certification credentials to all regulatory agencies for licensure; b) testing for NTS certification in another discipline; and c) renewal of current NTS certification(s). The length of suspension shall be determined by the Complaint Review Taskforce and will be based on the level of impropriety. Length of suspension will be no more than a period of eighteen months and not less than a period of six months. To qualify for reinstatement, additional training requirements may be imposed by the NTS Complaint Review Task Force. Approved training providers include nationally recognized training providers, college/university/trade schools, and manufacturer training. Online/distance learning courses must include a final assessment exam. Training providers must provide a Certificate of Completion that includes the name of the training provider, date of completion, course title, and number of hours of instruction or an official transcript.

2. Permanent Revocation – In the event an individual is proven to repeatedly demonstrate they are not qualified at the level of NTS certification held by receiving multiple complaints or been found to violate the terms and conditions of a temporary suspension, the individual's NTS certification will be permanently withdrawn and will forever be non-renewable. A notation of certification disqualification will be permanently affixed to their student record in the NTS learning management system.

3. Permanent Disqualification from Attaining NTS Certification - In the event an individual is proven to mislead or falsely represent themselves as an NTS Certification holder, that individual will be permanently blocked from obtaining any level of NTS certification. A notation of certification disqualification will be permanently affixed to their student record in the NTS learning management system.

E. Complaint Review – All complaints will be reviewed by the NTS Complaint Review Task Force. The Task Force shall be comprised of at least three ESA Education Committee members and the Vice President of Training & Certification. The Task Force will interview the NTS Certification holder, and others involved, and review any and all appropriate documentation. The Task Force will make a final decision and notify the NTS Certification holder and the Complainant of the outcome of the complaint and/or appeal.

F. Appeal Process - NTS Certification holders may appeal the decision of the Task Force. Appeals must be submitted in writing at least 30 days from the decision being made. Appeals must state specifically the basis of the appeal.

G. To start the Formal Complaint process, each Complainant must complete this Complaint Form and send it to:

ESA/NTS Complaint Review Task Force
Attention: Michelle Yungblut
6333 North State Hwy 161, Suite 350
Irving, Texas 75038

H. Complaint Forms must include detailed information describing the complaint, including a copy of any relevant documentation. For example, if the complaint relates to an NTS Certification holder's installation practices and/or code and standard violations, documentation with relevant photographs of the improperly installed equipment should be provided, if possible.

I. No complaint shall be considered complete until ESA receives all required documentation, which includes: (1) the completed Complaint Form, (2) all applicable supplemental information requested on the Complaint Form, and (3) all documentation and other information requested in writing by ESA. **Incomplete Complaints Forms will not be reviewed by ESA.** In addition, anonymous complaints and/or trivial complaints are not permitted and will not be reviewed by ESA.

Submission Form

1. **Please print in ink or type the following information. PLEASE NOTE THAT IF YOUR COMPLAINT IS ACCEPTED, YOUR NAME AND THE CONTENTS OF THIS COMPLAINT FORM WILL BE DISCLOSED TO THE NTS CERTIFICATION HOLDER.**

   A. Complainant Information

   Name (Your Name): _____

   Title: _____

   Company or Entity: _____

   Address: _____

   Phone number: (Day) _____(Evening): _____

   E-mail address: _____

   B. Information regarding the NTS Certification Holder against whom the complaint is filed.

   Name: _____

   NTS Certification: _____

   Company: _____

   Address: _____

   Phone number: _____

   E-mail address: _____

NATURE OF ALLEGED VIOLATION

2. **Please document all allegations of the improper execution of the technical practices that are applicable to the level of NTS Certification held prior to the submission of this Complaint Form. Provide a statement of what you consider to be the essential facts involved in this complaint**:

Note: This should be a summary of the most important facts which the Complainant believes support the issuance of a Formal Complaint. This factual statement must include a clear explanation of the alleged violations by the Complainant. The submission of this Complaint Form is subject to review by the NTS Complaint Review Taskforce to determine, in its sole discretion, whether a charge should be pursued. This statement should include all of the information that the Complainant is prepared to present. The Complainant should explain the facts in sufficient detail to permit the NTS Certification holder to answer the complaint allegations in the event that the NTS Complaint Review Taskforce accepts this Complaint Form. (If the space below is not sufficient, additional pages may be used and attached.)

Each fact should be numbered or otherwise identified, so that it can easily be related to specific technical practices relevant to the level of NTS Certification held.

3. **State the applicable code or applicable federal, state or local laws which the NTS Certification holder is accused of violating:**

Note: The Complainant must list all codes, standards or laws that they believe have been violated. Relevant portions shall be referred to by appropriate section numbers (for example, Section 2.3.1).

Please specifically identify under each such provision of the Standard or relevant law the fact or facts that tend to show that a violation has occurred.

4. **To the best of your knowledge, are there any other consumer complaints, regulatory complaints, or court actions that have been filed by you or anyone else that relate to the same or similar allegations contained in this Complaint Form? If so, identify such complaints or other actions below.**

Note: You are under a continuing obligation to advise the NTS Complaint Review Taskforce of any additional complaints or court actions which may be filed subsequent to the time that you submit this Complaint Form or which were previously filed but that you did not have knowledge of at the time this Complaint Form was submitted.

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5. List all persons you believe have knowledge of the matters you have asserted in this Complaint Form and a brief description of what each person's knowledge regarding the alleged violation.

Note: Please provide each individual's full name; address, telephone number, and other contact information (for example, e-mail address, to the extent known).

6. List all documents which you believe to be relevant to the matters asserted in this Complaint Form.

Note: All documents must be listed by type (for example, photographs of installation, documentation of code violation, etc.). All documents listed in this section must be submitted to the NTS Complaint Review Taskforce along with this Complaint Form at the same time that this Complaint Form is submitted.

7. Statement and Certification.

By submitting this Complaint Form, I charge the NTS Certification holder identified herein with a violation(s) of _____ .

I understand that, if this Complaint Form is accepted, the NTS Certification holder will receive a complete, non-redacted copy of this Complaint Form, as well as other information that is submitted in support of this Complaint Form.

I further certify that the factual allegations made in this Complaint Form are true and accurate to the best of my knowledge and that this Complaint Form is made in good faith.

Signature of Complainant: _____

Printed Name: _____

Date: _____

Electronic Security Association (ESA)
National Training School (NTS)
Certified Alarm Technician – Level I
Course Syllabus

A. Course Description

This 22-hour course, plus a 2 hour examination, provides an overview on the theory, installation and maintenance of alarm systems.

B. Outline, Objectives, & Hours

Overall Course Goal:

The Level 1 Certified Alarm Technician course will provide you with the knowledge you need to perform entry level responsibilities within the many facets of the electronic life safety and security industry. Whether you are a sales representative, or an installation technician, this course will prepare you to tailor an application for commercial or residential, plan for and initiate a successful installation, act responsibly while on the job, as well as effectively communicate with customers and others in the industry.

By the end of this course, you will have an understanding of the industry and your role within the industry. You will be able to explain the importance of codes and standards, how to locate them, and how to apply them. You will be able to define basic installation procedures and the underlying technology behind the various security system tools and equipment.

The Level 1 Certified Alarm Technician course has a total of 22 contact hours, plus a two hour proctored examination over three days. Subject areas will be covered as follows:

Outline	Learning Objectives	Time
1. Introduction	The trainee will be able to: ❑ Describe the classroom rules, student materials, and the purpose of the class.	45 minutes
2. The Industry	The trainee will be able to: ❑ Describe the types of businesses that are considered as part of the Electronic Life Safety and Security Industry. ❑ Explain the functions that comprise the Electronic Security Team. ❑ Describe the types of Electronic Life Safety and Security systems.	45 minutes
3. Standards	The trainee will be able to: ❑ Describe how standards coordinate team activity and establish or indicate requirements. ❑ Define the difference between standards and codes. ❑ Explain how compliance to standards reduces liability and can result in fewer false alarms. ❑ Define the term AHJ and explain the functions or occupations that may serve as an AHJ.	1 hour
4. Electricity	The trainee will be able to: ❑ Define current, voltage, and resistance as well as the unit of measurement and symbol used for each. ❑ Explain the function of a resistor and how to identify resistor	2 hours

	ratings. ❑ Define the function of a conductor and identify the different conducting materials. ❑ Identify the function of an insulator and describe different insulating materials. ❑ Describe the theory of circuits such as simple series and parallel circuit. ❑ Describe how to find all the values of a circuit when provided with the necessary information. ❑ Describe the formula for finding power using Watt's Law and Ohm's Law.	
5. Basic Circuits	❑ In this exercise you will get hands on experience building simple circuits and testing to verify they function. ❑ You will create both series and parallel circuits to see the differences in working with each.	45 minutes
6. Power	The trainee will be able to: ❑ Describe what features and environmental factors to consider when choosing a power supply for an alarm system. ❑ Explain the purpose of a transformer and the difference between a step up transformer and a step down transformer. ❑ Understand how to calculate the maximum normal load and alarm load for secondary power. ❑ Understand how to calculate the battery amp hours needed for different categories of alarm systems. ❑ Explain the two categories of power and what supplies the power. ❑ The two ways of connecting batteries to an alarm system and the characteristics of each.	1 hour
7. Alarm Systems	The trainee will be able to: ❑ Define the different types of alarm systems. ❑ Describe the objectives of intrusion detection systems versus fire alarm systems as well as what objectives they share in common. ❑ Define the basic components of a fire alarm system. ❑ Describe the different kinds of user control points/user interfaces. ❑ Explain the general methods used to connect the components of an alarm system to a control panel and describe the differences between each method. ❑ Describe the purpose of zoning and the different types of zoning. ❑ Describe how signals from a system reach the monitoring station.	2 hour
8. Perimeter Sensors	The trainee will be able to: ❑ Describe the two basic principles used for burglar alarm systems. ❑ What kinds of components need to be considered when determining the total load of a circuit. ❑ Identify what is meant by normally open and normally closed in relation to alarm sensors, and switches/contacts? ❑ Identify the different types of switches and their functional differences.	1 hour

	❑ Describe the function of glass break detectors and identify different types.	
9. Interior Sensors	The trainee will be able to: ❑ Describe the purpose of interior sensors. ❑ Recognize the difference between an active and a passive style of sensor. ❑ Define a Passive Infrared sensor and the principle under which it operates. ❑ Identify the procedure for planning for proper detection using passive infrared sensors ❑ Explain when and where you would use a photoelectric beam and how it functions. ❑ Describe how to conduct a walk test.	1 hour
10. Fire and Life Safety Systems	❑ Describe the four stages of fire and the characteristics of each. ❑ Describe photoelectric smoke and ion detectors. ❑ Identify the code reference that defines the location of smoke detectors. ❑ Identify compliance with the code as it applies to the side wall mounting of smoke detectors. ❑ Describe types of heat detectors. ❑ Identify the code references for heat detectors. ❑ Identify the mounting height for fire alarm boxes.	1 hour
11. Notification Devices	❑ List types of visual annunciators and their purpose. ❑ Explain ADA requirements for strobes. ❑ Describe the types of audibles. ❑ Describe decibel levels and how to choose one appropriately.	1 hour
12. Layout Exercise	❑ You will be working, possibly with a classmate, to design a fire alarm and security system for a residential building, the plans for which will be distributed to you in class	45 minutes
13. Communications	The trainee will be able to: ❑ Identify the methods of communication and explain the function of each. ❑ Describe the function and general operation of a digital communicator and how it operates. ❑ Describe potential problems that are common to digital communicators. ❑ Define line seizure and how it operates. ❑ Describe common communication issues regarding VoIP. ❑ Identify terms and their definitions that relate to communications.	1 hour
14. Wiring Methods	The trainee will be able to: ❑ Identify ESA's minimum installation standards for wiring and splicing. ❑ Describe the types of wiring. ❑ Describe the methods of splicing. ❑ Describe recommended wire sizes for different circuit types. ❑ Identify ESA's ten commandments of wiring. ❑ Explain how to run wiring in accordance with the code in a variety of structural situation. ❑ Describe general wiring practices.	1 hour
15. Tools and Equipment	The trainee will be able to: ❑ Identify common hand and power tools. ❑ Describe tools common to carpentry and alarm system jobs.	30 minutes

	❑ Describe miscellaneous tools. ❑ Identify tools specifically used for CCV.	
16. Troubleshooting	The trainee will be able to: ❑ Describe the basic theories of troubleshooting. ❑ Explain how to use a VOM meter to measure voltage, current, and resistance.	1.5 hours
17. Video Surveillance Systems	The trainee will be able to: ❑ Describe the four phases of system design. ❑ Describe the four components of any basic VSS system. ❑ Define the different types of cameras and their requirements. ❑ Identify the different types of transmission media. ❑ Discuss the basics of storage media. ❑ Identify the various monitor types, sizes, and viewing distances.	1 hour
18. Access Control	The trainee will be able to: ❑ Define access control system. ❑ Identify three commonly used devices in an access control system and explain their purpose. ❑ Define other applications that may be considered when designing an access control system.	45 minutes
19. Related Systems	The trainee will be able to: ❑ Define a Personal Emergency Response system. ❑ Describe a purpose of a guard tour system. ❑ List various components of a lifestyle convenience system. ❑ Define communication protocols for home automation systems. ❑ Describe installation considerations for Z-Wave and ZigBee mesh networks.	45 minutes
20. Client Relations	The trainee will be able to: ❑ Describe rules for customer service and how to relieve the customer's common anxieties and concerns. ❑ Explain the three stages where opportunities exist to build a relationship with your customer in both a residential and commercial application. ❑ Describe tactics that you can use when dealing with difficult customers. ❑ Explain the importance of documentation and best practices. ❑ Explain the difference between contractual terms like maintenance, service and inspection.	45 minutes
21. Alarm Management	The trainee will be able to: ❑ Explain the history of false dispatches and typical factors that represented the problem. ❑ Describe how to plan a program to reduce false alarm dispatches and how to measure success. ❑ Identify the aspects of Enhanced Call Verification and of a CP-01 listed panel. ❑ Go over tips for reducing alarm errors.	45 minutes
22. Job Safety	The trainee will be able to: ❑ Describe the employer's responsibility as it applies to workplace safety. ❑ Define the most common causes of on-the-job accidents. ❑ Explain best practices when using common equipment and tools. ❑ Explain how to react to instances of electric shock, heat exhaustion, heat stroke, and other medical emergencies.	45 minutes

Final Exam	❑ The trainee will be able to satisfactorily complete with a given knowledge examination based on the listed objectives of this portion of the program.	2 hours

C. Guidelines

The course shall be present in accordance with the most recently adopted ESA/NTS Policies, Procedures and Administrative Guidelines. Students with special needs shall be accommodated as required by law and specified in the National Training School Policy Concerning Students with Special Learning/Examination Needs.

D. Method of Evaluation

1. Written 50 question multiple choice examination requiring a 70% to receive a passing grade.

2. Exam is weighted per the following areas:
   Alarm Systems – 10%
   Fire Alarm Systems and Notification – 12%
   General Electricity – 20%
   Planning and Wiring – 10%
   Controls and Communications – 16%
   Troubleshooting - 10%
   Industry Standards and False Alarm Management – 12%
   Related Systems (Access Control & Video) – 10%

3. Successful completion of Workshop Exercises.

E. Qualification of Instructors

Our program succeeds through individual instruction in the art of teaching by experienced instructors, essentially a train the trainer concept. The course instructors shall include at least one NTS Certified Instructor.

Note: The times given are approximate. The instructor must allow for a 10 minute break approximately every hour. Classes can be scheduled for longer contact hours but not for less than 22 contact hours, plus the two hour exam.

Electronic Security Association (ESA)
National Training School (NTS)

Fire Alarm Installation Methods
Course Syllabus

A. Course Description:
This fourteen hour intensive 2-day classroom instruction, followed by a 2-hour examination, provides broad training for attendees to learn proper installation and service requirements for commercial and household fire alarm systems based upon NFPA and ICC codes. NFPA now requires that fire inspection and testing personnel be knowledgeable and trained, and that service personnel be qualified and experienced. One way to indicate that one is qualified and trained is by holding an NTS Certificate, which can be acquired by taking fire alarm courses, such as this, then passing the post-course exam. This Fire Alarm Installation & Methods (FAIM) course will provide the information needed for installers and service technicians to become familiar with fire alarm system requirements necessary to pass the exam and prove their competence.

B. Course Objectives:
Upon successful completion of this course, trainees will be able to:

- Briefly provide a history of how fire alarm systems have evolved.
- Describe why following fire system code requirements are imperative to life safety.
- Define and give examples of these terms: AHJ, RTL, and Listed.
- Differentiate between Codes and Standards.
- List the provisions for primary and secondary power requirements for fire systems.
- Explain how various types of smoke, heat, CO, and manual pull boxes operate and why a particular type might be better for a particular application.
- Name the six Classes and four Survivability Levels of fire alarm circuits.
- Identify the code mandated location and spacing requirements for smoke and heat detectors on smooth, flat, level, joisted, and beamed ceilings.
- Describe the differences between Public and Private-mode notification for evacuation, along with the proper spacing and location of both audible and visible appliances for both these applications.
- Identify when EVAC systems are required and/or preferable to use.
- List the provisions that have to be followed when installing relays to activate Emergency control functions.
- Describe the functions provided by Phase I and Phase II elevator recall.
- Describe the differences, and list the installation provisions, for various transmission methods used to send signals to a supervising station.
- Specify the differences between functional testing, visual inspections and acceptance testing of fire alarm systems, and any required scheduled frequencies.
- Identify the test and inspection records and other documentation and paperwork that NFPA 72 requires be kept, and for how long.
- Compare the differences between commercial and household fire systems in regards to wiring, documentation, off-site communications, and testing.
- Name four emerging fire system technologies and how their incorporation into a commercial fire system may prove beneficial.

C. Overall Outline, Chapter Objectives, and Hours

Chapter	Time (Total = 14 hrs.)	Learning Objectives
1. Introduction	40 min.	
2. Overview and Pre-Test	40 min.	The trainee will be able to: • Describe the classroom rules; identify editions of referenced standards; and state the purpose of the class.
3. Fire Alarm System Introduction	20 min.	The trainee will be able to: • Describe the history of fire alarms. • Explain the importance of Codes and Standards. • Cite examples of how fire alarm system installation mistakes can be made, and the role of this course in helping to prevent those errors. • Name the three questions that comprise Olin's Law.
4. Codes and Standards	60 min.	The trainee will be able to: • Define the terms AHJ, RTL, Shall, Should, and Listed. • List the three primary RTL's in the U.S. • Describe how NFPA 72 gets adopted into Code. • Identify the four 'code' books referenced in this course and their editions.
5. Fire Alarm System Fundamentals	60 min.	The trainee will be able to: • Identify how many hours of standby and alarm power must be provided for supervising station fire systems providing occupant notification. • Explain what comprises a power discharge cycle, as well as primary and secondary power requirements. • List three occasions where fire alarm circuits do NOT have to be monitored for integrity. • Describe each of the three different types of fire signals (alarm, supervisory, trouble) and state how long each has before being indicated at the FACP.
6. Operation of Initiating Devices and IDC Circuits	90 min.	The trainee will be able to: • Identify characteristics of the four stages of fire and apply that knowledge in regard to automatic fire detector selection. • Explain how various types of smoke detectors operate and identify their proper applications. • Explain how various types of heat detectors operate and identify their proper applications. • Differentiate between various types of manual initiating devices. • Name and differentiate between the six Classes of fire alarm circuits and four Survivability Levels of circuits.
7. Initiating Devices - Spacing and Location	120 min.	The trainee will be able to: • Identify the minimum and maximum distances smoke and heat detectors can be located from the ceiling on a wall. • Identify location considerations for smoke and heat detectors. • Determine basic spacing of smoke and heat detectors on sloped and level ceilings with joists or beams. • Determine basic spacing of smoke and heat detectors on sloped and level smooth ceilings. • List the most likely causes of smoke detector false alarms. • Identify the maximum distances pull boxes are to be installed from the exit, and travel distance between boxes.
8. Emergency Control Functions	60 min.	The trainee will be able to: • Describe the functions provided by Phase I and Phase II elevator recall. • Identify the proper mounting locations for door release smoke

		detectors. • Define what type of signal should be activated by a duct smoke detector. • Explain the differences between access-controlled egress locking and delayed egress locking, and provisions for both. • List the provisions that have to be followed when installing relays to activate Emergency control functions.
9. Notification Appliances and Circuits	60 min.	The trainee will be able to: • Describe the ANSI temporal-three audible pattern. • Differentiate between public and private mode notification. • Identify proper placement of audible/visual notification appliances in public and private applications. • Identify proper application of Emergency Voice Alarm Communication (EVAC) systems. • Differentiate between the Classes of NAC circuits and describe conditions that could cause impairments on each. • List two types of alternate occupant notification.
10. Communication & Reporting	60 min.	The trainee will be able to: • Identify the various methods used by commercial fire alarm systems to communicate with supervising stations. • Differentiate between the terms central station, proprietary station, and remote supervising station fire alarm systems. • Describe the differences between transmission methods used by DACTs, IP transmitters, VoIP, dedicated cellular and radio transmitters to send signals to the supervising station. • Identify the seven steps of DACT transmissions. • Describe general information regarding private radio and GSM cellular as wireless communication methods. • Identify why the lack of backup power for VoIP can adversely affect signal transmission reliability.
11. Testing, Inspecting, and Maintenance	60 min.	The trainee will be able to: • Identify which codes require fire alarm systems to be tested and why testing has proven to be so important. • List the categories of fire alarm devices that should be tested quarterly, semi-annually and annually. • Identify the test and inspection records that NFPA 72 requires to be kept and for how long. • Specify the differences between, and methods for, functional testing, visual inspections and acceptance testing of fire alarm systems.
12. Fire Alarm System Documentation	60 min.	The trainee will be able to: • Identify what diagrams, manuals, manufacturer information and drawings are normally included as part of a fire alarm system submittal package. • Describe the differences between a line riser diagram and a point-to-point wiring diagram. • Indicate what text and labeling is included on a fire system floor plan. • Describe what an as-built drawing must include. • Indicate when a Record of Completion must be prepared and what information must be indicated.
13. NEC Fire Alarm Wiring Methods	60 min.	The trainee will be able to: • Identify the specific NEC articles with which one must comply. • Apply the requirements of NFPA 70 (National Electrical Code) as applicable in fire alarm systems. • Install fire system cable alongside non-fire system cabling within the specification of the NEC. • Install fire system cable in non-standard applications or extreme

		conditions consistent with NEC requirements.
14. Carbon Monoxide Detection	30 min.	The trainee will be able to: • Properly select carbon monoxide (CO) detection equipment. • Define the difference between CO alarms and CO detectors. • Identify the required locations for CO detectors. • Identify inappropriate locations to be avoided when installing a CO detector. • List the notifications that should be made by operators when a CO alarm is received. • List the methods available for occupant notification. • Identify proper CO device test and inspection procedures.
15. Emerging Technologies	20 min.	The trainee will be able to: • Identify one difference between a VISD system using server based software and one where software is integral to the cameras. • Distinguish directional sounders from audible notification appliances and identify characteristics of each of their protection levels. • List at least three delivery methods that mass notification systems can use to notify occupants. • Define the components of a fiber optic heat detector and apply the characteristics of the system to a fire system installation.

Note: The times given are approximate. The instructor must allow for a 10 minute break approximately every hour. Classes can be scheduled for longer contact hours but not for less than hours specified above.

D. Guidelines

The course shall be presented in accordance with the most recently adopted ESA/NTS Policies, Procedures & Administrative Guidelines.

Students with special needs shall be accommodated as required by the Americans with Disabilities Act.

E. Method of Presentation

1. Lecture
   The instructors shall present the material following the instructor guide and the slide presentation combined with question and answers throughout the course to verify and reinforce comprehension and relate the material to the students' particular needs.

2. Audio Visual Aids
   - PowerPoint Presentation
   - Reference manual

F. Method of Evaluation

1. Written examination
2. Post course evaluation by student

G. Qualification of Instructors

1. Concept

Our program succeeds through individual instruction in the art of teaching by experienced instructors, essentially a train the trainer concept. Instructor candidates add to that training by fully participating in two classes. They are evaluated by existing instructors and by the class during each of these classes. Upon successful evaluation they will be certified by the Director of Education & Training as

National Training School (NTS) Instructors. An individual can be an instructor in only one particular program or in several programs depending on their individual qualifications and desires.

2. Selection Criteria
Individuals selected for the Certified Training Instructor (CTI) Program must be graduates of an NTS program, and pass an instructor candidate examination. Instructors must be technically competent, know their subject matter and be able to communicate. All Instructors will be recruited by the State Training Coordinators to become NTS CTI's based on their technical competence and their potential to effectively present the class material.

3. Administration and Grading of Examination
The examinations must be administered in person by a member of the National Training School Committee, the State Training Coordinator, the Director of Education & Training or his designee. The examination will be graded by the Director of Education & Training.

4. Instructor Candidates
Individuals who have completed the required application, attended the entire particular course, passed the student examination for the particular course and passed the appropriate instructor examination for the particular course are considered Instructor Candidates for that particular course. Instructor Candidates are eligible to teach the course under the guidance and supervision of a Certified Instructor or Certified Senior Instructor. When sufficient instructors are not readily available, the Director of Education & Training can accept on a case by case basis equivalent experience in lieu of the course attendance or examination requirements.

5. Certified Instructors
To become Certified Instructors, Instructor Candidates must successfully student teach at least four (4) hours of a program, receive positive evaluations from the students and receive positive evaluations from an observing Certified Senior Instructor or Certified Instructor and be approved by the Director of Education & Training.

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Electronic Security Association (ESA)
National Training School (NTS)

Life Safety Code (LSC)
Course Syllabus

A. Course Description

This seven hour intensive classroom instruction, followed by a 1-hour examination, will provide a good foundation for those using the Life Safety Code as the basis for building design with respect to the fire protection requirements as well as for those with plan review and code enforcement responsibilities.

B. Overall Outline, Objectives, & Hours

The Life Safety Code Course has a total of seven (7) contact hours plus a one (1) hour examination.

Subject areas will be covered as follows:

Module	Topics	Hours
1. Introduction	• Explain general information regarding ESA/NTS, course facilitation, materials and their intended use, and final exam.	.25 Hour
2. Overview	After successfully completing this module, the student will be able to: • Explain how information is presented and organized in NFPA 101 LSC (15') • Define the terms and concepts found within the core chapters of LSC, chapters 1 through 10 • Describe the provisions contained in sub-section 3.4 found within each occupancy chapter; Detection, Alarm and Communications • Describe the 12 occupancy classifications and where to locate their definitions • Locate and explain Multiple Occupancies • Explain the recommended method for handling code deviations and conflicts • Describe chapter 43, Building Rehabilitation	.25 Hour
3. Fire Alarm Systems	After successfully completing this module, the student will be able to: • Identify general requirements, signal initiation, smoke alarms and occupant notification provisions of section 9.6 • Describe requirements common to section 9.7, Automatic Sprinklers and other Extinguishing Equipment	.75 hour
4. Egress Control	After successfully completing this module, the student will be able to: • Describe general requirements and provisions of Chapter 7: Means of Egress that have a direct impact on Electronic Access Control systems And the Life Safety and Security industry	.75 Hour

5. Assembly Occupancies	After successfully completing this module, the student will be able to: • Describe general requirements and provisions of Chapter 12 and 13 • Explain the provisions contained in subsections which specify the fire alarm provisions for this occupancy class and/or it's sub-classes; General provision, Initiation, Notification, Detection, Emergency Forces Notification and Fir safety Control Functions.	.75 hour
6. Education Occupancies	After successfully completing this module, the student will be able to: • Describe details of the general requirements and provisions of Chapter 14 and 15 • Explain the provisions contained in subsections which specify the fire alarm provisions for this occupancy class and/or it's sub-classes; General provision, Initiation, Notification, Detection, Emergency Forces Notification and Fire safety Control Functions.	.75 Hour
7. Day care Occupancies	After successfully completing this module, the student will be able to: • Describe details of the general requirements and provisions of Chapter 16 and 17 • Explain the provisions contained in subsections which specify the fire alarm provisions for this occupancy class and/or it's sub-classes; General provision, Initiation, Notification, Detection, Emergency Forces Notification and Fire safety Control Functions.	.75 Hour
8. Residential	After successfully completing this module, the student will be able to: • Describe details of the general requirements and provisions of Chapter 28 and 29 • Explain the provisions contained in subsections which specify the fire alarm provisions for this occupancy class and/or it's sub-classes; General provision, Initiation, Notification, Detection, Emergency Forces Notification and Fire safety Control Functions.	.75 hour
9. Institutional Occupancies	After successfully completing this module, the student will be able to: • Describe details of the general requirements and provisions of Chapter 12 and 13 • Explain the provisions contained in subsections which specify the fire alarm provisions for this occupancy class and/or it's sub-classes; General provision, Initiation, Notification, Detection, Emergency Forces Notification and Fire safety Control Functions	.75 Hour
10. Other Occupancies	Includes a matrix listing the classes and the various measurable of each • Detention and Correctional Occupancies • Apartment Building Occupancies • Lodging or Rooming House Occupancies • Board and Care Occupancies • Mercantile Building Occupancies • Business Occupancies • Industrial Occupancies • Storage Occupancies	.75 Hour
11. Comparison of LSC to IBC	Includes a detailed discussion on the matrix presented in the previous module and the lateral sections in the Life Safety Code	.5 hour
	IBC • Factory/Industrial • Hazardous • Mercantile	LSC • Ambulatory • Detention and Correctional • Two-Family Homes

	• Storage • Utility	• Apartments • Residential Board and Care • Mercantile	
	Final Examination		1 Hour
TOTALS			8

Note: The times given are approximate. The instructor must allow for a 10 minute break approximately every hour. Classes can be scheduled for longer contact hours but not for less than hours specified above.

C. Guidelines

The course shall be presented in accordance with the most recently adopted ESA/NTS Policies, Procedures & Administrative Guidelines.

Students with special needs shall be accommodated as required by the Americans with Disabilities Act.

D. Method of Presentation

1. Lecture
   The instructors shall present the material following the instructor guide and the slide presentation combined with question and answers throughout the course to verify and reinforce comprehension and relate the material to the students' particular needs.

2. Audio Visual Aids
   - PowerPoint Presentation
   - Reference manual

E. Method of Evaluation

1. Written examination
2. Post course evaluation by student

F. Qualification of Instructors

1. Concept

Our program succeeds through individual instruction in the art of teaching by experienced instructors, essentially a train the trainer concept. Instructor candidates add to that training by fully participating in two classes. They are evaluated by existing instructors and by the class during each of these classes. Upon successful evaluation they will be certified by the Director of Education & Training as National Training School (NTS) Instructors. An individual can be an instructor in only one particular program or in several programs depending on their individual qualifications and desires.

2. Selection Criteria

Individuals selected for the Certified Training Instructor (CTI) Program must be graduates of an NTS program, and pass an instructor candidate examination. Instructors must be technically competent, know their subject matter and be able to communicate. All Instructors will be recruited by the State Training Coordinators to become NTS CTI's based on their technical competence and their potential to effectively present the class material.

3. Administration and Grading of Examination

The examinations must be administered in person by a member of the National Training School Committee, the State Training Coordinator, the Director of Education & Training or his designee. The examination will be graded by the Director of Education & Training.

4. Instructor Candidates

Individuals who have completed the required application, attended the entire particular course, passed the student examination for the particular course and passed the appropriate instructor examination for the particular course are considered Instructor Candidates for that particular course. Instructor Candidates are eligible to teach the course under the guidance and supervision of a Certified Instructor or Certified Senior Instructor. When sufficient instructors are not readily available, the Director of Education & Training can accept on a case by case basis equivalent experience in lieu of the course attendance or examination requirements.

5. Certified Instructors

To become Certified Instructors, Instructor Candidates must successfully student teach at least four (4) hours of a program, receive positive evaluations from the students and receive positive evaluations from an observing Certified Senior Instructor or Certified Instructor and be approved by the Director of Education & Training.

Electronic Security Association (ESA)
National Training School (NTS)

International Building Code (IBC)
Course Syllabus

C. Course Description

This seven hour intensive classroom instruction, followed by a one-hour examination, provides a good foundation for those using the International Building Code as the basis for building design with respect to the fire protection requirements as well as for those with plan review and code enforcement responsibilities.

B. Overall Outline, Objectives, & Hours

The International Building Code Course has a total of seven (7) contact hours with one (1) hour for testing. The instructor must allow for a ten (10) minute break approximately every hour. Classes can be scheduled for longer contact hours but not for less than seven (7) contact hours. Subject areas will be covered as follows:

Subject areas will be covered as follows:

Module	Topics	Hours
1. Introduction	• Explain general information regarding ESA/NTS, course facilitation, materials and their intended use, and final exam.	.25 Hour
2. Overview	After successfully completing this module, the student will be able to: • Explain how information is presented and organized in ICC IBC [09'] • Define the fundamental concepts to understanding code provisions Explain the recommended method for handling code deviations and conflicts • Describe the provisions found within each occupancy chapter; Detection, Alarm Detection and Communications • Describe the 10 occupancy classifications and where to locate their definitions • Locate and explain Multiple Occupancies • Describe high-rise considerations	.25 Hour
3. Fire Alarm Systems	After successfully completing this module, the student will be able to: • Identify General Requirements, Manual Activation, Automatic Initiation, Occupant Notification, Monitoring, Fire Safety Control Functions, Automatic Sprinkler Systems, provisions of section 9	.75 hour
4. Egress Control	After successfully completing this module, the student will be able to: • Describe general requirements and provisions of Chapter 10: Means of Egress that have a direct impact on Electronic Access Control systems And the Life Safety and Security industry	.75 Hour
5. Assembly Occupancies	After successfully completing this module, the student will be able to: • Explain the details of General Requirements, Manual Activation, Automatic Initiation, Occupant Notification, Monitoring, Fire Safety Control Functions, Automatic Sprinkler Systems, that relate to Assembly Occupancies	.75 hour

	• Describe details of the general requirements and provisions of Chapter 10: Means of Egress that have a direct impact on Assembly Occupancies	
6. Education Occupancies	After successfully completing this module, the student will be able to: • Explain the details of General Requirements, Manual Activation, Automatic Initiation, Occupant Notification, Monitoring, Fire Safety Control Functions, Automatic Sprinkler Systems, that relate to Education Occupancies • Describe details of the general requirements and provisions of Chapter 10: Means of Egress that have a direct impact on Education Occupancies	.75 Hour
7. Day care Occupancies	After successfully completing this module, the student will be able to: • Explain the details of General Requirements, Manual Activation, Automatic Initiation, Occupant Notification, Monitoring, Fire Safety Control Functions, Automatic Sprinkler Systems, that relate to Daycare Occupancies • Describe details of the general requirements and provisions of Chapter 10: Means of Egress that have a direct impact on Daycare Occupancies	.75 Hour
8. Residential	After successfully completing this module, the student will be able to: • Explain the details of General Requirements, Manual Activation, Automatic Initiation, Occupant Notification, Monitoring, Fire Safety Control Functions, Automatic Sprinkler Systems, that relate to Residential Occupancies • Describe details of the general requirements and provisions of Chapter 10: Means of Egress that have a direct impact on Residential Occupancies	.75 hour
9. Institutional Occupancies	After successfully completing this module, the student will be able to: • Explain the details of General Requirements, Manual Activation, Automatic Initiation, Occupant Notification, Monitoring, Fire Safety Control Functions, Automatic Sprinkler Systems, that relate to Institutional Occupancies • Describe details of the general requirements and provisions of Chapter 10: Means of Egress that have a direct impact on Institutional Occupancies	.75 Hour
10. Other Occupancies	Includes a matrix listing the classes and the various measurable of each • Factory/Industrial • Hazardous • Mercantile • Storage • Utility	.75 Hour
11. Comparison of LSC to IBC	Includes a detailed discussion on the matrix presented in the previous module and the lateral sections in the International Building Code	.5 hour
	IBC • Factory/Industrial • Hazardous • Mercantile • Storage • Utility LSC • Ambulatory • Detention and Correctional • Two-Family Homes • Apartments • Residential Board and Care • Mercantile	
	Final Examination	1 Hour

TOTALS		8

Note: The times given are approximate. The instructor must allow for a 10 minute break approximately every hour. Classes can be scheduled for longer contact hours but not for less than hours specified above.

C. Guidelines

The course shall be presented in accordance with the most recently adopted ESA/NTS Policies, Procedures & Administrative Guidelines.

Students with special needs shall be accommodated as required by the Americans with Disabilities Act.

D. Method of Presentation

1. Lecture
   The instructors shall present the material following the instructor guide and the slide presentation combined with question and answers throughout the course to verify and reinforce comprehension and relate the material to the students' particular needs.

2. Audio Visual Aids
   - PowerPoint Presentation
   - Reference manual

E. Method of Evaluation

1. Written examination
2. Post course evaluation by student

F. Qualification of Instructors

1. Concept

Our program succeeds through individual instruction in the art of teaching by experienced instructors, essentially a train the trainer concept. Instructor candidates add to that training by fully participating in two classes. They are evaluated by existing instructors and by the class during each of these classes. Upon successful evaluation they will be certified by the Director of Education & Training as National Training School (NTS) Instructors. An individual can be an instructor in only one particular program or in several programs depending on their individual qualifications and desires.

2. Selection Criteria

Individuals selected for the Certified Training Instructor (CTI) Program must be graduates of an NTS program, and pass an instructor candidate examination. Instructors must be technically competent, know their subject matter and be able to communicate. All Instructors will be recruited by the State Training Coordinators to become NTS CTI's based on their technical competence and their potential to effectively present the class material.

3. Administration and Grading of Examination

The examinations must be administered in person by a member of the National Training School Committee, the State Training Coordinator, the Director of Education & Training or his designee. The examination will be graded by the Director of Education & Training.

4. Instructor Candidates

Individuals who have completed the required application, attended the entire particular course, passed the student examination for the particular course and passed the appropriate instructor examination for the particular course are considered Instructor Candidates for that particular course. Instructor Candidates are eligible to teach the course under the guidance and supervision of a Certified Instructor or Certified Senior

Instructor. When sufficient instructors are not readily available, the Director of Education & Training can accept on a case by case basis equivalent experience in lieu of the course attendance or examination requirements.

5. Certified Instructors

To become Certified Instructors, Instructor Candidates must successfully student teach at least four (4) hours of a program, receive positive evaluations from the students and receive positive evaluations from an observing Certified Senior Instructor or Certified Instructor and be approved by the Director of Education & Training.

Electronic Security Association (ESA)
National Training School (NTS)
Professional Fire Alarm Design
Course Syllabus

A. Course Description

This fourteen-hour intensive classroom instruction, followed by a 2-hour examination, provides specific training for attendees to develop an installation plan based on field conditions and project requirements. The course will provide information needed to prepare commercial fire alarm system plans and submittal documents. Plans should be developed by persons experienced in the proper design, application, installation, and testing of commercial fire alarm systems. Therefore, the primary focus of this course is to provide a more advanced level of knowledge gleaned from national codes regarding proper detector selection, required coverage for specific building occupancies, as well as documentation and plan submittal requirements.

Whether preparing plans for a factory's monitored suppression system with seemingly minimal requirements, or designing a voice evacuation system for a movie theater complex, attention to detail, adherence to requisite code requirements, as well as a comprehensive inclusion of all required documentation, will be 'job one.' Doing so will provide a system design which, when properly installed and maintained, will afford the best life safety for the occupants of that building. Well prepared plans, including the proper forms and paperwork, will set the ball in motion for a system that can be operated and maintained for years to come.

B. Course Objectives

Upon successful completion of the course, trainees will be able to:

- Describe the different types of coverage permitted and required by the Building Code.
- Identify by letter the 10 different types of Commercial occupancies.
- Discuss possible design requirements of other stakeholders beyond the Building Code.
- Identify common fire protection goals of commercial building owners.
- Find detector or system solutions to address hazardous building contents or conditions.
- Describe the importance of properly integrating various emergency control functions with the fire alarm system.
- Intelligently select the initiating, supervisory and notification components best suited for their applications.
- Incorporate programming into fire alarm systems that can help combat nuisance alarms.
- Recognize the importance of including all proper documentation required by national codes both for the AHJ and the customer to maintain system integrity.

C. Prerequisites:

Students must have successfully completed the following courses prior to being permitted to attend the Professional Fire Alarm Design course:

- the Fire Alarm Installation Methods course, or equivalent,
- International Building Code, or equivalent, or the Life Safety Code course, or equivalent.

D. Overall Outline, Objectives, & Hours

Outline	Total	Learning Objectives
1. Introduction	30 min.	The trainee will be able to: • Describe the classroom rules, student materials, and the purpose of the class.
2. The Industry	30 min	The trainee will be able to: • Develop an installation plan for a commercial fire alarm system based on specific building conditions, and project requirements. • Plans should be developed by persons experienced in the proper design, application, installation, and testing of these systems. Develop an installation plan for a commercial fire alarm system based on specific building conditions, and project requirements.
3. Fire Alarm Installation Review	80 min.	The trainee will be able to: • Define **Statutory Requirement**. • Identify basic occupancy types. • Outline the principles of communication and reporting. • Describe the types of FACP operation. • Explain the different circuit classes and survivability levels. • Identify the various Emergency control functions and interconnectivity requirements.
4. Overview of Project Management Concepts	45 min	The trainee will be able to: • Outline and asses the scope of an integration project using a formal evaluation process. • Establish and maintain a project schedule using relevant technical knowledge. • Monitor and track the work of internal resources. • Assess the impact of change orders on the design. • Learn how to maintain communication with all stakeholders throughout an integration project.
5. Determine Protection Criteria	40 min.	The trainee will be able to: • Differentiate between Prescriptive and Performance-based design methods. • Define the terms: Total, Partial, Selective and Supplemental coverage as they relate to Required and Non-required Fire Alarm systems. • Provide examples of the three levels of detector coverage described in NFPA 72. • Describe when Performance-based design methods should be considered.
6. Additional System Design Requirements	30 min	The trainee will be able to: • Cite an example of a typical fire system design requirement from each of the following: - Contract - Architect/Engineer - Insurance Company - Accreditation Agencies - Government Agency

7. Owner's Protection Goals	30 min	The trainee will be able to: • List an example of a typical fire alarm design goal a building owner may have in each of the following categories in regards to the design of his building's fire alarm system: - Life Safety - Unique Circumstances for First Responders - Property Protection - Mission Continuity - Environmental Protection - Existing Structures
8. Other Hazards Defining Project Scope	60 min	The trainee will be able to: • Identify categories of Other Hazards that may enlarge the scope of your fire alarm project: Unusual Occupants, Building, Fuel Load, and Fire Impact Characteristics. • Identify specific examples within these four categories that will impact your fire alarm system design. • Identify solutions to enhance life-safety should these unusual circumstances arise.
9. Choosing Initiating Devices	105 min	The trainee will be able to: • Describe when best to use the various kinds of smoke detection – spot type, projected beam, duct, air sampling, smoke alarm. • Describe when best to use the various kinds of heat detection – spot type, fixed temperature, rate-of-rise, rate compensation. • Compare/contrast features of Combination, Multi criteria, andMulti-sensor devices. • Cite when CO Detection is required, and areas needing protection.
10. Design Project – Mixed Occupancy	80 min.	The trainee will be able to: • Layout a code compliant fire alarm system for a Mixed Occupancy facility. • Identify a building's Occupancy and whether public or private- mode notification would be required. • List how many manual and automatic devices would be required by code, minimally.
END OF DAY 1		
11. Choosing Supervisory Components	45 min	The trainee will be able to: • Identify and Prescribe when best to use the various types of supervisory devices. • Identify the code parameters for detecting dangerous air pressure levels in sprinkler systems. • Identify the code parameters for detecting dangerous air and water temperature levels. • Describe what fire pump conditions should be monitored by the fire alarm system. • Describe other types and benefits of Releasing and Guard systems that can be supervised by the fire alarm system.

12. Choosing Notification Appliances	75 min	The trainee will be able to: • Delineate the differences between public and private mode notification. • Identify the code requirements for both audible and visible public mode notification. • Identify the code requirements for both audible and visible private mode notification. • Describe the operation of a typical Emergency Voice Alarm Communication (EVAC) system.
13. Fire System Programming	20 min	The trainee will be able to: • Define these terms: Pre-Signal, Alarm Verification, and Positive Alarm Sequence. • Describe how common emergency control functions are programmed into a fire alarm system. • Identify the code requirements for system programming as they relate to customer documentation.
14. Submittal Package Preparation	60 min	The trainee will be able to: • Itemize key components that must be included with a fire alarm system submittal package. • List the essential Documents provided by the equipment manufacturer that are included in the submittal package. • Define 'Sequence of Operation' and various ways this information can be provided. • Delineate information regarding circuit wiring that must be included in the wiring diagrams. • Differentiate between Record Drawings and Shop Drawings.
15. Other Important Documentation	40 min	The trainee will be able to: • Cite the importance of providing the customer with an on-going Testing Agreement. • Describe the differences between these two tables: Visual Inspection Frequency and Functional Test Frequency. • Cite the importance of a properly prepared Record of Completion form and its legacy as to the fire system's current operations. • Identify the key reasons why adequate training for the customer and proper paperwork are so important.
16. Plan Preparation Project	120 min	The trainee will be able to: • Layout a code compliant fire alarm system for a Residential facility. • Identify a building's Occupancy and whether public or private- mode notification would be required. • List how many manual and automatic devices would be required by code, minimally. • Describe what emergency control functions need to be tied into the fire alarm system.
Final Exam	120	

E. Guidelines

The course shall be presented in accordance with the most recently adopted NTS Polices, Procedures and Administrative Guidelines. Students with special needs shall be accommodated as required by law and

specified in the National Training School Policy Concerning Students with Special Learning/Examination Needs.

F. Method of Presentation

Lecture - The instructors shall present the material following the slide presentation combined with question and answers throughout the course to verify and reinforce comprehension and relate the material to the student's particular needs.

Audio Visual Aids utilized include:

- PowerPoint Slide presentation
- Student manual.

G. Method of Evaluation

1. Written examination.
2. A 60 question multiple-choice exam is given after the course. Seventy percent (70%) correct answers are required to pass.
3. The course is reviewed annually by experts designated by the National Training School Education Committee.
4. Students complete written evaluations of the course and instructor.

NOTE: If you are wishing to attain the Certified Fire Alarm Designer certification then you may choose to take the CFAD certification exam in lieu of this course exam. Louisiana license holders must take the CFAD certification exam to qualify for the required fire alarm license.

H. Qualification of Instructors

Our program succeeds through individual instruction in the art of teaching by experienced instructors, essentially a train the trainer concept. The course instructors shall include at least one NTS Certified Instructor or a Senior Instructor, and an instructor appointed by the NTS director of education and known by the director to be both knowledgeable of the course material and able to present it in a professional manner.

Note: The times given are approximate. The instructor must allow for a 10 minute break approximately every hour. Classes can be scheduled for longer contact hours but not for less than 14 contact hours, plus the two-hour exam.

BOB RILEY
GOVERNOR

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STATE FIRE MARSHAL
EDWARD S. PAULK

GENERAL COUNSEL
REYN NORMAN

RECEIVER
DENISE B. AZAR

LICENSING MANAGER
JIMMY W. GUNN

September 1, 2009

To Interested Parties:

The Certified Fire Alarm Act became law in Alabama on August 1, 2009. This law requires that every business who installs fire alarm systems in commercial occupancies must be licensed as a Certified Fire Alarm Contractor. The contractor must have a NICET Level III Technician in a position of responsibility, and the license will be issued in the name of the Certificate Holder and the Contractor. The NICET – Level III Technicians are able to do the layout of the fire alarm systems but a Professional Engineer or Architect should perform the design of the system to be considered for installation.

The Certified Fire Alarm Act also requires that technicians working for a Certified Fire Alarm Contractor must hold a NICET certification as a Fire Alarm System Technician Level II or any other acceptable nationally recognized fire alarm technician certification requiring continuing education that is deemed equivalent by the State Fire Marshal. The State Fire Marshal has deemed the Certified Fire Alarm Technician training by the National Training School to be acceptable to meet the NICET Level II requirements. All certificates must be current.

The Certified Fire Alarm Act gives every business three years to be in total compliance with the provision of the act. Current businesses that do not have a NICET Level III Certificate holder on staff have until August 1, 2012 to have the Level III technician on staff.

New employees of a Fire Alarm Contractor have 12 months to attain the NICET Level II or NTS CFAT certification.

We are hoping that this information will help each company and individual in further understanding the requirements of the new Certified Fire Alarm Act. If you should have any further questions, please contact my office at (334) 241-4166 and speak with any of the knowledgable staff members. Thank you for your cooperation and assistance in this matter.

Sincerely,

Edward S. Paulk
State Fire Marshal

ESP/amw

Alaska State Fire Marshal's Office Approvals

- The NTS Certified Fire Alarm Technician Level II Fire Certification (series of CAT I, Fire Alarm Installation Methods and Life Safety Code or International Building Code plus proof of 24 months field experience) is approved by the Alaska State Fire Marshal's Office as the equivalent of NICET Level II certification for the IA and IB permits.
- The NTS Certified Fire Alarm Designer Level III Fire Certification (series of CAT I, Fire Alarm Installation Methods, Life Safety Code or International Building Code, Professional Fire Alarm Design plus proof of 60 months field experience) is approved by the Alaska State Fire Marshal's Office as the equivalent of NICET Level III certification for the IC and IC-DO permits.

From: Morton, Jeff W (DPS) [mailto:jeff.morton@alaska.gov]
Sent: Thursday, January 26, 2017 2:13 PM
To: Pat Allen
Subject: RE: NICET Options

Hi Pat,

I am sorry this has taken so long on our end. We can accept the NTS program as an equivalent to NICET. Do you have any project numbers for certifications here in Alaska?

Jeff Morton

Deputy Fire Marshal II
Department of Public Safety
Division of Fire and Life Safety
5700 E. Tudor Road
Anchorage, AK 99507
(907) 269-5482

Jeff.Morton@Alaska.gov

DEPARTMENT OF ARKANSAS STATE POLICE
RULES FOR LICENSING AND REGULATION OF PRIVATE INVESTIGATORS, PRIVATE SECURITY AGENCIES, ALARM SYSTEMS COMPANIES, POLYGRAPH EXAMINERS, AND VOICE STRESS ANALYSIS EXAMINERS

SECTION 1. TITLE/AUTHORITY/DEFINITIONS

Rule 1.0. Title - These Rules shall be known as the Rules for Licensing and Regulation of Private Investigators, Private Security Agencies, Alarm Systems Companies, Polygraph Examiners, and Voice Stress Analysis Examiners ("Rules").

Rule 1.1. Authority; Purpose - These Rules are issued by the Director's authority under A.C.A. §§ 17-39-101, et seq., §§ 17-40-101, et seq., and §§ 12-8-104, et seq., and the Arkansas Administrative Procedure Act at A.C.A. §§ 25-15- 201, et seq. The purpose of these Rules is to establish the process and procedures for the licensing and regulation of Private Investigators, Private Security Agencies, Alarm Systems Companies, Polygraph Examiners, and Voice Stress Analysis Examiners.

Rule 1.2. Effective Date of these Rules - These Rules shall be effective on and after Tuesday, September 1, 2015.

Rule 1.3. Definitions -

(1) ABAT - Advanced Burglar Alarm Technician.
(2) Administrator - the designee of the Director of the Department of Arkansas State Police pursuant to A.C.A. § 17-39-110.
(3) AFPC - Arkansas Fire Prevention Code.
(4) Applicant - any person who has submitted a properly completed application to be licensed, credentialed, or commissioned under this chapter to the Department.
(5) Commission holder – person who is a Commissioned Security Officer (CSO) or Commissioned School Security Officer (CSSO).
(6) Credential holder – person who is a Credentialed Private Investigator (CPI), Manager, Private Security Officer (PSO), Alarm Systems Technician, Alarm Systems Monitor, Alarm Systems Apprentice, Alarm Systems Agent, Assistant Training Administrator (ATA), Training Administrator (TA), Training Instructor (TI), or Branch Office Manager.
(7) Director – of the Arkansas State Police or his or her designee.
(8) Department – the Department of Arkansas State Police.
(9) ESA - Electronic Security Association (formerly National Burglar and Fire Alarm Association (NBFAA)/National Training School (NTS)).
(10) FAIM – Fire Alarm Installation Methods.
(11) Hearing Officer - the appointed presiding officer over cases of adjudication pursuant to the Arkansas Administrative Procedure Act.
(12) Institution of Instruction (IOI) – a teaching entity that has been approved by the department to instruct licensees, credential holders, and commission holders.
(13) Licensee - person who has been issued a Class A, Class B, Class C, Class D,

SECTION 9. ALARM SYSTEMS COMPANIES

Rule 9.0. Class "E" Unrestricted alarm system company - installs alarm systems, including those systems in structures that are required by the AFPC to have a fire alarm system. An applicant that is qualified for a Class "E" Unrestricted license is also qualified for a Class "E" Restricted license. To be licensed as a Class "E" Unrestricted alarm system company, the applicant must meet the following qualifications:

(a) Manager certification requirements - the manager must have completed all of the following courses:

(i) NICET

(1) Level III; or

(2) Level IV.

(ii) ESA

(1) Level I;

(2) Level IIA - Electronics or ABAT; and

(3) FAIM.

(iii) NESA

(1) Electronics; and

(2) Fire Installation and wiring codes.

(b) Alarm Technician or Alarm Agent requirements - the applicant must have completed one (1) of the following courses:

(i) NICET – Level II;

(ii) ESA - Level I;

(iii) NESA – Level I; or

(iv) Elite CEU – Level I.

Rule 9.1. Class "E" Restricted alarm systems company – installs alarm systems in structures that are not required by the AFPC to have a fire alarm system. To be licensed as a Class "E" Restricted alarm system company, the applicant must meet the following qualifications:

(a) Manager certification requirements – the manager must have completed the following courses:

(i) NICET – Level II;

(ii) ESA

(1) Level 2A Electronics or ABAT; and

(2) Level 2B fire systems installation standards or FAIM; or

(iii) NESA

(1) Electronics; and

(2) Fire Installation and Wiring Codes.

(b) Alarm Technician or Alarm Agent requirements - the applicant must have completed one (1) of the following courses:

(i) NICET – Level II;

(ii) ESA – Level I;

(iii) NESA – Level I; or

(iv) Elite CEU – Level I.

Rule 9.2 Class E-S License Examination – The licensee or the licensee's manager shall be required to successfully pass a written examination administered by the Arkansas State Police. The examination will test the licensee's or licensee's manager's knowledge in fire protection and the proper use and placement of single station fire and heat detectors pursuant to the AFPC and NFPA.

(a) Alarm system agents, alarm system apprentices, and alarm system technicians for Class E-S are exempt from the requirements for NICET Level II, ESA Level I, NESA Level I, or Elite CEU Level I.

Rule 9.3. Monitoring Companies – Alarm systems monitors and the managers of alarm system monitoring companies are not required to complete any courses or examinations. The manager of an alarm system monitoring company must execute an affidavit that he or she has read and understands A.C.A. §§ 17-40-101, et seq. and these Rules.

Rule 9.4. Approved equivalents - The Director has the authority to modify or expand the training requirements necessary to qualify for a license or credential under this section pursuant to A.C.A. § 17-40-318.

Rule 9.5. Licensee and Credential Holder Examination - An applicant for a license or credential under this Section must demonstrate his or her qualifications by successfully completing an examination covering A.C.A. § 17-40-101, et seq. and these Rules.

(a) The Owner of a company is exempt from an exam if they have a credentialed Manager.

(b) The applicant must take the examination in person. If the applicant is a partnership or corporation, the manager and any branch manager must take the examination.

(c) Scoring seventy percent (70%) or above on the examination constitutes successful completion.

(d) If an applicant fails to successfully complete the required examination he or she:

(i) Must wait five 5 working days to be eligible to retake the test; and

(ii) Pay a re-examination fee of $50.00 if the test is administered by the Department.

(e) Failure to successfully complete the examination after two (2) attempts shall result in cancellation of the pending application. Upon cancellation, the applicant must re-apply as a new applicant and is subject to pay required application fees.

Rule 9.6. Apprentices – an individual may be employed as an alarm system apprentice for a period of six (6) months without providing proof of NICET Level II, ESA Level I, NESA Level I, or Elite CEU Level I certification to the Department. At the expiration of the six (6) month period, the alarm system company must provide proof of certification to the Department, or the individual must cease work as an apprentice. All alarm system apprentices must work under the direct supervision of an alarm system agent or technician.

CE Electrical Contractors Licensing Board Course List

FASA CE (FAP=2) Instructors: Shawn Smmith; Reina Mora-Blackwelder

JSC SYSTEMS, INC. 0004588 **Phone:** 904-737-3511 **Email:** milhon@jscsystems.net 1366928
5021 STEPP AVENUE
JACKSONVILLE FL 32216

Course: 0008207 ***FIRE ALARM SYSTEM AGENT TRAINING COURSE*** **Hrs:** 14.00 **Lic#:** 127 **Expire:** 05/31/2019
OTR - Other

(Classroom) FASA TRAINING (FAP=2)
Instructor: Tom Milhon

Course: 0008208 ***FIRE ALARM SYSTEM AGENT RENEWAL COURSE*** **Hrs:** 7.00 **Lic#:** 128 **Expire:** 05/31/2019
OTR - Other

(Classroom) FASA CE (FAP=2) Instructor: Tom Milhon

LESTER JACKSON 0005303 **Phone:** 904-759-0552 **Email:** LJACKSON@SAFETOUCH.COM 1628290
12785 DANBROOK STREET
JACKSONVILLE FL 32223

Course: 0800534 ***FIRE ALARM SYSTEM AGENT TRAINING*** **Hrs:** 14.00 **Lic#:** 205 **Expire:** 05/31/2019
OTR - Other

FASA TRAINING (FAP=2) - Instructors: Lester Jackson; James C. Jackson, IV

NATIONAL TRAINING SCHOOL 0000856 **Phone:** 888.447.1689 **Email:** NTS@ESAWEB.ORG 2247167
6333 N STATE HIGHWAY 161, STE 350
IRVING TX 75038

Course: 0007491 ***CERTIFIED ALARM TECHNICIAN LEVEL 1*** **Hrs:** 22.00 **Lic#:** 68 **Expire:** 05/31/2019
OTR - Other

FASA TRAINING (FAP=2)
Instructors: Nicholas Barrack; George Bish; Dan Cantrell; Walter Carriero; Thomas Chambers; Don Childers; Bryan Dempsey; Darren DiMaggio; Jos. F. DuPree, Jr.; Dale R. Eller; Bernard Fox; John Frederic; MaryAnn Frederic; James Grounds; Gary Gutermuth; Jos. M. Hayes; David Hundert; Wayne Jones; Joel Kent; Brian Kirtley; Bruce Knies; Scott Kramer; Wm. LaRochelle; Robert Larson; Gene LaValle; Thom. Lewis; John Luzzo; John Lynes; James Mangum; Larry Mann; Donald McInnes; Justin Merrick; Don Minyard; Tom Morris; John Morrow; Ken Nelson; Andrew Nesky; Dan Northcutt; John Pearson; Ron Petrarca; Roy Pollack; Keven Preble; Paul Scheberle; Wm. Small; Jason Sokol; Stephen Spodnik; Edward Spohr; Edward Swanson, III; Gary Talma; Bruce Theriault; Kile Unterzuber; Mark Welnicki; Don Williams; Rob. Wolf; Woody Woodham; John W. Yusza, Jr.

Course: 0008059 ***NTS FLORIDA FASA RENEWAL*** **Hrs:** 7.00 **Lic#:** 111 **Expire:** 05/31/2019
OTR - Other

FASA CE (FAP=1)
Instructors: Nicholas Barrack; George Bish; Dan Cantrell; Walter Carriero; Thomas Chambers; Don Childers; Bryan Dempsey; Darren DiMaggio; Jos. F. DuPree, Jr.; Dale R. Eller; Bernard Fox; John Frederic; MaryAnn Frederic; James Grounds; Gary Gutermuth; Jos. M. Hayes; David Hundert; Wayne Jones; Joel Kent; Brian Kirtley; Bruce Knies; Scott Kramer; Wm. LaRochelle; Robert Larson; Gene LaValle; Thom. Lewis; John Luzzo; John Lynes; James Mangum; Larry Mann; Donald McInnes; Justin Merrick; Don Minyard; Tom Morris; John Morrow; Ken Nelson; Andrew Nesky; Dan Northcutt; John Pearson; Ron Petrarca; Roy Pollack; Keven Preble; Paul Scheberle; Wm. Small; Jason Sokol; Stephen Spodnik; Edward Spohr; Edward Swanson, III; Gary Talma; Bruce Theriault; Kile Unterzuber; Mark Welnicki; Don Williams; Rob. Wolf; Woody Woodham; John W. Yusza, Jr.

Course: 0801167 ***FLORIDA FASA BASA CERTIFICATION COURSE*** **Hrs:** 14.00 **Lic#:** 273 **Expire:** 05/31/2019
OTR - Other

(Classroom) FASA TRAINING (FAP=2) - Instructors: George Bish; Frank Campbell; Dale Eller; Bernard Fox; Lester Gobeli; Gary Kelly; Joel Kent; Brian Kirtley; Gene LaValle; John Lynes; Larry Mann; Kenneth Nelson; Roy Pollack; Woodham; Dan Cantrell; Gary A. Talma; Bryan D. Melancon; Mark A. Slaughter

Course: 0801518 ***CERTIFIED ALARM TECHNICIAN LEVEL I-FASA*** **Hrs:** 22.00 **Lic#:** 301 **Expire:** 05/31/2019
OTR - Other

ONLINE FASA TRAINING (2 FAP) - Instructors: Dan Cantrell; Joel P. Kent; John H. Lynes

Course: 0801688 ***FLORIDA FASA BASA ONLINE CERTIFICATION*** **Hrs:** 14.00 **Lic#:** 309 **Expire:** 05/31/2019
OTR - Other

Online FASA TRAINING (2 FAP) Instructors: Dan Cantrell; John H. Lynes

Course: 0801752 ***FLORIDA FASA BASA ONLINE RENEWAL COURSE*** **Hrs:** 6.00 **Lic#:** 313 **Expire:** 05/31/2019
OTR - Other

ONLINE FASA CE; Instructors: Dan Cantrell; John H. Lynes

WIGINTON FIRE SYSTEMS 0006751 **Phone:** 407-585-3210 **Email:** DXH@WIGINTON.NET 2797918
699 AERO LANE
SANFORD FL 32771

Course: 0801655 ***FASA RECERTIFICATION COURSE*** **Hrs:** 7.00 **Lic#:** 305 **Expire:** 05/31/2019
OTR - Other

Classroom FASA CE-Instructors: Danny R. Harrod; Joseph C. Yanni; Robert J. Seamon

IOWA STATE FIRE MARSHAL DIVISION
Attn: Licensing Administrator
215 E Seventh Street; Des Moines, IA 50319
Email: fmlicensinginfo@dps.state.ia.us

ALARM SYSTEM CONTRACTOR CERTIFICATION APPLICATION

☐ New Certification ☐ Renewal (Certification#:_____) ☐ Amend (Certification#:_____)

CONTRACTOR INFORMATION: (please type or print clearly)

Business Name: _____ DBA: _____

Mailing Address: _____ City, State, Zip: _____

Contact Name: _____ Contact Telephone: _____ Contact Email: _____

IOWA CONTRACTOR REGISTRATION NUMBER: C_____ *The State of Iowa requires all "construction contractors" register with the Iowa Division of Labor and renews registration annually. The law is found in Chapter 91C of the Iowa Code. http://www.iowaworkforce.org/labor/contractor.htm. If you are exempt, you must provide written evidence of exemption from Iowa Workforce.*

LIABILITY INSURANCE COVERAGE: Certificate of Liability Insurance showing coverage limits and coverage dates **must be submitted with the application**. The Certificate of Liability Insurance must state the insurer is aware that the insured is engaged in the business of alarm system installation and/or maintenance. Minimum insurance coverage required: $1,000,000 per occurrence; $500,000 per individual; and $1,000,000 property damage.

CRIMINAL HISTORY REVIEW: All listed responsible managing employees licensed under this program are **required to submit a fingerprint card at the time of application or renewal** in order to undergo a national criminal history check through the Federal Bureau of Investigation. A fingerprint card can be obtained from your local police or sheriff's office or sent to you upon request.

CERTIFICATION ENDORSEMENTS: Please check all that apply. RME(s) must possess at least one of the certifications listed below the selected endorsement. An RME does not apply for an installer certification.

☐ **Endorsement 1 – Fire Alarm System**
- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET III Fire Alarm Systems (attach copy of card)
- ESA III Certified Fire Alarm Designer (attach copy of ESA card)

☐ **Endorsement 2 – Nurse Call System**
- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET II Fire Alarm Systems (attach copy of card)
- ESA II Certified Alarm Technician (attach copy of card)
- Certification by a nurse call system manufacturer (attach copy of manufacturer training certificate)

☐ **Endorsement 3 – Security Alarm System**
- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET II Fire Alarm Systems (attach copy of certificate)
- ESA II Certified Alarm Technician (attach copy of card)

☐ **Endorsement 4 - Alarm System Maintenance Inspector**
- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET II Fire Alarm Systems (attach copy of card)
- NICET II Inspection & Testing of Fire Alarm Systems (attach copy of card)
- ESA Level II Certified Alarm Technician (attach copy of ESA card)

This form is to be used to apply for certification as an Alarm System Contractor in the State of Iowa. This certification program is governed by Iowa Code Section 100C and Iowa Administrative Rules 661 Chapter 277.

☐ **Endorsement 5 - Dwelling Unit Alarm System**

- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET I Fire Alarm Systems (attach copy of card)
- ESA I Certified Alarm Technician (attach copy of ESA card)

RESPONSIBLE MANAGING EMPLOYEE (RME) AND SCREENING QUESTIONS:

1. Name of RME: _____ ☐ Primary ☐ Alternate Endorsement(s) _____

1. Have you ever been convicted of a felony in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No
   If yes, please explain _____
2. Have you ever entered a plea of guilty or a plea of no contest to a felony accepted by the court in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No If yes, please explain _____
3. Have you ever been convicted of, entered a plea of guilty to, or a plea of no contest to any crime where the potential penalty was imprisonment for more than one (1) year, whether or not imprisonment was actually imposed? ☐ Yes ☐ No
   If yes, please explain _____
4. Have you ever been barred from operating as a alarm system contractor in another jurisdiction? Yes ☐ No ☐
   If yes, please explain fully on a separate sheet of paper, and include the name of the jurisdiction and the date(s) of the action(s) taken against you.

2. Name of RME: _____ ☐ Primary ☐ Alternate Endorsement(s) _____

1. Have you ever been convicted of a felony in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No
   If yes, please explain _____
2. Have you ever entered a plea of guilty or a plea of no contest to a felony accepted by the court in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No If yes, please explain _____
3. Have you ever been convicted of, entered a plea of guilty to, or a plea of no contest to any crime where the potential penalty was imprisonment for more than one (1) year, whether or not imprisonment was actually imposed? ☐ Yes ☐ No
   If yes, please explain _____
4. Have you ever been barred from operating as a alarm system contractor in another jurisdiction? Yes ☐ No ☐
   If yes, please explain fully on a separate sheet of paper, and include the name of the jurisdiction and the date(s) of the action(s) taken against you.

3. Name of RME: _____ ☐ Primary ☐ Alternate Endorsement(s) _____

1. Have you ever been convicted of a felony in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No
   If yes, please explain _____
2. Have you ever entered a plea of guilty or a plea of no contest to a felony accepted by the court in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No If yes, please explain _____
3. Have you ever been convicted of, entered a plea of guilty to, or a plea of no contest to any crime where the potential penalty was imprisonment for more than one (1) year, whether or not imprisonment was actually imposed? ☐ Yes ☐ No
   If yes, please explain _____
4. Have you ever been barred from operating as a alarm system contractor in another jurisdiction? Yes ☐ No ☐
   If yes, please explain fully on a separate sheet of paper, and include the name of the jurisdiction and the date(s) of the action(s) taken against you.

4. Name of RME: _____ ☐ Primary ☐ Alternate Endorsement(s) _____

1. Have you ever been convicted of a felony in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No
   If yes, please explain _____
2. Have you ever entered a plea of guilty or a plea of no contest to a felony accepted by the court in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No If yes, please explain _____
3. Have you ever been convicted of, entered a plea of guilty to, or a plea of no contest to any crime where the potential penalty was imprisonment for more than one (1) year, whether or not imprisonment was actually imposed? ☐ Yes ☐ No
   If yes, please explain _____
4. Have you ever been barred from operating as a alarm system contractor in another jurisdiction? Yes ☐ No ☐
   If yes, please explain fully on a separate sheet of paper, and include the name of the jurisdiction and the date(s) of the action(s) taken against you.

This form is to be used to apply for certification as an Alarm System Contractor in the State of Iowa. This certification program is governed by Iowa Code Section 100C and Iowa Administrative Rules 661 Chapter 277.

IOWA STATE FIRE MARSHAL DIVISION
Attn: Licensing Administrator
215 E Seventh Street; Des Moines, IA 50319
Email: fmlicensinginfo@dps.state.ia.us

ALARM SYSTEM INSTALLER CERTIFICATION APPLICATION

☐ New Certification ☐ Renewal (Certification#:_____) ☐ Amend (Certification#:_____)

APPLICANT INFORMATION: (please type or print clearly)

Applicant Name: _____ Phone Number: _____

Mailing Address: _____ City, State, Zip: _____

Email Address: _____ Employer Name: _____

LIABILITY INSURANCE COVERAGE: A copy of your employer's Certificate of Liability Insurance showing coverage limits and coverage dates **must be submitted with the application**.

CRIMINAL HISTORY REVIEW: All parties certified under this program are **required to submit a fingerprint card at the time of application or renewal** in order to undergo a national criminal history check through the Federal Bureau of Investigation. A fingerprint card can be obtained from your local police or sheriff's office or sent to you upon request.

APPLICANT SCREENING QUESTIONS:

1. Have you ever been convicted of a felony in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No
   If yes, please explain _____
2. Have you ever entered a plea of guilty or a plea of no contest to a felony accepted by the court in the state of Iowa or any other federal or state jurisdiction? ☐ Yes ☐ No If yes, please explain _____
3. Have you ever been convicted of, entered a plea of guilty to, or a plea of no contest to any crime where the potential penalty was imprisonment for more than one (1) year, whether or not imprisonment was actually imposed? ☐ Yes ☐ No
   If yes, please explain _____
4. Have you ever been barred from operating as a alarm system installer in another jurisdiction? Yes ☐ No ☐
   If yes, please explain fully on a separate sheet of paper, and include the name of the jurisdiction and the date(s) of the action(s) taken against you.

CERTIFICATION ENDORSEMENTS: Please check all that apply. Applicant must possess at least one of the listed certifications below the selected endorsement(s).

☐ **Endorsement 1 – Fire Alarm System Installer**
- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET II Fire Alarm Systems (attach copy of NICET card)
- ESA II Certified Alarm Technician (attach copy of ESA card)

☐ **Endorsement 2 – Nurse Call System Installer**
- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET I Fire Alarm Systems (attach copy of card)
- ESA I Certified Alarm Technician (attach copy of card)
- Certification by a nurse call system manufacturer (attach copy of manufacturer training certificate)
- Certification by a licensed nurse call contractor employer (attach letter from employer)
- Master or Journeyman Electrician by Iowa Electrical Examining Board (attach copy of license)

This form is to be used to apply for certification as an Alarm System Installer in the State of Iowa. This certification program is governed by Iowa Code Section 100C and Iowa Administrative Rules 661 Chapter 277.

☐ **Endorsement 3 – Security Alarm System Installer**

- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET I Fire Alarm Systems (attach copy of card)
- ESA I Certified Alarm Technician (attach copy of card)
- Elite CEU Alarm II (attach copy of certificate)

☐ **Endorsement 4 - Alarm System Maintenance Inspector Installer**

- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET I Fire Alarm Systems or II Inspection & Testing of Fire Alarm Systems (attach copy of card)
- ESA I Certified Alarm Technician (attach copy of card)

☐ **Endorsement 5 - Dwelling Unit Alarm System Installer**

- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET I Fire Alarm Systems (attach copy of card)
- ESA I Certified Alarm Technician (attach copy of card)
- Elite CEU Alarm I (attach copy of certificate)
- Master or Journeyman Electrician by Iowa Electrical Examining Board (attach copy of license)

☐ **Endorsement 6 – Alarm System Component Installer**

- Licensed Professional Engineer State of Iowa-emphasis Alarm Systems (attach copy of license)
- NICET I Fire Alarm Systems (attach copy of card)
- ESA I Certified Alarm Technician (attach copy of card)
- Master or Journeyman Electrician by Iowa Electrical Examining Board (attach copy of license)

☐ **Endorsement 7 – Alarm System Installer Assistant** An Alarm System Installer Assistant may perform work which requires certification under this Chapter only under direct supervision of an Alarm Installer whose certification contains one or more endorsements provided in subrule 277.6(1), paragraphs "a" through "f" and must be within the scope of work authorized by the endorsements held by the supervising installer.

CERTIFICATION FEES:

Installer Certification Fee (Three Year Certification - $150.00)	$_____
Installer Assistant Certification Fee (One Year Certification- $50.00)	$_____
Additional Endorsements (not including first endorsement) _____ x $25.00	$_____
Criminal History Review (**submit fingerprint card**)	$ 35.00
Total Fees Submitted	$_____

*All checks, warrants, or money orders shall be made payable to "**Iowa Department of Public Safety**". We are unable to accept credit card payments at this time.*

I hereby certify that I am familiar with the Iowa statutes and administrative rules in regards to the Certification Program for Alarm Systems and that all statements made by me on this application are to the best of my knowledge true and correct. I understand that any false statements or material misrepresentations on this application may be cause for denial, suspension, or revocation of the certification. I further understand that the State Fire Marshal may deny, suspend, or revoke the certification of an installer or assess a civil penalty to an installer, if any provision of these rules or any other provision of law related to operation as an alarm system installer is violated.

Name: _____ Title: _____

Signature: _____ Date: _____

This form is to be used to apply for certification as an Alarm System Installer in the State of Iowa. This certification program is governed by Iowa Code Section 100C and Iowa Administrative Rules 661 Chapter 277.

John Bel Edwards
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Service

H. "Butch" Browning
STATE FIRE MARSHAL

August 23, 2017

To: All Life Safety and Property Protection Contractors
From: Deputy Chief Boyd Petty, LSPP Advisory Board Chair

Re: Revised LSPP Policy and Procedures Guidelines/Upcoming Training Deadlines

Licensing Section Memo 2-2017

At the April 27, 2017 and July 26, 2017 Life Safety and Property Protection Advisory Board meetings, the Advisory Board voted on an additional course for Pre-Engineered Fire Suppression and Fire Alarm Qualifier Requirements as follows:

PRE-ENGINEERED FIRE SUPPRESSION

1. Certifications:
   a. NICET 2 Certification (or higher) in Special Hazards Suppression Systems or previous Special Hazards Layout;
   or
   b. Professional Engineer with a Mechanical or Fire Protection Endorsement
   or
   c. Fire Protection Certification (FPC) Pre-Engineered Fire Suppression System Certification
   (one of the above must be obtained by January 1, 2019)

FIRE ALARM

1. Certifications:
   a. NICET 3 Certification (or higher) in Fire Alarm Systems; **or**
   b. Professional Engineer with an Electrical or Fire Protection Endorsement; **or**
   c. NTS Certified Fire Alarm Design Certification (CFAD)

CC: Louisiana Life Safety and Security Association
Louisiana Automatic Fire Alarm Association
Louisiana Fire Sprinkler Association

Life Safety & Property Protection Advisory Board

Training & Education Requirements

for

Certification and Continuing Education

Technician and Specialist Initial License Certification Requirements

1. LIFE SAFETY TECHNICIANS

A. SPRINKLER INSPECTION TECHNICIAN

1. A provisional license will be issued for the first year;
2. By the first renewal date one of the following must be obtained:
    a. National Institute for Certification of Engineering Technicians (**NICET**) 1 Certification in Inspection and Testing of Water Based Fire Protection Systems; or
    b. Oklahoma State University (**OSU**) Fire Sprinkler Inspection Training & Certificate Program; or
    c. Qualified Apprentice Program (National Fire Sprinkler Association (**NFSA**) or Sprinkler Fitters Local 669);
3. NICET 2 Certification (or higher) in Inspection and Testing of Water Based Fire Protection Systems by the second renewal date.

B. FIRE ALARM TECHNICIAN

1. National Training School (**NTS**) Fire Alarm Installation Methods Course; or
2. NTS Certified Fire Alarm Technician Course; or
3. Automatic Fire Alarm Association (**AFAA**) Basic Fire Alarm Systems Course (must include an exam administered by the LAFAA); or
4. Elite CEU Fire Alarm Installation Techniques (FAIT); or
5. NICET 2 (or higher) Certification in Fire Alarm Systems.

C. NON-REQUIRED FIRE ALARM SPECIALIST

1. Any approved Fire Alarm Technician Course.

D. FIRE ALARM OWNER SPECIALIST

1. Any approved Fire Alarm Technician Course.

E. FIXED FIRE SUPPRESSION TECHNICIAN

1. National Association of Fire Equipment Distributors (**NAFED**) Engineered Fire Suppression Systems Technician Exam; or
2. NICET Level 2 (or higher) Certification Special Hazards Suppression Systems or previous Special Hazards Layout.

F. PRE-ENGINEERED SPECIALIST

1. Fire Protection Certification, Ltd.. (**FPC**) Pre-Engineered Fire Extinguishing Systems Course;
2. NAFED Pre-Engineered Industrial Fire Extinguishing Systems Technician Exam; or
3. NICET 2 (or higher) Certification in Special Hazards Suppression Systems or previous Special Hazards Layout.

G. KITCHEN SUPPRESSION SPECIALIST

1. FPC Pre-Engineered Fire Extinguishing Systems Course; or
2. FPC Pre-Engineered Kitchen Fire Suppression Systems Course; or

Qualifier Requirements

3. LIFE SAFETY FIRMS

A. SPRINKLER

1. Certifications:
    a. NICET 3 Certification (or higher) in Water-Based Systems Layout; or
    b. Professional Engineer with a Mechanical or Fire Protection Endorsement
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

B. FIRE ALARM

1. Certifications:
    a. NICET 3 Certification (or higher) in Fire Alarm Systems; or
    b. Professional Engineer with a Electrical or Fire Protection Endorsement
    c. NTS Certified Fire Alarm Design Certification (CFAD)
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

C. NON-REQUIRED FIRE ALARM

1. Certifications:
    a. NICET 2 Certification (or higher) in Fire Alarm Systems; or
    b. NTS Certified Fire Alarm Technician Certification; or
    c. Professional Engineer with an Electrical or Fire Protection Endorsement
    (one of the above must be obtained by July 1, 2017)
2. Fire Marshal Administrative Rules Course
3. Fire Marshal Plan Review Course
4. Life Safety Course

D. FIRE ALARM OWNER

1. Certifications:
    a. Minimum Specialist certification requirements
2. Fire Marshal Administrative Rules Course

E. FIXED FIRE SUPPRESSION

1. Certifications:
    a. NICET 3 Certification (or higher) in Special Hazards Suppression Systems or previous Special Hazards Layout; or
    b. Professional Engineer with a Mechanical or Fire Protection Endorsement

MEMORANDUM

TO: **MISSISSIPPI ELECTRONIC PROTECTION LICENSE APPLICANTS**

FROM: **STATE FIRE MARSHAL'S OFFICE**

DATE: **JULY 1, 2014**

RE: **LICENSE APPLICATION**

The Mississippi Electronic Protection Division of the State Fire Marshal's Office has been established in order to implement Senate Bill 2697. The purpose of Regulation EP-2006-1 is to license individuals and companies which offer electronic protective systems, burglar alarm systems, closed circuit television alarm systems, or services to such alarms or systems to the public.

Application(s) and the Mississippi Electronic Protection Licensing Act Rules and Regulations can be accessed through the Mississippi Insurance Department web site: www.mid.ms.gov

Application (s), fees and required documentation must be submitted to the Electronic Protection Division of the State Fire Marshal's Office, P.O. Box 79, Jackson, MS 39205. Please use a separate application form for each license class.

NOTICE: A $50.00 FINGERPRINT PROCCESSING FEE IS REQUIRED ON ALL NEW APPLICATIONS

Documentation requirements are as follows:

Class A

1. Documentation that the company is an entity duly authorized to conduct business within this state.
2. Documentation that the company has a valid location within the Mississippi State lines.
3. Documentation that the company holds a general liability and errors and omissions insurance policy, or a surety bond, in an amount not less than Three Hundred Thousand Dollars ($300,000).
4. Documentation that the company carries current and valid workers' compensation insurance policy as required by state law.
5. Documentation that one (1) employee for the company holds a Class- B license at each operating location.

Class A: ***License Fee $450.00***
Renewal: ***Renewal Fee $200.00***

Class B 1. Documentation that the applicant has successfully completed a minimum of National Burglar and Fire Alarm Association, Level 2 A&B Burglar Alarm training course or equivalent training approved by the State Fire Marshal.
2. Two (2) passport size photographs of the applicant.
3. Applicant shall be fingerprinted at the State Fire Marshal's Office.

Class B: License Fee $150.00
Renewal: Renewal Fee $50.00

Class C 1. Documentation that the applicant has successfully completed a minimum of National Burglar and Fire Alarm Association, Level 1 Burglar Alarm training course, or equivalent training approved by the State Fire Marshal.
2. Two (2) passport size photographs of the applicant.
3. Applicant shall be fingerprinted at the State Fire Marshal's Office.

Class C: License Fee $150.00
Renewal: Renewal Fee $50.00

Class D 1. Documentation that the applicant has successfully completed a minimum of National Burglar and Fire Alarm Association, Sales Understanding Alarms training course, or equivalent training approved by the State Fire Marshal or minimum of two (2) years of design and sales experience in the alarm industry attested to in a notarized affidavit and payroll records provided by the applicant.
2. Two (2) passport size photographs of the applicant.
3. Applicant shall be fingerprinted at the State Fire Marshal's Office.

Class D: License Fee $150.00
Renewal: Renewal Fee $50.00

Class H 1. Letter from the Supervisor stating that they are to only be a helper (cable puller, gopher, assistant).
2. Two (2) passport size photographs of the applicant.
3. Applicant shall be fingerprinted at the State Fire Marshal's Office.

Class H: License Fee $150.00
Renewal: Renewal Fee $50.00

License Upgrade: $50.00
Duplicate License: $20.00

Mississippi Insurance Department
Post Office Box 79
Jackson, MS 39205

Office of the State Fire Marshal
Phone (601) 359-1061
Fax (601) 359-1076

MISSISSIPPI ELECTRONIC PROTECTION LICENSE APPLICATION

What type of license are you applying for? ☐ Initial ☐ Fingerprints ☐ Renewal ☐ Revision ☐ Duplicate ☐ Upgrade

LICENSE NUMBER: _____ **(Does not apply to initial license)**

CHECK ONE	TYPE OF LICENSE	LICENSE FEE	RENEWAL FEE	DUPLICATE FEE	UPGRADE FEE	FINGERPRINT PROCESSING FEE
☐	CLASS A - Contracting Company	$450.00	$200.00	$20.00		
☐	CLASS B - System Technician	$150.00	$50.00	$20.00		$50.00
☐	CLASS C - System Installer	$150.00	$50.00	$20.00	$50.00	$50.00
☐	CLASS D - System Salesperson	$150.00	$50.00	$20.00	$50.00	$50.00
☐	CLASS H - Helper	$150.00	$50.00	$20.00	$50.00	$50.00

TO BE COMPLETED BY CLASS –A (CONTRACTING COMPANY)

Company Name:		
Company license number: (Does not apply to initial license)		
Mailing Address:		
City:	**State:**	**Zip Code:**
Physical Address: (*If different from mailing*)		
City:	**State:**	**Zip Code:**
Phone Number:	**County:**	
Owner's Name:		
Federal Tax Identification Number *or* Social Security Number:		
Name of Designated Agent:		
Web Site Address:	**E-Mail Address:**	
Names of Each Company Providing Monitoring Services		

Montana Fire Protection Licensure Program

301 S Park Avenue
PO Box 200517
Helena, MT 59620-0517
Phone: (406) 841-2056 Fax: (406) 841-2050
Email: buildingcodes@mt.gov
Website: fireprotectionlicense.mt.gov

APPLICATION PROCEDURES FOR:

INDIVIDUAL ENDORSMENT LICENSE

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.
(Please allow 14 days for processing from the date that the department receives a complete application)

In accordance with Section 50-39-101, MCA, a person or entity shall obtain a license before engaging in the business of servicing fire extinguishers or before engaging in the business of selling, servicing or installing fire alarm systems, special agent fire suppression systems, or fire extinguishing systems.

The following information is required in order for your application to be processed:

1) A complete application containing accurate information and all required information. The information provided must be legible and printed in ink or typewritten.

One of the following criteria must be met for endorsement licensure. Please submit a copy of one of the following with the application:

A) 1. Certification of completion of all the NICET work elements provided for under Section 24.144.502(b) A.R.M. or completion of NICET II;

2. Certificate of completion for the Certified Fire Alarm Technician Level II (CFAT) from the Electronic Security Association's National Training School (fire alarm only).

B) Completion of a state approved apprenticeship program with the verification of completion sent to the licensing program at the above address directly from the approving bureau;

C) Completion of manufacturer training with the certificate sent to the licensing program at the above address directly from the manufacturer; or

D) Currently holds the equivalent endorsement in another jurisdiction provided that the applicant meets or exceeds the qualifications for endorsement in Montana, and verification of endorsement is sent to the licensing program at the above address directly from the other state, territory, or federal government.

2) Submit a $25.00 one-time processing fee plus the following endorsement fee for **each** type of endorsement you are applying for.

Sell Service or Install Fire Alarm Systems:	$100.00
Sell Service or Install Fire Extinguishing Systems:	$100.00
Sell Service or Install Special Agent Fire Suppression Systems:	$100.00

Montana Fire Protection Licensure Program

301 S Park Avenue
PO Box 200517
Helena, MT 59620-0517
Phone: (406) 841-2056 Fax: (406) 841-2050
Email: buildingcodes@mt.gov
Website: fireprotectionlicense.mt.gov

APPLICATION FOR:

INDIVIDUAL ENDORSMENT LICENSE

License Fees:
$25.00 application fee
$100.00 per endorsement type

Type of license endorsement applying for (check all that apply):

- ☐ Sell, service or install fire alarm systems
- ☐ Sell, service or install special agent fire suppression systems
- ☐ Sell, service or install fire-extinguishing systems

Please indicate below, and submit one of the following with this application:

- ☐ Verification of completion of an approved apprenticeship program directly from the sponsor of the program
- ☐ Verification of completion of the work elements of the NICET level II or ESA Certified Fire Alarm Tech LvL II (CFAT2)
- ☐ Verification of manufacturer training directly from the manufacturer (Cannot be used for Fire-Extinguishing Systems).

****** NICET Certificates for Inspection & Testing of Water-Based Systems does not meet the qualifications for licensure for the fire extinguishing systems endorsement ******

Social Security Number _____

Full Name _____
Last First Middle

Other Name(s) Known By _____

Gender_____ Date of Birth_____ Foreign ID Number _____

E-mail Address _____

Please indicate your preferred mailing address

____ Home

____ Business

Applicant Residential Information

Phone _____

Fax_____

Address_____

Zip Code_____

City, State_____

Applicant Employer Information (licensed business entity)

Business Name _____

Phone _____

Fax _____

Address _____

City, State _____

Zip _____

License Number: _____

South Carolina Department of Labor, Licensing and Regulation
South Carolina Contractor's Licensing Board
110 Centerview Dr Columbia SC 29210
PO Box 11329 Columbia, SC 29211-1329
803-896-4686 FAX 803-896-4814
http://www.llr.state.sc.us/pol/contractors

BURGLAR and/or FIRE ALARM BUSINESS LICENSE INITIAL APPLICATION and INSTRUCTIONS

Document #130

In order to determine if you qualify for licensure, please read all of the information listed in each section of the application and on the instruction pages carefully before you complete each section. Disregard any items that do not apply. The application must be typed or printed in ink. If you need a copy of the South Carolina Code of Laws regulating alarm businesses, you may go to the above website and print the law from the Internet or call this office.

1. Registration of Employees:

- Qualifying parties must complete sections 3 and 4 and the owner/president must complete sections 1, 2 and 5 in this application.
- Any owner, partner, officer or employee of a licensed burglar alarm business who accesses a client's property or burglar alarm records **must also be registered** with the department and must **submit a criminal background report** for each employee. They must be registered within 30 days of their hire date by completing the Registered Employee application, Document #126. All registered employees must be at least eighteen years of age. Fire alarm employees do not have to be registered. See Section 40-79-220 for the definition of a registered employee. Download the application, Doc #126, from the following website: www.llr.state.sc.us/pol/contractors/index.asp?file=pub.htm.

2. Criminal Background Check:

South Carolina and out-of-state applicants **must submit** a criminal background report **with** the application. This is required for the **owner/president,** all **qualifying parties,** and **registered employees**. Your application will be returned if you do not **submit the report(s)** with your application. Applicants in South Carolina may request a report by contacting the State Law Enforcement Division (SLED), Criminal Records, 4400 Broad River Road, Columbia, SC, 29210. Office hours are 8:30 am - 5:00 pm, Monday - Friday. Contact SLED at (803) 896-7165 for the cost of the report or via their web site at www.sled.state.sc.us. Include in your request your full name, date of birth, social security number, and applicable fee, if required. Out-of-state applicants should contact their state law enforcement agency or utilize a nationally recognized company for a report.

3. Examinations:

Applicants applying for a burglar alarm license and/or a fire alarm license must have an employee pass the **technical** exam and the **South Carolina Alarm Code of Laws** exam. All tests are administered through our testing service, Psychological Services, Inc. (PSI). For exam registration and testing information, call PSI at (800) 733-9267 or fax (818) 247-3853 or contact them via their web site www.psiexams.com. After completing the examination registration form, send the form to PSI to schedule the exams. Do not send the examination registration form to the Contractor's Board. Please notify PSI if you are eligible under the Americans with Disabilities Act (ADA) for special examination accommodations.

Certifications:

- Burglar Alarm contractors are required to be **NTS Level I** certified.
- Fire Alarm contractors are required to be **NTS Level I** certified or **NICET Level II** certified
- These certifications are in addition to the exams that must be taken through PSI..
- Burglar & Fire alarm: For NTS Level I information, contact the S.C. Alarm Association at (803) 252-0580 or the Electronic Security Association's National Training School at (888) 447-1689 or www.esaweb.org.
- Fire alarm: For NICET Level II information, contact the National Institute for Certification in Engineering Technologies at (888) 476-4238 or www.nicet.org.

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
ALARM SYSTEMS CONTRACTORS BOARD
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1168
615.741.9771 FAX 615.532.2965
http://regboards.tn.gov

ALARM SYSTEMS CONTRACTORS BOARD APPROVED QUALIFYING EDUCATION COURSES

BOARD APPROVED NATIONALLY RECOGNIZED TRAINING COURSES FOR QUALIFYING EDUCATION - INITIAL APPLICATION ONLY

Listed below are QUALIFYING AGENT training courses approved by the Board for the purpose of Qualifying Education in the Fire Installation, Burglar Installation, CCTV Installation, and Monitoring Alarm Systems Classifications.
NOTE: With initial application for licensure, Qualifying Agents must provide a photocopy of certificates of completion for approved course(s) to qualify for the classification(s) in which you are applying. [T.C.A. 62-32-313(a)(3)]

These are the only courses identified as nationally recognized training programs, currently approved by the Tennessee Alarm Systems Contractors Board.

Course Provider	Approved for Initial Application FIRE	BURG	CCTV	MONIT
CENTRAL STATION ALARM ASSOCIATION [CSAA] (97) Online Courses www.csaaul.org				
CENTRAL STATION OPERATOR LEVEL I AND LEVEL II #1102.02 [BOTH LEVEL I AND LEVEL II MUST BE COMPLETED IN ORDER TO QUALIFY]				MONIT
ELECTRONIC SECURITY ASSOCIATION-NTS (ESA) (Formerly NBFAA) (37) www.esaweb.org				
NTS LEVEL I – CERTIFIED ALARM TECHNICIAN #1207.06		BURG		
NTS ADVANCED INTRUSION SYSTEMS #1207.01		BURG		
NTS FIRE ALARM INSTALLATION METHODS #1207.05	FIRE			
CERTIFIED FIRE ALARM DESIGNER LEVEL III FIRE (CFAD) #1311.01	FIRE			
VIDEO SYSTEMS TECHNOLOGIES #1207.13			CCTV	
ELITE CEU, INC. (104) (ONLINE TRAINING) www.eliteceu.com				
ALARM LEVEL 1 #1406.03		BURG		
ADVANCED ELECTRONIC INTRUSION TECHNICIAN #1107.04		BURG		
VIDEO SURVEILLANCE SYSTEMS & CLOSED CIRCUIT TELEVISION CERTIFICATION #1406.04		CCTV		
LIMITED ENERGY RESOURCE CENTER (LERC) (103) (ONLINE TRAINING) www.lerc.org				
TENNESSEE BURGLAR ALARM QUALIFICATION COURSE #1209.08		BURG		
TENNESSEE FIRE ALARM QUALIFICATION COURSE #1209.09	FIRE			
NATIONAL TRAINING CENTER (111) www.nationaltrainingcenter.net				
NICET FIRE ALARM TRAINING #0812.01	FIRE			
NICET (40) www.nicet.org				
NICET LEVEL II FIRE ALARM SYSTEMS	FIRE			
NICET LEVEL III FIRE ALARM SYSTEMS	FIRE			
NICET LEVEL IV FIRE ALARM SYSTEMS	FIRE			
VIDEO SECURITY SYSTEM DESIGNER LEVEL I			CCTV	
VIDEO SECURITY SYSTEM DESIGNER LEVEL II			CCTV	
VIDEO SECURITY SYSTEM TECHNICIAN (VSST) LEVEL III #0810.04			CCTV	
VIDEO SECURITY SYSTEM TECHNICIAN (VSST) LEVEL IV #0810.05			CCTV	
TEXAS BURGLAR AND FIRE ALARM ASSOCIATION (115) www.tbfaa.org				
TEXAS ALARM LEVEL 1 – CERTIFIED ALARM TECHNICIAN #1302.21		BURG		
VIT, INC. www.vittraining.com contact: Howard@VitTraining.com				
VIDEO SECURITY SYSTEM (CCTV) ESSENTIALS #1307.01			CCTV	

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
ALARM SYSTEMS CONTRACTORS BOARD
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1168
615.741.9771 FAX 615.532.2965
http://regboards.tn.gov

BOARD APPROVED COURSES TO MEET TRAINING REQUIREMENTS SET FORTH BY T.C.A. 62-32-312(g)
Listed below are training courses approved by the Board as "equivalent" training for alarm employees.

Tennessee Code Annotated § 62-32-312(g) - **Effective January 1, 2005**
(g) All alarm system contractor employees who sell, install or repair alarm systems, including closed circuit television systems shall take and successfully complete the National Burglar and Fire Alarm Association Level 1 or equivalent training. The Board may determine what constitutes equivalent training.

(1) Current employees must successfully complete the Level 1 or equivalent training within two (2) years of the effective date of the act. [January 1, 2005]
(2) New Employees after the effective date of the act must successfully complete such training within one (1) year.
(3) Employees not in compliance with this subsection shall not sell, install or repair alarm systems, including closed circuit television systems.

(h) All alarm systems contractors shall provide proof of employee training upon request by the board.

(i) Any costs associated with the alarm system training required by this section shall be the responsibility of and paid by the alarm system contractor who employs the person being trained.

ALARM SYSTEMS CONTRACTORS BOARD APPROVED EMPLOYEE TRAINING COURSE LIST

Course Provider/Course Title/Course Number

ELECTRONIC SECURITY ASSOCIATION - NTS [ESA] (37) www.esaweb.org
ADVANCED INTRUSION SYSTEMS #1207.01
FIRE ALARM INSTALLATION METHODS #1207.04
LEVEL I-CERTIFIED ALARM TECHNICIAN #1207.06
PROFESSIONAL FIRE ALARM DESIGN #1311.01
SECURITY SALES ESSENTIALS TWO DAY COURSE #1207.10
TROUBLESHOOTING, SERVICE AND MAINTENANCE #1207.11
VIDEO SYSTEMS TECHNOLOGIES #1207.13

ELITE CEU. INC. (104) www.eliteceu.com
ADVANCED ELECTRONIC INTRUSION TECHNICIAN #1107.03
ALARM LEVEL 1 PROGRAM #1406.03
VIDEO SURVEILLANCE SYSTEMS & CLOSED CIRCUIT TELEVISION CERTIFICATION #1406.04

LIMITED ENERGY RESOURCE CENTER (LERC) (103) Online Courses www.lerc.org
TENNESSEE BURGLAR ALARM QUALIFICATION COURSE #1209.10
TENNESSEE FIRE ALARM QUALIFICATION COURSE #1209.11

NATIONAL TRAINING CENTER (111) **www.nationaltrainingcenter.net**
NICET FIRE ALARM TRAINING #0812.01

NICET (40) **www.nicet.org**
LEVEL I FIRE CERTIFICATION
LEVEL II FIRE CERTIFICATION
VIDEO SECURITY SYSTEM TECHNICIAN (VSST) LEVEL I #0810.06
VIDEO SECURITY SYSTEM TECHNICIAN (VSST) LEVEL II #0810.07
VIDEO SECURITY SYSTEM TECHNICIAN (VSST) LEVEL III #0810.04
VIDEO SECURITY SYSTEM TECHNICIAN (VSST) LEVEL IV #0810.05

TEXAS BURGLAR AND FIRE ALARM ASSOCIATION (115) **www.tbfaa.org**
TEXAS LEVEL 1 – CERTIFIED ALARM TECHNICIAN #1302.21

VIT, INC. (101) **www.vittraining.com** contact: Howard@VitTraining.com
VIDEO SECURITY SYSTEM (CCTV) ESSENTIALS #1307.01

Texas Department of Insurance
State Fire Marshal's Office, Mail Code 112-FM
333 Guadalupe • P. O. Box 149221, Austin, Texas 78714-9221
512-305-7900 • 512-305-7922 fax • www.tdi.texas.gov

FIRE ALARM LICENSE & TEST INFORMATION

USE OF THIS INFORMATION

This bulletin is an abbreviation of the fire alarm statute and rules and provides general information concerning the fire alarm licenses. If there is any conflict between this document and the statute and rules, the statute and rules will take precedence.

FOR ASSISTANCE AND QUESTIONS

Texas State Fire Marshal's Office
P. O. Box 149221
Austin, TX 78714-9221
or call and ask for the
Fire Alarm Licensing Technician
512-305-7935
additional information and forms may be found on our web site at
http://www.tdi.texas.gov/fire

TYPES OF REGISTRATIONS (for firms)

A firm cannot be registered without a licensed employee.

Alarm Certificate of Registration (ACR)

Each firm engaged in the business of fire detection devices or systems must have an ACR. The extent of work, allowed by the firm (planning, certifying, leasing, selling, servicing, installing, monitoring, or maintaining fire detection devices or systems), is limited by the license held by their employees.

Alarm Branch Office Certificate of Registration

Each separate office location performing the same business as the firm holding the ACR must have a branch office certificate of registration.

Alarm Certificate of Registration - Single Station (ACR-SS)

Each firm engaged in the business of planning, certifying, leasing, selling, servicing, installing, monitoring, or maintaining exclusively single station devices, must have an ACR-SS.

TYPES OF LICENSES (for individuals)

An individual cannot be issued a license until employed by a registered firm.

Fire Alarm Planning Superintendent (APS)

A registered firm that employs a licensed Fire Alarm Planning Superintendent is permitted to sell, plan, install, certify, service, and monitor all types of fire alarm or detection devices or systems. *(This licensee must pass the Fire Alarm Statute & Rules TFM11 test and either have a current Electronic Security Association (ESA) Level III Fire Alarm Designer certification, pass the NICET Level III test or be a licensed Texas Professional Engineer.)*

TYPES OF LICENSES (for individuals, cont.)

Fire Alarm Technician (FAL)

A registered firm that employs a licensed Fire Alarm Technician is permitted to sell, install, certify, service, and monitor all types of fire alarm or detection devices or systems. Planning must be done by another type qualified firm. *(This licensee must pass the Fire Alarm Statute & Rules TFM11 test and the Fire Alarm Technical TFM12 test. The technical exam may be waived if an individual holds a current Electronic Security Association (ESA) Level II Fire Alarm Technician certification or by passing the NICET Level II test.)*

Fire Alarm Monitoring Technician (AMT)

A registered firm that employs a licensed Fire Alarm Monitoring Technician is only permitted to monitor residential or commercial fire alarm or detection devices or systems. *(This licensee must pass the Fire Alarm Statute & Rules TFM11 test and the Fire Alarm Monitoring TFM14 test.)*

Residential Fire Alarm Superintendent (RAS)

A registered firm that employs a licensed Residential Fire Alarm Superintendent is permitted to sell, plan, install, certify, service, and monitor fire alarm or detection devices or systems in one- and two-family dwellings. A Residential Alarm Superintendent can also perform all the functions of a Fire Alarm Technician. *(This licensee must pass the Fire Alarm Statute & Rules TFM11 test, the Fire Alarm Technical TFM12 test and the Fire Alarm Residential TFM13 test. The technical exams may be waived if an individual holds a current Electronic Security Association (ESA) Level II Fire Alarm Technician certification or by passing the NICET Level II test.)*

Residential Fire Alarm Superintendent–Single Station (RAS-SS)

A registered firm that employs a licensed Residential Fire Alarm Superintendent - Single Station is only permitted to sell, plan, install, certify, and service single station heat or smoke detectors which are not connected to any other detection device or system, in one- or two-family dwellings. *(This licensee must pass the Fire Alarm Residential TFM13 test, and the Fire Alarm Statute & Rules TFM11 test.)*

Residential Fire Alarm Technician (RAL)

An RAL licensee is permitted to install, service, inspect, and certify residential single-family or two-family fire alarm or detection systems. *(This licensee must successfully complete a residential fire alarm technician training course conducted by a training school approved by the State Fire Marshal's Office.)* An Alarm Certificate of Registration can't be issued to a firm who only has an individual with this license type.

A licensed individual may not perform the above services unless they are an employee or agent of a registered firm.

WORK PERMITTED BY TYPE OF LICENSE											REQUIRED TESTS [2]					
	Commercial					1 & 2 Family Dwelling					Tests					
Type of License	Plan	Install	Certify [1]	Service [3]	Monitor	Plan	Install	Certify [1]	Service [3]	Monitor	Fire Alarm Statute & Rules TFM11	NICET III	Fire Alarm Technical TFM12	Fire Alarm Residential TFM13	Fire Alarm Monitoring TFM14	Approved Instruction Course
Fire Alarm Planning Superintendent	X	X	X	X	X	X	X	X	X	X	X	X [5]				
Fire Alarm Technician		X	X	X	X		X	X	X	X	X		X [4]			
Fire Alarm Monitoring Technician					X					X	X				X	
Residential Fire Alarm Superintendent		X	X	X	X	X	X	X	X	X	X		X [4]	X [4]		
Residential Fire Alarm Supt.-Single Station Only						X	X	X	X		X			X		
Residential Fire Alarm Technician							X	X	X							X

[1] *Certify means to certify that the system meets Chapter 6002, not to certificate or placard the system as meeting central station requirements.*

[2] *The technical testing requirements (other than Statute & Rules TFM11) may be waived for a Texas licensed professional engineer.*

[3] *"Service" includes inspecting, maintaining, repairing, or testing.*

[4] *Or exam requirements for NICET Level II, or current certification through ESA at Level II Fire Alarm Technician*

[5] *Exam requirements for NICET LEVEL III, or current certification through ESA at Level III Fire Alarm Designer*

SCHEDULING A TEST

State Fire Marshal's tests are administered through PSI. You may schedule your test online at anytime using their Internet Registration and Scheduling Service at www.psiexams.com. PSI does offer an option to check the availability of appointment times and locations before registering and providing payment.

TEST DESCRIPTION

All tests consist of questions that require true-false or multiple choice answers. Questions may refer to a drawing, chart, or figure included with the test.

The technical test questions are based on the adopted standards. There are no questions based on specific manufacturer's equipment other than generally referenced by an NFPA standard.

TEST SCORES

A score of 70% is necessary to pass State Fire Marshal's tests. After completion of the test you will receive two score reports. One of these reports must be submitted with your license application.

A brief synopsis of the results is included in your score report.

TEST RESTRICTION

An applicant may only schedule each type of test once a week and no more than three times within a twelve-month period.

TEST REFERENCES

Fire Alarm Statute & Rules TFM11 Test [5]

All questions on this test are based on the Texas Insurance Code, Chapter 6002, "Fire Detection and Alarm Device Installation" and the Fire Alarm rules, 28 TAC § 34.600. This book may be downloaded from our web site at: http://www.tdi.texas.gov/fire/fmlialarm.html, then click on "Statute and Rules".

Fire Alarm Technical TFM12 Test [3,5]

Most questions on this test are based on the fire alarm sections contained in the National Fire Protection Association (NFPA) standards adopted in the rules. See the rules to determine the latest edition date of the adopted standard.

The Fire Alarm Technical Test includes the following standard in its entirety (except the chapter on Household Fire Alarms).

NFPA 72 National Fire Alarm Code [1]

The Technical Qualifying Test includes only Articles 760, 300 and other article(s) referenced therein of the following standard.

NFPA 70	National Electrical Code Art. 760 & 300 [1]
NFPA 13	Sprinkler Systems [1]
NFPA 13D	Dwelling Sprinkler Systems [1]
NFPA 13R	Residential Sprinkler Systems [1]
NFPA 15	Water Spray Fixed Systems [1]
NFPA 16	Deluge Foam-Water Sprinkler Syst. [1]
NFPA 17	Dry Chemical Extinguishing Syst. [1]
NFPA 17A	Wet Chemical Extinguishing Syst. [1]
NFPA 25	Maintenance of Water-Based Syst. [1]
NFPA 90A	Air Conditioning and Ventilating Syst. [1]

The Fire Alarm Technical Test questions are based on the adopted standards. There may be questions based on practical knowledge of general electrical wiring practices or principles of electricity. There are no intentionally "trick" questions.

Questions on the Fire Alarm Technical Test include but are not limited to the following subjects.

1. Identifying the correct applicable NFPA standard
2. Definition of types of equipment and circuits
3. Selection of the proper type wire and cable
4. Operating principles of various type detectors
5. Location and limitation for the spacing of:
   Detection devices
   Notification devices
6. Principles, requirements, installation, and use of:
   Detection circuits
   Supervisory circuits
   Notification circuits
7. Requirements & frequency for testing of alarms

TEST REFERENCES (continued)

Fire Alarm Residential TFM13 Test [3,5]

This test is based only on information contained in the chapter on "Household Fire Alarm Systems", of the National Fire Protection Association (NFPA) publication number 72, "National Fire Alarm Code" [1].

Questions on the Fire Alarm Residential Test include but are not limited to the following subjects relating to household fire alarm systems.

1. Detector type, location, and spacing
2. Required quantity of detectors
3. Single and multiple station detector requirements
4. Power supplies
5. Maintenance and tests

Fire Alarm Monitoring TFM14 Test [3,5]

All questions on this test are based on the two following standards. See the rules to determine the latest edition date of the adopted standard.

NFPA 72 National Fire Alarm Code [1] (*Only the chapter on Supervising Station Fire Alarm Systems and other chapters referenced therein.)*
UL 827 Central-Station Alarm Services [4]

NICET Level II or III Test [2,3]

This is a series of tests administered by the National Institute for Certification in Engineering Technologies (NICET). A copy of NICET s notification letter confirming the applicant's successful completion of the testing requirements for certification at the required level (II or III) in Fire Protection Engineering Technology, Fire Alarm Systems, must be provided to the State Fire Marshal's Office.

Electronic Security Association (ESA)

ESA is a National Training School. Proof of certification at Level II or Level III must be provided to the State Fire Marshal's Office. Certifications must not be expired.

FOOTNOTES

[1] *These publications can be purchased through the National Fire Protection Association, P.O. Box 9101, Quincy, MA 02269-9101, Tel 1-800-344-3555 or by visiting www. NFPA.org.*

[2] *These tests are administered and scheduled by the National Institute for Certification in Engineering Technologies (NICET), 1420 King Street, Alexandria, VA 22314 or by visiting http://www.nicet.org.*

[3] *The technical test requirements (other than Statute and Rules TFM11) may be waived if the applicant is a Texas licensed professional engineer.*

[4] *This publication can be purchased by contacting Underwriters Laboratories Inc. (UL), 333 Pfingsten Road, Northbrook, IL 60062-2096, Tel 1-800-704-4050, or www.ul.com.*

[5] *These tests are administered through PSI.*

EMPLOYEE LICENSE FEES

Type of License	*Initial*	*Renewal (2 year)*
Alarm Planning Supt.	$ 120	$ 200
Alarm Technician	$ 120	$ 200
Monitoring Technician	$ 120	$ 200
Residential Supt.	$ 120	$ 200
Residential Supt. – SS	$ 120	$ 200
Residential Alarm Tech	$ 50	$ 100
Duplicate License	$ 20	(e.g. replace lost license)
Revised License	$ 20	(e.g. change employer)

Late fees are assessed as required by the statute and rules.

Except for overpayments resulting from mistakes of law or fact, all fees are non-refundable.

COMPANY REGISTRATION FEES

Certificate of Registration	*Initial*	*Renewal (2 year)*
Main Office	$ 500	$1000
Branch Office *(each)*	$ 150	$ 300
Single Station Only	$ 250	$ 500
Revised Registration	$ 20	(e.g. change of address)

Late fees are assessed as required by the statute and rules.

Except for overpayments resulting from mistakes of law or fact, all fees are non-refundable

OBTAINING A CERTIFICATE OF REGISTRATION

The following must be submitted to apply for a Certificate of Registration:

- Certificate of Registration application
- Certificate of Insurance for bodily injury and property damage
- Additional documents (if applicable):
  - corporate charter, etc.
  - assumed name certificate
  - franchise tax account status must be *ACTIVE*
- Name of designated full-time employee who is or will be licensed
- Registration fee

OBTAINING AN INDIVIDUAL LICENSE

The following must be submitted to apply for a license:

- License Application for Individuals
- Score reports showing successful completion of exam requirements.
- Name of firm who is or will be registered
- License fee

Applications for the firm and individual must be submitted together in situations where both the firm and the individual are new.

Applying for

NICET Certification

Completing the Application Forms for NICET Computer Based Testing Programs

National Institute for Certification in Engineering Technologies

NICET Technician Application Instructions

Standard Model Programs

The following pages contain information about the application process for NICET's standard model certification programs.

Contents

Apply for your exam online to pay by credit card and receive your test confirmation overnight.

At www.nicet.org, select the "Login" menu option to access your account and the online exam application.

National Institute for Certification in Engineering Technologies
1420 King Street
Alexandria, Virginia

June 2014

Introduction and Overview

Selecting a certification

To find out how your background, job needs, and career goals fit with NICET's certifications, please review the program information and career planning tips available on our website. After that, any remaining questions can be discussed with NICET staff by phone (888-476-4238 or 703-548-1518) or email (tech@nicet.org).

A NICET certification program that features standardized exams (as opposed to work element exams) is a Standard Model program. Each of these programs has a unique application package, which can be downloaded from NICET's website.

In each program's application package, the second page will hold the "Requirements for Certification" chart, which lists the criteria for each Level of certification. Please read these certification requirements very carefully before applying for an exam.

Application forms

The application package is divided into two applications: the Test Application and the Experience application. If you are applying for NICET certification, then you must submit both the Test Application and the Experience Application. (If you are applying only for a test—without certification—then you may submit only the Test Application.) If you have previously submitted a part of the Experience Application, see the instructions for that part to determine whether you will need to submit it again.

Test Application

This application applies to all standard model programs. Each time you apply for a standard model exam, you must complete these two sections:

Section 1: Candidate Information
Section 2: Test Selection and Payment

The Test Application may be completed quickly and easily online at www.nicet.org. If you apply online for your exam, then to be considered for certification, you must print and complete your Experience Application package, and mail it to NICET.

Experience Application

The Work History, Verifier Data, and Personal Recommendation forms are typically common to multiple standard model programs. However, the Performance Verification and Major Project Write-Up guidelines are specific to the program's practice area.

Part I: Work History
Part II: Verifier Data
Part III: Performance Verification
Part IV: Personal Recommendation (for higher-Level certifications)
Part V: Major Project Write-Up (for top-Level certifications)

Standard model testing

Standard model exams are administered on computers (normal keyboard/mouse operation) at Pearson Vue's secure, proctored test centers, which are usually open several days per week.

Eligibility windows

On your application, you will choose an eligibility window, which is a 3-month period within which you must take your test. Windows begin on the 1st day of each month, and end on the last day of the third consecutive month (examples: January 1 – March 31, February 1 – April 30, etc. The testing windows and their ID numbers are listed in the table at right.

You may choose any window that starts within 6 months of the date of your application. If you are applying for more than one exam, then you may select the same eligibility window for your exams if you wish.

Eligibility Schedule	
Window ID	Window Months
1	January/February/March
2	February/March/April
3	March/April/May
4	April/May/June
5	May/June/July
6	June/July/August
7	July/August/September
8	August/September/October
9	September/October/November
10	October/November/December
11	November/December/January
12	December/January/February

Scheduling your exam

If you complete the Test Application online, you will receive your test confirmation notice overnight via email, and you'll be able to schedule your exam the next day.

After receiving your complete test application and payment, NICET will inform its standard model test vendor, Pearson Vue, that you are authorized to schedule the exam. NICET will send you a Test Confirmation notice with instructions for scheduling your exam online or by phone. When you schedule, you will be prompted to select a test center and to select an available date within your eligibility window. Then, you will select your appointment time. To reserve your preferred location, date, and time, please schedule well in advance.

Changing a scheduled test date

Up to a day or two before your scheduled test date, you may, if necessary, reschedule your exam without penalty. However, certain conditions will require the payment of a fee:

- rescheduling when you are close to your scheduled test date;
- failing to appear for your exam; or
- moving your test to a new eligibility window.

To reschedule your standard model exam, please follow the instructions at: http://www.nicet.org/default/assets/File/reschedulepv.pdf.

Applying to test as part of a group

If you are testing as part of a group, you should check with your sponsor for any special conditions associated with your test. If a single company check is accompanying several applications, accurate and timely processing of the applications requires that either:

a. all the applications are mailed together with the check in the same envelope, **or**
b. a list of all applicant names is attached to the check.

Mailing the application

If your application includes a check or money order for payment of the exam fee, then mail it to:

NICET
c/o Bank of America
PO Box 4188651
Boston, MA 02241-8651

to expedite: NICET
c/o Bank of America Lockbox Services
Lockbox 418651
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 02125

If you already submitted payment of the exam fee, and you are now mailing NICET your Experience Application materials, then mail to:

NICET
Attn: Certification Services
1420 King Street
Alexandria, VA 22314

When you will hear from NICET

Before the exam

If you complete the Test Application online, then overnight you'll receive via email a confirmation notice with instructions for scheduling your exam. If you are mail the Test Application to NICET, then NICET will email your test confirmation notice within four weeks of receiving your application. If you do not receive a confirmation notice, then contact NICET at 888-476-4238 (press "3") or test@nicet.org.

After the exam

Upon completing the exam, you will receive a preliminary examination score report at the test center. Then, you will receive your official score report from NICET by mail within 14 days of your exam.

Once you have passed an exam requirement, NICET will evaluate your Experience Application materials to determine whether you have satisfied all the criteria for the certification. This evaluation can take up to 90 days after your test date. If you are awarded the certification, you will receive a certificate and approval letter/wallet card by mail. If NICET determines that you have not satisfied all the criteria for the certification, then you will receive a Conditional Decision Letter requesting further information.

Privacy of Testing Information

NICET will give test results only to the examinee, unless the examinee submits a signed release form (www.nicet.org/candidates/scheduling.cfm).

NICET does not sell mailing lists, phone numbers, or email addresses of applicants and/or certificants. NICET may occasionally provide such lists for one-time use by bona fide organizations for educational or professional development purposes.

Make a copy of everything you send to NICET and keep it with your testing/certification records.

Your name and identification number must appear on every page of every part of the application.

Test Application

Test Application

Section 1: Candidate Information

Each time you apply for an exam, you must submit the Candidate Information form to provide NICET with the following information:

Name
Write your name as it appears on the government-issued photo ID that you will bring with you to the test center. At the test center, the proctor will check your ID to make sure that it is identical to the name you provided on your application. This name will appear on all correspondence and certification documents issued by NICET.

ID number
If you have previously applied for a NICET exam, then you have already been issued an ID number that you can use to identify yourself. If this is your first NICET exam, then you must provide NICET with a government- issued ID number. The acceptable types of ID numbers appear on the application form. NOTE: NICET reserves the right to require a photocopy of this ID to confirm the submitted information (i.e. name, ID number, address, and signature).

Address information
Please provide your up-to-date home and business address infomration.

Electronic contact information and preferences
Provide us with your phone numbers and email addresses, and indicate whether NICET may send correspondence such as letters and eligibility notifications via email. Note: NICET will send approval letters, certificates, and wallet cards only by post mail. **Please make sure that messages from nicet.org are NOT blocked by your email filters.**

Applicant's Statement of Understanding
Prior to signing this statement, you'll need to read NICET's Conditions of Application and NICET's Code of Ethics, both of which are included in the Test Application. After reading these materials, sign and date the form to indicate your agreement with the Statement of Understanding.

Applicants may opt to complete the Test Application (Candidate Information form and the Test Selection and Payment online). While the instructions may vary slightly for the online version of these forms, the requested information remains the same.

Section 2: Test Selection and Payment

Before applying for an exam, review program descriptions and certification requirements on NICET's website. Start at http://www.nicet.org/become-certified/what-certifications-are-available/, and click on a program name to visit the program's information page. There, you'll find information regarding the test content and references.

Examination Selection

Indicate the test(s) you wish to take by checking the box beside the test name.

For each exam you selected, indicate which 3-month eligibility window you prefer by entering the Window ID Number to the right of the selected test. The start date of the window must not be more than six months from the postmark date on the Test Application form.

Add the fees of your selected exams, and then write the sum in the "Total" box. Note: check NICET's website or call NICET at 888-476-4238 to ensure that you are using an up-to-date application which lists the current fee amounts.

Total Amount Due

If you are mailing your Test Application, then you must include a NICET examination fee voucher or a check or money order, payable to NICET, for the total amount due Mail the form with the voucher, check or money order to:

NICET
c/o Bank of America
PO Box 4188651
Boston, MA 02241-8651

to expedite:
NICET
c/o Bank of America Lockbox Services
Lockbox 418651
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 02125

If you complete the Test Application online, then you may submit your exam fee payment by credit card.

Experience Application Part I Work History

The purpose of this form is to provide NICET with information about your work experience. You must submit a complete and detailed work history to be adequately evaluated for certification. Your write-up will be evaluated against the current criteria for the level of certification you are seeking. If sufficient experience is lacking, or if sufficient detail has not been provided, you will receive Conditional Decision Letter requesting additional information.

If you have previously submitted a complete and detailed work history to NICET, then you should submit only an update covering the time since your last submittal, unless otherwise requested by NICET.

Make several copies of the blank Work History form. A separate Work History form should be completed for each position held. Complete all blocks of information. Each piece of information has a role in the certification process.

Section 1 – Position Identification

What is a "position?" Every time your employer or job title changes, you have a new position and must complete a separate copy of the form. For example, if you move from the AAA Company to the XYZ Company, then you have taken a new position. Similarly, if you stay at the same company but your job title changes from Technician I to Technician II, then you have a new position that should be reported separately.

Section 2 - Time Allocation

Because some candidates' scope of work covers a range of technical specialty areas, this form is prefilled with a variety of **system types**. Empty spaces labeled as "Other" are provided for types of systems that are not listed. If some of your work involves "integrated systems" (those that are pre-engineered with multiple functions or have a common control mechanism), these should also be listed separately from the types of systems that are involved in them. For example, "electronic special hazards systems" should be listed separately from special hazards systems that do not have an integrated fire detection system.

Section 3 – Detailed Description of Work Performed

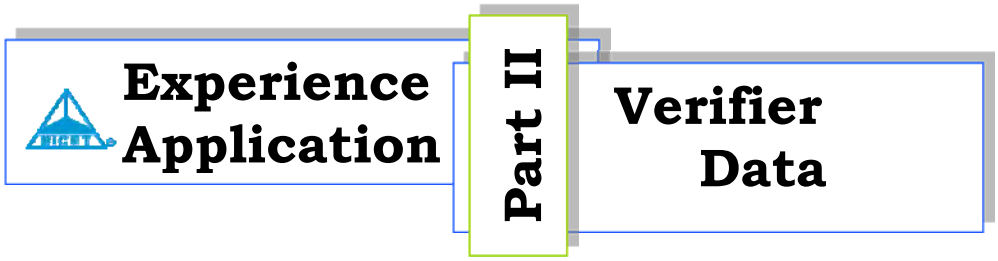
Provide the details of what kind of work you are actually doing in regard to various systems/facilities/materials and responsibilities. What types of projects are you involved with? What work teams are you a part of and what is your role in each? How do you relate to other professionals, trades, and customers?

Keep a copy of your completed work history
Besides being a useful record for future interactions with NICET, a carefully prepared work history is a valuable career development tool.

> If you've earned a degree in a directly related engineering technology program, you may be eligible for a work experience credit toward certification. Please refer to Policy 33. Work Experience Credit for Engineering Technology Degree (http://www.nicet.org/about-us/policies/policy33/).

If submitted without a fee payment, this form may be mailed to:

NICET Evaluation, 1420 King Street, Alexandria, VA 22314



Verification of Performance

A responsible and technically competent individual who is in a position to inspect and/or approve the applicant's work must verify that the candidate has demonstrated general competencies, specific accomplishments, and project work related to the certification.

NICET requires verification of competent performance of the Performance Measures listed in Part III of the application package. (Procedures for completing these are continued in the instructions for Part III.) Each individual who acts as a NICET candidate's verifier must complete the Verifier Data form for the candidate's records.

Verification Procedures

Choosing a Verifier: You must first secure one or more qualified individuals to act as your verifier(s). Your verifier should be your immediate supervisor **unless**:

- The applicant is either the owner of the business or the highest-ranking manager in the organization, or:
- The applicant's immediate supervisor is not technically knowledgeable in the specialty area.

In these cases, an alternate verifier must be found; one who has been in a position to inspect and/or approve the applicant's work. If you have questions about who may act as your verifier or how to proceed with this or other verification processes, please contact the NICET staff at 888-476-4238 (press "4") or at tech@nicet.org.

You may utilize more than one supervisor, past supervisor, or alternate verifier to cover the variety of performance measures to be verified.

While Part II collects information about the Verifier, Part III lists the program's Performance Measures by Level. First, identify those levels for which you must submit performance verification. This will include all levels in the program up to and including the level of certification that you are seeking.

Print your name and Candidate NICET ID Number at the top of the Performance Verification form. Then give the form(s), along with a copy of the "Verifier Instructions" (found on the following page in this instruction booklet) to each person who will be acting as your Verifier.

If submitted without a payment, the completed and signed Parts II and IIIs must be mailed to the following address:

NICET Evaluation
1420 King Street
Alexandria, VA 22314

NICET cannot approve any verifications until the Verifier's "Verifier Information" form has been received and approved.

Verifier Instructions

The Verifier plays a vital role in the process of evaluating candidates for certification. NICET asks that you treat this role with seriousness, integrity, and professionalism.

The appropriate forms should be provided to you by the candidate. You will need to complete Part II (Verifier's Data) and then verify Part III (Performance Verification).

Part II: Verifier Data: This form provides information about your qualifications and your relationship with the candidate. It must be submitted one time for each candidate whose performance you are verifying. After filling in the requested information, carefully read the "Verifier's Statement" and sign the document. Please mail the completed form to the following address:

NICET
1420 King Street
Alexandria, VA 22314

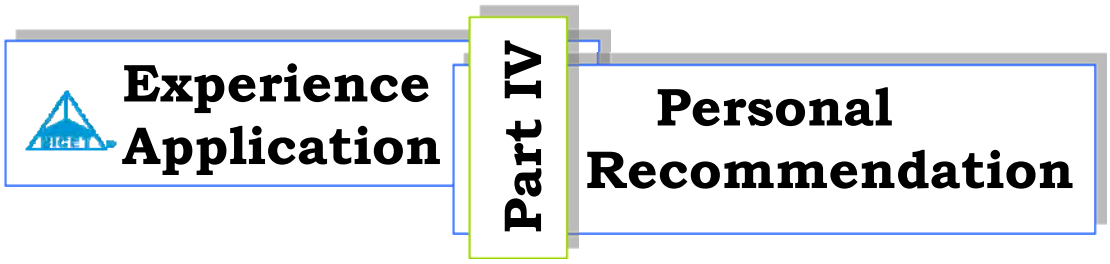
Part III: Performance Verification: The candidate's name and your name must be printed at the top of the form.

Part III contains the Performance Measures for the program, organized by certification level.

The question next to each Performance Measure asks if the candidate's job performance has demonstrated the capability required for proper performance of the task. Initial in the appropriate box. Read carefully the Statement of Verification and then, if you can, within your professional responsibility and judgment, attest to the statement in regard to the work of the candidate, complete and sign the Verification form (Part III).

If submitted without a fee payment, the completed Part III forms should either be:

mailed to:	NICET Evaluation 1420 King Street Alexandria, VA 22314	or faxed to:	NICET Evaluation 703-682-2756



A current Personal Recommendation is a requirement for certification in all programs, but not necessarily all levels; check your program's requirements to see which levels require recommendation.

This recommendation is used by NICET as a current evaluation of overall competence and professional character and is valid for one year from the date of the recommender's signature. If approved, it will apply to any related program in which you test during that year.

This form must be completed by professionals who are familiar with the technical capabilities and background of the applicant and can attest to the technical quality, responsibility, and ethics demonstrated in the applicant's work experience. NICET prefers recommendations by licensed professional engineers, registered land surveyors, or NICET-certified engineering technologists and senior engineering technicians, but will also accept recommendations by other professionals such as graduate engineers, scientists, senior level technicians and technologists, fire marshals, code officials, or officials of other authorities having jurisdiction.

Recommendation and verification may NOT be performed by the same individual. Recommendations may NOT be submitted by relatives or subordinates of the applicant.

Print the candidate's name and NICET ID Number at the top of the two pages of the form. The remainder of the form is to be completed by the Recommender.

Section 1: Recommender's Personal Information

This section requests information about the identification and qualifications of the Recommender.

Section 2: Recommender's Relationship with the Candidate

This section asks how well the Recommender knows the candidate's work practices.

Section 3: Recommender's Evaluation of the Candidate

The recommender provides an overall recommendation of the candidate for engineering technician work, followed by a more specific assessment of the candidate's work practices and capabilities.

Section 4: Recommender's Statement

The recommender must read, sign, and date the Recommender's Statement.

Mailing the form

If submitted without payment, this form may be mailed to:

NICET Evaluation
1420 King Street
Alexandria, VA 22314

Major Project Write-up

At a program's highest level of certification, an additional requirement is typically your description and write-up of a complete project (or a section of a project) for which you held substantial responsibility.

The write-up must be a separate document that describes the purpose of the project, your role in the project, and the system involved in the project. Specific project requirements vary from program to program; more information related to your write-up is available in the guidelines listed in Part V of your Experience Application.

If submitted without payment, the Major Project Write-up form may be mailed to:

NICET Evaluation
1420 King Street
Alexandria, VA 22314

www.nicet.org
888-476-4238

Fire Alarm Systems

Level II Selected General References

Candidates are permitted to bring only the following three references into the test center:

Title	Edition*
NFPA 70	2011
NFPA 72	2013
IBC	2012

*The test questions are based on the standard editions listed above; therefore, candidates are strongly urged to bring these editions to the exam. Note: candidates may bring older or newer editions—instead of the editions listed above—at their own risk.

Note: An NFPA Handbook will NOT be accepted as a substitute for any of the titles listed above.

Note: References must be bound or secured in a three-ring binder with a title page. They may have highlighted text and self-adhesive index tabs or dividers, however they must be permanently attached. No other additions or modifications to the references are allowed. References with loose paper or pages and freestanding tabs (e.g., repositionable sticky notes/tabs of any kind) are not permitted into the testing centers.

In addition to the references listed above, the following publications can provide some of the job knowledge required by a fire alarm systems technician. While these books may help you prepare for the exam, they are NOT permitted in the test center.

29 CFR 1910: Occupational Safety and Health Standards.

29 CFR 1926: Safety and Health Regulations for Construction.

Active Training. Mel Silberman, Jossey-Bass.

AIA Contract Documents, The American Institute of Architects.

Construction Contracting. Richard H. Clough, Wiley-Interscience.

Construction Management – Jumpstart. Barbara J. Jackson, Sybex.

Fire Alarm Signaling Systems. Richard W. Bukowski, National Fire Protection Association.

Guide to Contract Documents. Waller S. Poage, Construction Publishers and Consultants.

NFPA 101 (2012): Life Safety Code

Project Management. Harold Kerzner, Wiley.

Project Management. Michael S. Dobson, Adams Media Corporation.

Safety Training Methods. Jack B. ReVelle, Wiley-Interscience.

UL 864 (2003): Control Units and Accessories for Fire Alarm Systems, Underwriters Laboratories.

- This listing is not intended to be complete or representative.

April 30, 2014

www.nicet.org
888-476-4238

Fire Alarm Systems

Level III Selected General References

Candidates are permitted to bring only the following four references into the test center:

Title	Edition*
NFPA 70	2011
NFPA 72	2013
NFPA 101	2012
IBC	2012

*The test questions are based on the standard editions listed above; therefore, candidates are strongly urged to bring these editions to the exam. Note: candidates may bring older or newer editions—instead of the editions listed above—at their own risk.

Note: An NFPA Handbook will NOT be accepted as a substitute for any of the titles listed above.

Note: References must be bound or secured in a three-ring binder with a title page. They may have highlighted text and self-adhesive index tabs or dividers, however they must be permanently attached. No other additions or modifications to the references are allowed. References with loose paper or pages and freestanding tabs (e.g., repositionable sticky notes/tabs of any kind) are not permitted into the testing centers.

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Construction Contracting. Richard H. Clough, Wiley-Interscience.

Construction Management – Jumpstart. Barbara J. Jackson, Sybex.

Fire Alarm Signaling Systems. Richard W. Bukowski, National Fire Protection Association.

Guide to Contract Documents. Waller S. Poage, Construction Publishers and Consultants.

Project Management. Harold Kerzner, Wiley.

Project Management. Michael S. Dobson, Adams Media Corporation.

Safety Training Methods. Jack B. ReVelle, Wiley-Interscience.

UL 864 (2003): Control Units and Accessories for Fire Alarm Systems, Underwriters Laboratories.

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April 30, 2014