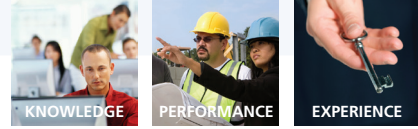




**NATIONAL INSTITUTE FOR CERTIFICATION
IN ENGINEERING TECHNOLOGIES®**

Providing Certification Programs Since 1961



Certification Industry Standards

NICET uses the following standards as references for program development and operations:

ISO/IEC 17024 Standard for Personnel Certification

The Standards for Educational and Psychological Testing (AERA, APA, & NCME, 1999)

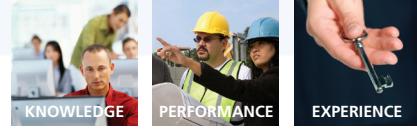
NCCA's Standards for the Accreditation of Certification Programs

The Principles of Fairness: An Examining Guide for Credentialing Boards (CLEAR and ICE 1993)

www.nicet.org

www.nicet.org

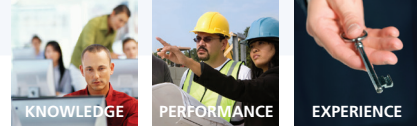
1420 King Street, Alexandria, VA 22314-2794 888-476-4238 +1-703-548-1518 703-682-2756 fax



Code of Ethics

NICET-certified engineering technicians and technologists recognize that the services they render have a significant impact on the quality of life for everyone. As they perform their duties and responsibilities on behalf of the public, employers, and clients, they shall demonstrate personal integrity and competence. Accordingly, certificants shall:

1. Have due regard for the physical environment and for public safety, health, and well being. If their judgment is overruled under circumstances where the safety, health, property, or welfare of the public may be endangered, they shall notify their employer, client, and such other authority as may be appropriate. An employee shall initially express those concerns to the employer.
2. Undertake only those assignments for which they are competent by way of their education, training, and experience.
3. Perform their duties in an efficient and competent manner with fidelity and honesty.
4. Admit and accept their own errors when proven wrong and never distort nor alter the facts in an attempt to justify their decisions.
5. Avoid conflicts of interest whenever possible. When unavoidable, they shall disclose to their employer or client, in writing, any action that might create the appearance of a conflict of interest.
6. Avoid receiving and granting bribery in all its forms.
7. Strive to maintain their proficiency by updating their technical knowledge and skills in engineering technology.
8. Not misrepresent or permit misrepresentation of their own or their associate's academic or professional qualifications nor exaggerate their degree of responsibility for any work.
9. Not reveal facts, data, or information obtained in connection with services rendered without prior consent of the client or employer except as authorized by law.



Code of Ethics

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1. Have due regard for the physical environment and for public safety, health, and well being. If their judgment is overruled under circumstances where the safety, health, property, or welfare of the public may be endangered, they shall notify their employer, client, and such other authority as may be appropriate. An employee shall initially express those concerns to the employer.
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3. Perform their duties in an efficient and competent manner with fidelity and honesty.
4. Admit and accept their own errors when proven wrong and never distort nor alter the facts in an attempt to justify their decisions.
5. Avoid conflicts of interest whenever possible. When unavoidable, they shall disclose to their employer or client, in writing, any action that might create the appearance of a conflict of interest.
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Inspection and Testing of Fire Alarm Systems Program Information

[Technician Profile](#)

[Application Package \(fees, certification requirements, experience forms, performance measures, and Level IV major project guidelines\)](#)

[Exam Content Outlines](#)

[References Material used during program development](#)

[Exam Information \(number of questions, time allotted\)](#)

[Fees \(application, recertification\)](#)

Inspection and Testing of Fire Alarm Systems (I&TFAS) Technician Profile

This certification program is for engineering technicians engaged in the performance, documentation, planning, and coordination of periodic inspection and testing of existing fire alarm systems and their components. General areas covered include inspection and testing procedures, periodicity, documentation, safety, and work management. Technical areas covered include types of fire alarm systems and their respective components, device and circuit specific test procedures for initiating devices, notification appliances, supervisory signal-initiating devices, primary and secondary power supplies, emergency communications equipment, interface with other systems, and on/off premises monitoring.

Level I I&TFAS Technicians

Level I I&TFAS technicians are trainees and entry-level technicians who perform limited job tasks under supervision. They perform periodic inspections and tests of basic fire alarm systems and prepare related records and reports. Basic fire alarm systems do NOT include the following: suppression interfaces, networked control units, smoke control interface, aspirating systems, multi-zone voice evacuation systems, high-rise applications, and job planning; but MAY include elements such as door releases, elevator recall, local duct detectors, local air handler shutdown, single-zone voice evacuation, etc. They have at least 6 months of experience in I&TFAS.

Level II I&TFAS Technicians

Level II I&TFAS technicians perform routine tasks under limited supervision. Level II Technicians can plan, perform, and coordinate periodic inspections and tests of complex fire alarm systems and prepare related records and reports. Complex systems may include, but are not limited to, one or more of the following: suppression interfaces, networked control units, smoke control interfaces, air sampling systems, multi-zone voice evacuation systems, and/or high-rise applications. Level II Technicians have at least 18 months of experience in I&TFAS.



NICET ENGINEERING TECHNICIAN CERTIFICATION
Certification Application Package
Standard Model Programs

Basic Instructions

Certification candidates must submit the entire Certification Application Package, including the Test Application and the Experience Application. After a candidate passes a written exam requirement, his or her work experience will be evaluated by NICET.

At minimum, a candidate must submit the Test Application in order to schedule and sit for an exam. However, to prevent delays in certification, candidates are recommended to submit their completed Experience Application at the time they apply for the exam.

Each NICET Standard Model program has a specialized Certification Application Package, which can be found on NICET's website. Each Certification Application Package is comprised of the following parts:

Test Application

Section I: Candidate Information

Section II: Payment Form

Experience Application

Part I: Work History

Part II: Verifier Data

Part III: Performance Verification

Mail this application, with payment, to:

NICET
c/o Bank of America
PO Box 418651
Boston, MA 02241-8651

To send by expedited mail (e.g. – FedEx, UPS):

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

Send applications/documentation without payment to:

NICET
1420 King Street
Alexandria, VA 22314

REMEMBER!

- **Ensure that you are submitting the correct application materials and fee payment. Access the current certification criteria and fee information at www.nicet.org.**
- **Make a copy of the entire application and keep it with your testing/certification records.**
- **Include name and identification number on every page of every part of the application.**

Did you remember to:

- Sign and Date the Applicant's Statement of Understanding in Section 1?
- Enclose your payment?
- Keep a copy of this application for your records?
- Mail all sections of this application together?



NICET ENGINEERING TECHNICIAN CERTIFICATION
Certification Application Package
 Inspection and Testing of Fire Alarm Systems



Requirements for Inspection and Testing of Fire Alarm Systems Certification

Level I Scope:

Perform periodic inspections and tests of basic* fire alarm systems and prepare related records and reports.

*Basic fire alarm systems do not include the following: suppression interfaces, networked control units, smoke control interfaces, aspirating systems, multi-zone voice evacuation systems, high-rise applications, and job planning.

Level II Scope:

Plan, perform, and coordinate periodic inspections and tests of complex* fire alarm systems, and prepare related records and reports.

*Complex fire alarm systems may include, but are not limited to, one or more of the following: suppression interfaces, networked control units, smoke control interfaces, air sampling systems, multi-zone voice evacuation systems, or high-rise applications.

Level I	Level II
Examination – Pass the:	
Level I exam	Levels I and II exams
Performance Verification – Obtain supervisor verification of:	
All Level I Performance Measures	All Levels I and II Performance Measures
Work History – Provide complete, detailed position descriptions and time allocations showing¹:	
<p>A minimum of 6 months of experience in the inspection and testing of fire alarm and suppression systems. Of this 6 months:</p> <ul style="list-style-type: none"> • A <u>minimum</u> of 2 months <u>must</u> be periodic/maintenance inspection and testing of fire alarm systems. • A <u>maximum</u> of 4 months <u>may</u> be acceptance testing of fire alarm systems. • A <u>maximum</u> of 2 months <u>may</u> be inspection and testing—for either acceptance or maintenance—of sprinkler or special hazards fire suppression systems. 	<p>The minimum required for Level I, <u>plus</u> a minimum of 12 additional months of experience in the inspection and testing of fire alarm and suppression systems. Of this additional 12 months:</p> <ul style="list-style-type: none"> • A <u>minimum</u> of 4 months <u>must</u> be periodic/maintenance inspection and testing of complex² fire alarm systems. • A <u>maximum</u> of 8 months <u>may</u> be acceptance testing of complex² fire alarm systems. • A <u>maximum</u> of 3 months <u>may</u> be inspection and testing—for either acceptance or maintenance—of sprinkler or special hazards fire suppression systems.
Personal Recommendation – Obtain recommendation	
<i>(not required)</i>	<i>(not required)</i>
Major Project – Provide a detailed description of a	
<i>(not required)</i>	<i>(not required)</i>

¹ Time periods are full time equivalent.

² “Complex” as defined in the Level II Scope and Content Outline.



National Institute for Certification in Engineering Technologies®

A division of the National Society of Professional Engineers
www.nicet.org



NICET ENGINEERING TECHNICIAN CERTIFICATION Test Application - Section 1: Candidate Information

(Please print clearly or type)

ID Number

Mr.
Name: Ms. _____
Last Name First Name Middle Initial

Name Change? If your name has changed since your last application, enter your previous name here: _____

Note: At your test site, you will be required to present a government-issued photo ID; the name on your ID must be identical to the name that you provide above. This name will also appear on all correspondence and any certification documents issued to you by NICET.

Indicate your status below. You must write your ID number in the space provided at the top right corner of each page of the application.

- I have a NICET ID my number is: _____. **Note: If you have achieved NICET certification, your NICET ID number is NOT the same as the certification number that appears on your certificate and wallet card. Your NICET ID number can be found on most of your personal NICET records. If you do not know your NICET ID number, please call NICET at 888-476-4238.**
- This is my first application.

First-time applicants must provide ONE of the government ID numbers requested below. In the Test Application Package and the Experience Application package, when a space is provided in the top right corner for a NICET ID number, please write your Government ID number. Once NICET has processed your test application, you will be issued a permanent NICET ID number.

- Social Security Number: _____
- Driver's License No.: _____ State: _____ Expiration date: _____
- Government-issued photo ID no.: _____ Issue date: _____ Expiration date: _____
Issuing agency: _____
- Passport No.: _____ Issuing country: _____ Issue date: _____

NICET reserves the right to require a photocopy of this ID to confirm the submitted information (name, ID number, address, signature).

Address Information

Home Address:

Street Apt.

City State Zip Code +4

When receiving items by mail, which address do you prefer?

Business Home

Present Employer:

Company Name

Business Address:

Street

City State Zip Code +4

Present Position Title: _____

Electronic Contact Information and Preferences

Phone Numbers Business: _____ Home: _____
Mobile/cell: _____ Fax: _____

Email Addresses Business: _____
(Please print carefully) Home: _____

May we contact you about NICET business by:

- Email?** yes no **If yes, preferred email address?** Business Home
If you permit NICET to contact you by email, then your testing authorization notice and other correspondence about your upcoming exam will be delivered via email. Please ensure that your e-mail filter can accept messages from the domain @nicet.org
- Fax?** yes no

Applicant's Statement of Understanding

I certify that the information given on this page is accurate and current, that NICET may use the information as indicated to identify me and to send me information, and that it is my responsibility to notify NICET should any of the information provided on this page change. I have read, understood, and accept the NICET Conditions of Application. I have read, understood, and agree to abide by the NICET Code of Ethics.

Signature

Date

Conditions of Application for Technicians

1. **NICET has established policies, procedures, and fees** that govern certification decisions, the uses of certification, and interactions with applicants and certificants. These policies, procedures, and fees may be changed by NICET at any time without prior notification. These policies, procedures, and fees are freely available on NICET's website (www.nicet.org). Each person who signs any NICET application accepts and agrees to follow these policies and procedures in all dealings with NICET.
2. **Each NICET certification may have multiple criteria** that must be met by a candidate in order for the certification to be conferred. These criteria may be changed by NICET at any time without prior notification. Current criteria, along with general information about NICET and its certification programs, are available from NICET's website (www.nicet.org). Individuals who are not resident in, or working in, the United States or its territories may not be eligible for certification. These individuals must contact NICET before applying and may be required to follow additional procedures, with additional fees, to demonstrate that they meet the criteria.
3. All applicants, candidates, and certificants **must comply with the NICET Code of Ethics** (see previous page) and follow generally accepted ethical practices at all times. For example, acquiring and/or providing specific knowledge of test questions prior to testing, or acquiring or providing assistance during an examination; intentionally providing information to NICET that is incomplete, or inaccurate; or knowingly providing technical services in an unsafe, inaccurate, or unprofessional manner may subject the offender to any number of sanctions, including legal prosecution.
4. NICET reserves the right to **deny, suspend, or revoke any certification** (pending or awarded) should the Institute determine that an applicant, candidate, or certificant has misrepresented information, violated a NICET policy or procedure, or violated the NICET Code of Ethics.
5. Maintenance of **current accurate contact information** is the responsibility of the applicant. NICET requires accurate contact information to communicate to the applicant important information related to testing, certification, and recertification.
6. **The NICET name, logo, and certification mark are the property of NICET and may not be used without the expressed written permission of the Institute.**
7. **NICET approval letters, wallet cards, and certificates** are issued to certificants for their use but remain NICET property at all times and may be recalled by the Institute at any time without prior notification.
8. **NICET test questions and examinations** are the copyrighted property of NICET. Any copying, sharing, or distribution of the content of those test questions and/or examinations constitutes copyright infringement and is a violation of U. S. federal law. Violators will be subject to suspension or revocation of NICET status and/or prosecution to the full extent of the law.
9. Each person who signs a NICET application grants NICET the **right to contact individuals** named in application materials or other communications with NICET to confirm the accuracy of information provided by the applicant.
10. **NICET certification must be used, represented, and displayed** in accordance with NICET policies. NICET certification does not constitute a license to practice engineering.
11. Each person who signs a NICET application grants NICET the **right to publish their name, address, and certification** information in its certification directories and to provide that information to others in response to bonafide inquiries. Test scores will be given to the test-taker only, unless the test-taker submits a release form authorizing NICET to give the scores to another specified individual.
12. The applicant's **Social Security number or government-issued ID number** is required for identification purposes. It will be used for NICET internal use ONLY and will not be given to anyone else without legitimate legal reason.
13. **An applicant's test records will be purged** for an individual certification area after five years if no further testing is completed in that certification area and the individual is not certified in that area. If the applicant has active certifications or is actively testing in other certification areas, the records for those other certification areas will not be affected.
14. **An applicant with a disability** as defined in Title III of the Americans with Disabilities Act who may be placed at a disadvantage when taking a NICET certification examination must advise NICET, in writing, of their needs by including a letter or other appropriate documentation with their application. NICET will respond by telephone or other means to make appropriate accommodations.
15. **All certifications expire** three years after an individual's initial certification is awarded and every third year thereafter. Recertification will be based on the certificant's activities during that three-year period. Requirements and fees may be found in NICET's Continuing Professional Development Policy (See www.nicet.org). Several months before expiration, a recertification application will be sent to the last postal or email address provided by the certificant. If the application with payment is not received by NICET prior to the expiration date, the certificate will expire. Reinstatement to Active Status will involve an additional fee. If reinstatement has not occurred three years after the expiration date, all certifications and all testing records will be purged. Payment of new testing and/or application fees does not substitute for payment of the full recertification fee when due. Additionally, obtaining a higher-level NICET certification does not alter or "reset" the originally established three-year certification period.

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6. Avoid receiving and granting bribery in all its forms.
7. Strive to maintain their proficiency by updating their technical knowledge and skills in engineering technology.
8. Not misrepresent or permit misrepresentation of their own or their associate's academic or professional qualifications nor exaggerate their degree of responsibility for any work.
9. Not reveal facts, data, or information obtained in connection with services rendered without prior consent of the client or employer except as authorized by law.



Candidate Name: _____

NICET ID No.: _____



**NICET ENGINEERING TECHNICIAN CERTIFICATION
Test Application - Section 2:
PAYMENT FORM**

Examination Selection		
For each exam selected, indicate the Window ID number of your preferred 3-month testing window (not to be more than six months from the postmark date on this application) from the Eligibility Schedule to the right. The fee includes an experience evaluation if the candidate passes the written exam.		
	Window ID	Fee
Electrical Power Testing		
<input type="checkbox"/>	Level I Exam (10027)	\$225
<input type="checkbox"/>	Level II Exam (10028)	\$290
<input type="checkbox"/>	Level III Exam (10029)	\$345
<input type="checkbox"/>	Level IV Exam (10030)	\$400
Inspection and Testing of Fire Alarm Systems		
<input type="checkbox"/>	Level I Exam (10035)	\$225
<input type="checkbox"/>	Level II Exam (10036)	\$290
Fire Alarm Systems		
<input type="checkbox"/>	Level I Exam (10007)	\$225
<input type="checkbox"/>	Level II Exam (10008)	\$290
<input type="checkbox"/>	Level III Exam (10009)	\$345
<input type="checkbox"/>	Level IV Exam (10010)	\$400
Inspection and Testing of Water-Based Systems		
<input type="checkbox"/>	Level I Inspection & Testing Fundamentals (10017)	\$170
<input type="checkbox"/>	Level I Work Practices Exam (10018)	\$170
<input type="checkbox"/>	Level II Inspection Exam (10019)	\$180
<input type="checkbox"/>	Level II Testing Exam (10020)	\$180
<input type="checkbox"/>	Level II Work Practices Exam (10021)	\$180
<input type="checkbox"/>	Level III Inspection & Responsibilities Exam (10022)	\$225
<input type="checkbox"/>	Level III Advanced Testing Exam (10023)	\$225
Water-Based (formerly Automatic Sprinkler) Systems Layout		
<input type="checkbox"/>	Level I Exam (10011)	\$225
<input type="checkbox"/>	Level II Exam (10012)	\$290
<input type="checkbox"/>	Level III General Plan Preparation Exam (10013)	\$285
<input type="checkbox"/>	Level III Hydraulics & Water Supply Exam (10014)	\$285
<input type="checkbox"/>	Level IV Exam (10016)	\$400
Special Hazards Systems		
<input type="checkbox"/>	Level I Exam (10031)	\$225
<input type="checkbox"/>	Level II Exam (10032)	\$290
<input type="checkbox"/>	Level III Exam (10033)	\$345
<input type="checkbox"/>	Level IV Exam (10034)	\$400
Video Security Systems Technician		
<input type="checkbox"/>	Level I Exam (10001)	\$225
<input type="checkbox"/>	Level II Exam (10002)	\$290
<input type="checkbox"/>	Level III Exam (10003)	\$345
<input type="checkbox"/>	Level IV Exam (10004)	\$400
Video Security Systems Designer		
<input type="checkbox"/>	Level I Exam (10005)	\$290
<input type="checkbox"/>	Level II Exam (10006)	\$345
Total:		

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

You can apply for your test online.

You can submit payment for this application at NICET's website. Visit www.nicet.org, and login to your account. From there, you can submit/update your contact information, select your test, and pay with a credit card.

Payment and mailing information

Payment of the total Examination fee in the form of a check or money order made payable to NICET, must accompany this application form. Any Certification Application that includes a check or money order must be sent to NICET at:

Via U.S. Postal Service:
NICET
c/o Bank of America
PO Box 418651
Boston, MA 02241-8651

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

Any Certification Application forms that do not include a payment must be sent to:

Evaluations
NICET
1420 King Street
Alexandria, VA 22314

Don't forget to:

- Sign and Date the Applicant's Statement of Understanding in Section 1.
- Enclose your payment.
- Keep a copy of this application for your records.
- Mail all sections of this application together.

Express Evaluation (optional)

To speed up your experience evaluation, please contact NICET at 888-476-4238, Option 4, to ask for Express Evaluation instructions and arrange for electronic payment of the Express Evaluation fee of \$295 per subfield per Level. Express evaluations will be completed within 10 business days of the receipt of payment.

NICET OFFICE USE ONLY						
Employer ID	Postmark Date	Spec. Cont.	ADA	App #	Lockbox #1	Amt. Paid



Experience Application Part 1: Work History Sections 1, 2, and 3



INSTRUCTIONS and CHECKLIST

First-time applicants (and those specifically directed by NICET):

For the span of your entire career, complete one form **consisting of at least sections 1, 2, and 3** for each position held at each employer **and** for any period within a given position in which your responsibilities changed significantly.

Returning applicants

Follow the instructions above solely for the period of time from the end date of your last work history submittal to the date you submit a new application.

Section 1 – Position Identification

Section 2 – Time Allocation

Break out your experience into all applicable technical areas in which you worked while in the position listed in Section 1.

Section 3 – Detailed Description of Work Performed

For each Subfield / Technical Area (S/TA) into which you divided your work in Section 2 – Time Allocation, provide detailed descriptions, in your own words, of the work you performed.

- Detail the technical and supervisory nature of the work.
- Describe the types of tasks you performed and the types and scopes of projects on which you worked.
- Detail the types of materials, tools, machinery, systems, and system components with which you worked.

For all gaps in your work histories (e.g., unemployment periods, winter breaks, and so on.

In Section 2, line item “Other”, write “Gap” and in Section 3 on page 2 of 3 provide the reason for the gap.

If you are submitting a work history amendment you must submit the following:

- a signed and dated letter of explanation for the changes you made to your account
- the amended work history forms countersigned by your verifier, who by so doing indicates his or her attestation to the accuracy and completeness of the amended account

Work History Form Checklist – Do:

- Submit Sections 1, 2 and 3 of the form of the form for each position held.
- Ensure that the forms are completely and accurately filled out for the period from one submittal to the next.
- Make sure to provide the “Dates Positions Held” including **month** and **year**.
- Provide in Section 3, corresponding detailed descriptions for each Subfield / Technical Area (S/TA) in which your experience was broken out in Section 2, using your own words.
- Sign and date each page as indicated. Unsigned documents will not be accepted.

Work History Form Checklist - Do Not:

- Submit official position descriptions, resumes, testimonials, and marketing materials in lieu of completing Section 3 to describe your responsibilities.
- Submit amended work experience accounts without a signed letter of explanation for the changes in your work history unless directed to do so by NICET.
- Have verifier countersign work history forms unless directed by NICET to do so.
- Submit forms of your own design.

All information provided in candidate’s application is cross-evaluated with documents on file to verify the following:

- consistency of work experience accounts
- appearance of signatures and initials
- appropriateness of verifier and recommender

and, as needed, through third-party entities including the following:

- licensing bodies and authorities having jurisdiction
- previous and current employers
- other sources of official documentation

Note: Work experience documents submitted with applications to test are placed in the queue for evaluation when a candidate meets the exam requirements for a given subfield and level. Work experience documents received in response to Conditional Decision Letters (CDLs) are placed in the queue for evaluation upon their receipt. In both cases the documents are evaluated in the order they are placed in their respective queues. (first-come, first-served)

Based on the present workload, it may take up to 90 days from the date a candidate meets an exam requirement for work experience documents to be evaluated and up to 60 days from date of receipt for CDL responses to be evaluated.



Candidate: _____ NICET ID No: _____



Experience Application - Part I: Work History

Section 1 – Position Identification

Employer:	Location of employer (city, state):	Name of supervisor (s):
Candidate's Position:	Dates position / responsibilities held:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/>
President / owner / co-owner	From: Month _____ Year _____ To: Month _____ Year _____	If part-time, hours per week: _____ If full-time seasonal, months worked per season ____

Section 2 – Time Allocation

Subfield / Technical Area (S/TA)	Description	Time devoted to S/TA (%)
Fire Alarm Systems (FA)	Fire alarm systems specific activities including project management, system layout (plan preparation), equipment selection, installation, troubleshooting, servicing, and technical sales.	%
Fire Alarm Systems Inspection / Testing (ITF)	Fire alarm systems work limited to performing, planning, and coordinating the inspection and testing of fire alarm systems.	%
Special Hazards Systems (SH)	Special hazards suppression systems specific activities including project management, system layout (plan preparation), equipment selection, installation, acceptance testing, troubleshooting, servicing, and sales.	%
Water-based Fire Protection Systems Layout (SP)	Water-based fire protection systems layout specific activities including project management, system layout (plan preparation), hydraulic calculations, site evaluation, equipment selection, plan approval, and sales.	%
Water-based Fire Protection Systems Inspection / Testing (ITS)	Specifically performing and managing the inspecting and testing of existing systems according to NFPA 25. Does not include work performed during installation and final testing / commissioning of new systems.	%
Water-based Fire Protection Systems Fitting / Fabrication (SF)	The performance and supervision of fitting, fabrication, maintenance, tests and inspections performed during installation and final testing / commissioning of new water-based fire protection systems or additions to systems.	%
Other Fire Protection Work (OFP)	This includes work with portable extinguishers, standpipe hoses and nozzles, municipal and private fire hydrants, fire-stopping, and firefighter duties.	%
Video Security System Technician (VST)	Video security systems specific activities including management, installation, preventative and corrective maintenance, tests and inspections, troubleshooting, and servicing.	%
Video Security System Designer (VSD)	Video security systems design and plan preparation specific activities including management, plan preparation, site evaluation, equipment selection, plan approval, and technical sales.	%
Industrial Instrumentation (I/I)	Industrial instrumentation work including management, design assistance, installation and maintenance of industrial measurement and control systems.	%
Audio Systems (AS)	Audio system specific activities including the layout, installation, and maintenance of audio systems for commercial, industrial, and large space applications.	%
Electrical Power Testing (EPT)	Specifically testing electrical power equipment, cabling, and systems operating in the range of 600 V and above. Does not include general wireman duties.	%
Other Low / Limited Voltage Systems (LV)	Work with non-fire alarm low/ limited voltage systems such as security, access control, nurse call, building control, computer networking, and emergency lighting.	%
Other Electrical Systems (GE)	General electrician work - residential and commercial wiring of loads including light machinery, lighting, HVAC components, and distribution panels and outlets.	%
Other	Specify: Gap:	%
The sum of all the values in this column cannot exceed 100%.		100%

AFFIDAVIT: I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that provision of misinformation is in violation of the NICET Code of Ethics and policy, and can result in the rejection of this application and/or the revocation of any certificate NICET has issued in my name.

Applicant's Signature

Date

Verifier's Signature
(Only if directed by NICET)

Sections 1, 2, and 3 must be filled out for each position held.

All information provided is subjected to cross-confirmation with documents on file and as needed through third-party entities including licensing bodies, previous and current employers, and other sources of official documentation.



Candidate: _____ NICET ID No: _____

Experience Application - Part I: Work History

Section 3 – Detailed Description of Work Performed

NICET cannot accept submissions provided on forms or in formats other than our own.

Provide separate entries for each S/TA for which you made an entry in Section 2 using the designated abbreviations. If supplementary space is needed use additional pages of Section 3.

S/TA	*EXAMPLE*	Detailed Description of Technical Work Performed
SF		Supervised and performed the installation, corrective maintenance, under construction testing, and commissioning of new fire sprinkler systems and system additions. Systems installed included wet, dry, pre-action, deluge, and foam. Components installed and maintained included piping, pipe hangers, earthquake bracing, alarm check valves, various cutout valves, flow sensors, FD connections, standpipe hose connections, jockey and fire pumps, and backflow preventers. Installed systems of 25 – 600 heads in a variety of building types including residential and commercial high rise, mercantile, manufacturing, school, and military.
S/TA		Detailed Description of Technical Work Performed
S/TA		Detailed Description of Technical Work Performed

AFFIDAVIT: I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that provision of misinformation is in violation of the NICET Code of Ethics and policy, and can result in the rejection of this application and/or the revocation of any certificate NICET has issued in my name.

 Applicant's Signature

 Date

 Verifier's Signature
 (Only if directed by NICET.)

Sections 1, 2, and 3 must be filled out for each position held.

All information provided is subjected to cross-confirmation with documents on file and as needed through third-party entities including licensing bodies, previous and current employers, and other sources of official documentation.



Candidate: _____ NICET ID No: _____

Experience Application - Part I: Work History

Section 3 – Detailed Description of Work Performed (continue as needed)

NICET will not accept submissions provided on forms or in formats other than our own.

Provide separate entries for each S/TA for which you made an entry in Section 2 using the designated abbreviations.

S/TA	Detailed Description of Technical Work Performed

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AFFIDAVIT: I certify that the above is a true and complete breakout of the time I spent working in the subfields/technical areas indicated for the listed position. I understand that provision of misinformation is in violation of the NICET Code of Ethics and policy, and can result in the rejection of this application and/or the revocation of any certificate NICET has issued in my name.

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Candidate: _____ NICET ID No: _____

Experience Application - Part I: Work History

Section 3 – Detailed Description of Work Performed (continue as needed)

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All information provided is subjected to cross-confirmation with documents on file and as needed through third-party entities including licensing bodies, previous and current employers, and other sources of official documentation.



Candidate: _____

Candidate NICET ID No.: _____



NICET ENGINEERING TECHNICIAN CERTIFICATION Experience Application, Part II: Verifier Data

(Please print legibly or type)

To be completed by the Verifier only

Name: _____ Title: _____

Current employer: _____

Daytime phone: _____ Email: _____

Professional licenses/certifications: _____

My observation of the candidate occurred during my employment at:

- Current employer
- Previous employer: _____

My observation of the candidate occurred as a part of my role as:

- Candidate's direct supervisor
- Candidate's indirect supervisor/manager responsible for the candidate's work results/outcomes
- Engineer on one of the candidate's projects
 - Governmental authority: _____
 - Contract supervisor for: _____ client, or _____ general contractor
 - Other: _____

I have (Check all that apply):

- directly observed the candidate's work.
- directly observed the results of the candidate's work.
- received reliable reports from those who have directly observed the candidate's work.
- observed the candidate's ability to supervise others who are doing this work.

During what time period were you in the above-indicated relationship with the candidate?

From ____ / ____ to ____ / ____
Mo. Yr. Mo. Yr.

Verifier's Statement:

I certify that:

- *I understand and have carefully considered each performance measure that I have verified or will verify.*
- *I have not verified, and will not verify, any performance measure that I have not either personally observed or received reliable and specific reports from one who has personally observed the performance.*
- *I have not signed, and will not sign, any verification statement on a form that does not have the candidate's name at the top.*
- *I have not asked nor will I ask anyone to sign my name in my stead.*

Signature _____ Date _____ Initials _____

Mail the completed Experience Application Package with payment to: NICET, c/o Bank of America, PO Box 418651, Boston, MA 02241-8651
If this form supplements a previously-paid experience evaluation, send it to: NICET Evaluation, 1420 King Street, Alexandria VA 22314



Candidate: _____ Verifier: _____



NICET ENGINEERING TECHNICIAN CERTIFICATION
Experience Application, Part III: Performance Verification
Inspection and Testing of Fire Alarm Systems

Instructions to the Verifier: For each performance measure listed, please write your initials in the appropriate column to indicate whether you have witnessed that capability in the candidate's performance of his/her job.

Level I Performance Measures

<i>The candidate has repeatedly demonstrated:</i>		Verifier's Initials
0306-1101	Maintain person safety on the job site.	
0306-1102	Select and use the proper tools, materials, and instruments for Level I tasks.	
0306-1103	Identify and test control units, power supplies, and off-premises communication equipment.	
0306-1104	Identify and test common notification and initiating devices.	
0306-1105	Identify and apply the inspection and testing methods as defined in NFPA 72.	
0306-1106	Prepare documentation of inspection and testing activities in accordance with NFPA 72 requirements.	
0306-1107	Read and interpret system plans to locate fire alarm system devices.	
0306-1108	Locate and identify fire alarm system interfaces with other systems.	
0306-1109	Recognize and report either external signs of obstruction or damage to fire alarm system devices.	
0306-1110	While performing inspections, communicate with the facility owner, occupants, and AHJ to exchange needed information about inspection and testing activities and alarm coordination.	

Statement of Verification: I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: _____ Date: _____

Level II Performance Measures

<i>The candidate has repeatedly demonstrated an ability to:</i>		Verifier's Initials
0306-3101	Identify the major components of specialized systems and their functions.	
0306-3102	Identify the fire alarm system interfaces with suppression and pre-action systems, as well as their components, wiring, and functions.	
0306-3103	Read and apply manufacturers' information to correctly inspect and test interfaces with specialized equipment, such as flame detectors, radiant heat detectors, mass notification systems, smoke control equipment, and so forth.	
0306-3104	Recognize and report external signs of damage or obstructions to the proper operation of specialized equipment, such as flame detectors, radiant heat detectors, mass notification systems, smoke control equipment, and so forth.	
0306-3105	Determine signal paths and interactions from system plans.	
0306-3106	Predict the fire alarm system response to a signal or activity generated by an interfaced suppression or pre-action system and vice versa.	
0306-3107	Identify and apply inspection and testing frequencies and methods, as defined in NFPA 72.	
0306-3108	Properly document testing activities and findings in accordance with the relevant standards and authorities.	

Level II Performance Measures continued

<i>The candidate has repeatedly demonstrated an ability to:</i>		Verifier's Initials
0306-3109	Plan the inspection and testing of a large, complex fire alarm system, including coordination with the owner and with other trades, specialties, and authorities.	
0306-3110	Coordinate the activities of a team of inspectors on a large, complex inspection and testing job effectively to ensure a full and accurate accounting of the condition and status of the system and satisfaction of the requirements of the applicable standards and authorities.	

Statement of Verification: I verify that I have a detailed personal knowledge of the candidate's performance related to each of the performance measures that I have initialed above and that, in my best professional judgment and according to government and industry standards and best practices, each initialed statement is true and has been repeatedly and consistently demonstrated.

Signature: _____ Date: _____

Note: Verifier must have submitted one "Verifier Information" form related to this candidate.

Mail the completed Experience Application Package with payment to: NICET, c/o Bank of America, PO Box 418651, Boston, MA 02241-8651
If this form supplements a previously-paid experience evaluation, send it to: NICET Evaluation, 1420 King Street, Alexandria VA 22314



Inspection and Testing of Fire Alarm Systems Certification

Level I Content Outline

The candidate for NICET certification at Level I in Inspection and Testing of Fire Alarm Systems should have the knowledge and experience to:

Perform periodic inspections and tests of basic* fire alarm systems and prepare related records and reports.

**Basic fire alarm systems do NOT include the following: suppression interfaces, networked control units, smoke control interface, aspirating systems, multi-zone voice evacuation systems, high-rise applications, and job planning; but MAY include elements such as door releases, elevator recall, local duct detectors, local air handler shutdown, single-zone voice evacuation, etc.*

1.1 Plan and Coordinate Work

(Questions related to these tasks make up 24-34% of the exam.)

- 1.1.1 Determine the number, type, and location of devices to be inspected and/or tested.
- 1.1.2 Coordinate with the owner/building manager during inspection and testing.
- 1.1.3 Identify and apply the appropriate inspection and testing requirements for the job.
- 1.1.4 Issue notifications of testing as needed.
- 1.1.5 Identify impairments and issue appropriate notifications.
- 1.1.6 Restore the system.
- 1.1.7 File documentation and reports.

1.2 Inspect Equipment

(Questions related to these tasks make up 24-34% of the exam.)

- 1.2.1 Inspect system control units.
- 1.2.2 Inspect system power supplies, wiring, and connections.
- 1.2.3 Inspect initiating devices.
- 1.2.4 Inspect notification appliances.
- 1.2.5 Inspect equipment for off-premises signaling.
- 1.2.6 Inspect signal wiring and connections.

1.3 Test Functionality

(Questions related to these tasks make up 34-44% of the exam.)

- 1.3.1 Test functionality of system control units.
- 1.3.2 Test functionality of power supplies.
- 1.3.3 Test functionality of initiating devices and circuits.
- 1.3.4 Test functionality of notification appliances and circuits.
- 1.3.5 Test functionality of equipment and circuits for off-premises signaling.
- 1.3.6 Test functionality of basic interfaces.
- 1.3.7 Manually measure sensitivity of detectors (without accessing site-specific programming).

1.4 Maintain Devices

(Questions related to these tasks make up 5-13% of the exam.)

- 1.4.1 Replace batteries as needed.
- 1.4.2 Replace devices as needed.
- 1.4.3 Clean devices as needed.

Approved January 7, 2015



Inspection and Testing of Fire Alarm Systems Certification

Level II Content Outline

The candidate for NICET certification at Level II in Inspection and Testing of Fire Alarm Systems should have the knowledge and experience to:

Plan, perform, and coordinate periodic inspections and tests of complex* fire alarm systems and prepare related records and reports.

**Complex systems may include, but are not limited to, one or more of the following: suppression interfaces, networked control units, smoke control interfaces, air sampling systems, multi-zone voice evacuation systems, and/or high-rise applications.*

2.1 Plan and Coordinate Work

(Questions related to these tasks make up 20-30% of the exam.)

- 2.1.1 Determine the scope of an inspection assignment involving interfaces with other systems.
- 2.1.2 Survey a system to identify types of devices, fire alarm system interfaces, potential problems, and existing documentation.
- 2.1.3 Determine the presence of other fire protection and building systems, and device locations.
- 2.1.4 Coordinate inspection and testing with the owner prior to and during the inspection.
- 2.1.5 Coordinate testing with other trades and specialties as needed.
- 2.1.6 Identify, read, and interpret the appropriate codes and standards for the inspection assignment.
- 2.1.7 Issue testing notifications as needed.
- 2.1.8 Restore the system.
- 2.1.9 Identify and file system-appropriate documentation and reports.

2.2 Inspect Interfaces and Specialized Equipment

(Questions related to these tasks make up 28-38% of the exam.)

- 2.2.1 Inspect elevator shutdown interfaces.
- 2.2.2 Inspect smoke control system interfaces.
- 2.2.3 Inspect interfaces with suppression and pre-action systems.
- 2.2.4 Inspect emergency communication systems equipment.
- 2.2.5 Inspect specialized detection equipment.
- 2.2.6 Inspect networked control equipment.

2.3 Test Functionality of Specialized and Interfaced Equipment and Circuits

(Questions related to these tasks make up 37-47% of the exam.)

- 2.3.1 Test elevator shutdown activation.
- 2.3.2 Test smoke control system interfaces.
- 2.3.3 Test interfaces with suppression and pre-action systems.
- 2.3.4 Test emergency communication systems equipment.
- 2.3.5 Test specialized detection equipment.
- 2.3.6 Test networked control equipment.



Inspection and Testing of Fire Alarm Systems

Level I Selected General References

Candidates are permitted to bring only the following reference into the test center.

<u>Title</u>	<u>Edition*</u>
NFPA 72	2013

This standard will also be available on-screen during the exam. Candidates may refer to their hardcopy and/or the on-screen copy.

*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 reference listed above, the following publications can provide some of the job knowledge required by an inspection and testing 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.

NFPA 70: National Electric Code. National Fire Protection Association.

NFPA 70E: Electrical Safety in the Workplace. National Fire Protection Association.

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

Effective May 1, 2015



Inspection and Testing of Fire Alarm Systems

Level II Selected General References

Candidates are permitted to bring only the following reference into the test center.

<u>Title</u>	<u>Edition*</u>
NFPA 72	2013

This standard will also be available on-screen during the exam. Candidates may refer to their hardcopy and/or the on-screen copy.

*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.

During the exam, the following titles will be available to candidates **on-screen only**:

<u>Title</u>	<u>Edition*</u>
NFPA 92	2012

*The test questions are based on the edition listed above. This edition will be available to candidates during the exam in PDF format.

In addition to the references listed above, the following publications can provide some of the job knowledge required by an inspection and testing 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.

NFPA 13 (2013): Standard for the Installation of Sprinkler Systems. National Fire Protection Association.

NFPA 70: National Electric Code. National Fire Protection Association.

NFPA 70E: Electrical Safety in the Workplace. National Fire Protection Association.

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

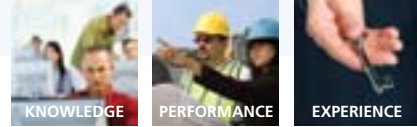
Effective June 1, 2015

Exam Information

Inspection and Testing of Water-Based Systems Exam	
Level I Exam 77 questions, 110 min.	
Level II Exam 69 questions, 110 min.	

Fees

Inspection & Testing of Fire Alarms Systems Standard Model/CBT Application	
Level I	\$225
Level II	\$290
Base Recertification Fee (includes one subfield)	\$200
Incremental Fee (each additional subfield)	\$50



States Requiring NICET

Alabama

State of Alabama, Department of Insurance

Level II, III

<http://www.firemarshal.alabama.gov/bulletins/CFAA.pdf>

Arkansas

Life and Safety Bureau

Levels II, III

<https://dps.alaska.gov/getmedia/09084c47-c134-41ac-9062-6f2b2a49fe2b/FSCClassDefinitions2017;.aspx>

Arizona

Office of the State Marshal

Level II

<http://www.dfbls.az.gov/UserFiles/files/ofm/permits/Construction%20Work%20and%20Inspection%20Requirements.pdf>

California

California State Fire Marshal

Level Not Specified

http://osfm.fire.ca.gov/CODEINTERPRETATION/pdf/2004/04_001.pdf

Delaware

Examination Requirements for Fire Alarm Signaling Systems

Level II

<https://statefiremarshal.delaware.gov/wp-content/uploads/sites/110/2017/07/fassexamreq2017.pdf>

Kansas

Office of the State Fire Marshal – Fire Prevention Division

Level Not Specified

<http://firemarshal.ks.gov/docs/default-source/prevention/fire-facts/fire-fact-081a---maintenance-qualifications.pdf>

Kentucky

State Fire Marshal – Fire Protection Systems

Levels II, III, IV

<http://dhbc.ky.gov/sfm/Pages/FPfaq.aspx>

Michigan

State of Michigan Electrical Licensing/Examination Information

Level II

https://www.michigan.gov/documents/lara/dleg_bcc_electrical_exam_info__354155_7.pdf



States Requiring NICET - continued

Minnesota

Minnesota State Department of Public Safety

Level Not Specified

<https://dps.mn.gov/divisions/sfm/document-library/Documents/Fire%20Code%20Information%20Sheets/SystemTestingInspectionMaintenanceFactSheet.pdf>

Montana

Montana Fire Protection Licensure Program

Level II

<http://boards.bsd.dli.mt.gov/Portals/133/Documents/fpl/dli-bsd-fpl002.pdf?ver=2017-01-27-145941-787>

Nebraska

Nebraska State Fire Marshal

Level II

<https://sfm.nebraska.gov/code-enforcement/fire-alarm-inspector-license>

Nevada

Fire Alarm Submittal Requirements

Level II

<http://fire.nv.gov/uploadedFiles/firenv.gov/content/bureaus/FPE/FIRE%20ALARM%20SUBMITTAL%20REQUIREMENTS%2001162015.pdf>

New Hampshire

NH Division of Fire Safety – Bureau of Building Safety and Construction

Level II

<https://www.nh.gov/safety/divisions/firesafety/building/mechanical/fireprotection/documents/ENDORSEMENTMATRIX.pdf>

New Jersey

New Jersey Fire Protection Equipment Contractor Certification Requirements

Level II

https://www.nj.gov/dca/divisions/dfs/pdf/cont_req.pdf

New Mexico

New Mexico State Fire Marshal's Office – Plans Review Submittal Requirements and Information

Level III

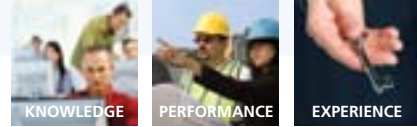
<http://www.nmprc.state.nm.us/state-firemarshal/docs/2006SFMOPPlansReviewGuidelines.pdf>

New York (City)

Study Material for the Examination of the Certificate of Fitness for Fire Alarm Systems Inspection, Testing, and Service Technician

Level Not Specified

http://www.nyc.gov/html/fdny/pdf/cof_study_material/s_98_study_material.pdf



States Requiring NICET - continued

Ohio

4101:7-5-01 Fire Protection System Designer Certification
Levels III, IV

<http://codes.ohio.gov/oac/4101:7-5-01v1>

South Carolina

South Carolina's Contractor's Licensing Board
Levels II, III

<https://www.llr.sc.gov/pol/contractors/index.asp?file=CLB%20How%20to%20apply.htm>

South Dakota

South Dakota Legislature
Levels III, IV

<http://sdlegislature.gov/rules/DisplayRule.aspx?Rule=20:38:38:05>

Texas

Fire Alarm License & Test Information
Levels II, III

<https://www.tdi.texas.gov/forms/sfmfireindustry/SF229alrmguide.pdf>

Utah

Utah Department of Public Safety – Fire Alarm Systems
Levels I, II, III, IV

<https://firemarshal.utah.gov/licensing-and-certification/fire-alarm-systems/>

West Virginia

West Virginia Legislature
Levels III, IV

http://www.wvlegislature.gov/Bill_Text_HTML/2007_SESSIONS/RS/BILLS/hb2747%20Enr.htm

Wyoming

Rules (New) of the Wyoming Department of Fire Protection and Electrical Safety
Levels III, IV

<http://www.wyoleg.gov/ARULES/2011/AR11-014fire.pdf>

GSA Contractors

Facilities Maintenance and Management

<http://sws.gsa.gov/sws-search/viewSolDocument.do?method=view&solNum=NkZFQy1FNi0wMzAyOTltQg==&solRefresh=MTM=&solDoc=MDkwMDMwMzk4MDIxMTNjNw==>